

LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL

**REQUEST FOR PROPOSAL
ADVERTISING SALES AND SERVICE FOR
VALLEY METRO TRANSIT FLEET
No: 2018-05**

**“ADVERTISING SALES AND SERVICE FOR
VALLEY METRO TRANSIT FLEET”**

ISSUE DATE: NOVEMBER 11, 2018

PROPOSAL DEADLINE: NOVEMBER 26, 2018 by 12PM



LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL
301 WEST RAILROAD
WESLACO, TEXAS 78596
WWW.LRGVDC.ORG

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SECTION I: GENERAL INSTRUCTIONS

1.1 SOLICITATION SCHEDULE

Release date of Request for Proposal:	November 11, 2018
Pre-Bid Conference (details below):	November 16, 2018, 2:00 P. M. CT
Last day to submit written questions:	November 20, 2018, 5:00 P. M. CT
Proposal Deadline:	November 26, 2018, 12:00 P.M. CT
Public Bid Opening:	November 27, 2018, 2:00 P.M. CT

(Official time clock is LRGVDC phone system)

Project Begin Date: Upon Acceptance of Award

A pre-bid conference will be conducted on Friday, November 16th, 2018 at 2:00PM (CST). The pre-bid conference will be held at the Valley Metro offices located at 510 S Pleasantview Dr, Weslaco, Texas 78596. The pre-bid conference will include vehicle site visits held at the same location. This is the only day that will be scheduled for vehicle viewing. **Although attendance is not mandatory, bidders are strongly encouraged to attend.**

1.2 AUTHORIZED AGENCY CONTACT

- Offerors may submit questions and inquiries via email only to lrgvdc@lrgvdc.org.
- No phone or in-person inquiries regarding the proposal shall be conducted other than at the pre-bid conference presentation and Q&A.
- Questions submitted in writing, via email will be answered within three business days.
- Inquiries, questions and responses shall be posted as addendums on LRGVDC website. Offerors should frequently check for any updates.

1.3 PROJECT SUBMISSION

All Bid Proposals shall be submitted via sealed envelope, displaying name of offeror and project title addressed to the following:

LRGVDC
301 West Railroad-Building "D"
Weslaco, Texas 78596
SEALED PROPOSAL
ADVERTISING SALES AND SERVICE FOR
VALLEY METRO TRANSIT FLEET
No: 2018-05

- Fax copies are not acceptable. Paper copies only, no CDs or removable memory devices acceptable

- LRGVDC Office Hours: Monday through Friday from 8:00 AM to 5:00 PM
(Office closed on Veteran's Day, November 12th, 2018)

SECTION II: BACKGROUND INFORMATION

2.1 LRGVDC OVERVIEW

The Lower Rio Grande Valley Development Council (LRGVDC) is one of twenty-four (24) state planning regions and association of local governments formed under Texas Law to address issues and planning needs that cross the boundaries of individual local governments. The LRGVDC coordinates planning efforts, provides a regional approach to problem solving through cooperative action and provides direct services, when applicable. The designated geographical service area is the 3,643 square miles of Cameron, Hidalgo and Willacy Counties.

The LRGVDC is comprised of programs in the fields of economic development, public safety, transportation, environmental services and health and human services. Funding to support these programs originates from local, state, and federal sources. LRGVDC is governed by a twenty-seven (27) member Board of Directors of whom two-thirds are required to be elected officials of the designated boundaries.

The LRGVDC provides public transportation in urbanized and non-urbanized areas of the lower Rio Grande Valley through its transit department, Valley Metro, which operates routes in several communities in Willacy, Cameron, Hidalgo, Starr and Zapata Counties.

2.2 PROJECT SUMMARY

Valley Metro, a subsidiary of the Lower Rio Grande Valley Development Council (LRGVDC) is requesting proposals for marketing services for its fleet of buses in accordance with Valley Metro's advertising policy. LRGVDC invites organizations to manage advertising signage on Valley Metro's transit fleet for a three (3) year period, with an LRGVDC option to extend for an additional two (2) one year periods.

Valley Metro fleet consists of 24 buses used to operate 21 routes. The majority of those routes service Hidalgo and Cameron Counties, with other routes that operate in Starr, Willacy and Zapata Counties. Information on the routes can be found in Appendix A, beginning on page 41.

2.3 PROJECT SCOPE

The offeror shall provide a proposal, in accordance with the terms and conditions set forth herein, to provide marketing and advertising services for the transportation fleet and related available advertising space according to the project scope.

The contractor shall develop and manage all advertising services for the Valley Metro fleet in a manner that is acceptable to LRGVDC/Valley Metro and in strict compliance with Valley Metro's Advertising Policy (Appendix B, page 48).

Services to be provided by the Contractor shall include, but not be limited to the following:

- Contacting clients
- Marketing and selling vehicle advertising
- Screening advertising for offensive content
- Account management
- Installation and maintenance of all advertising medium
- Production of all advertising medium
- Removing vinyl and wraps in a timely manner
- Executive and administrative management

- Receipt of payment from advertisers
- Preparation of reports of financial and other matters pertaining to the provision of service; and
- Other work as may be necessary to comply with the requirements contained in the contract

Specific Requirements:

1. From the issuance of this contract, the contractor shall have exclusive rights to place Valley Metro approved exterior and interior advertising upon Valley Metro's fleet of buses subject to the terms and conditions set forth in this Agreement. The contractor must ensure that all advertisements meet the standards of Valley Metro's Advertisement policy (Appendix B, page 48).
2. LRGVDC/Valley Metro reserves the right to use any unsold exterior or interior advertising space for its exclusive use for any advertising or promotion or purpose it deems to be in the interests of LRGVDC/Valley Metro. Production costs associated with any advertising materials for this purpose is the responsibility of Valley Metro.
3. Space availability for advertising on Valley Metro's fleet may change during the period of this Agreement for reasons including, but not limited to, the acquisition of new vehicles, the retiring of old vehicles or new bus designs or configurations which do not allow for advertising capability.
4. The contractor shall employ its best efforts to develop and make sales of advertising space.
5. The contractor shall comply with generally accepted industry principles with respect to good taste and all applicable laws and regulations including but not limited to truth in advertising, copyrights and trademarks.

Additionally, the contractor shall:

- a. Develop and implement a maintenance, cleaning, repair or replacement program plus a Quality Control Program that insures that the advertising material installed on Valley Metro vehicles is in good condition at all times. More particularly, the contractor will be required to remove, no later than 24 hours from notice given by Valley Metro, any graffiti on the vinyl not removed during routine cleaning and to make other repairs as necessary to vinyl's that are otherwise damaged or defaced. If any vehicle bearing a vinyl that is damaged, defaced or marked with graffiti is not repaired, corrected or removed by the contractor within 72 hours after notification to the contractor, Valley Metro will remove or repair damage and contractor shall be required to reimburse Valley Metro for the full dollar cost to remove or repair any such vinyl advertisement.
- b. Remove all dated advertising materials within five (5) calendar days from its expiration date. Dated Materials refers to advertising materials that are relevant to a specific time period or relevant to an event that has been completed.

Vehicle Access:

The contractor will be allowed reasonable access to the vehicles for the purpose of providing their services. contractor shall contact Valley Metro or its contractors prior to working on the vehicles or property in order to coordinate and schedule all work. The contractor will be responsible for all actions of the contractor's employees while they are on LRGVDC/Valley Metro or one the Valley Metro's contractor's property.

Exterior Advertisements:

Prior to the initial installation of vinyl advertisements Valley Metro will approve the exact location for placement of an advertisement, on non-permanent adhesive vinyl material, on each type of bus or facility in Valley Metro's operation. These locations will become the standard locations for placement of ads on buses through the term of the Agreement. The contractor must receive approval from Valley Metro prior to removing any existing logos, vinyl, or demarcations. The contractor is responsible for any damages caused by the installation or removal of advertisements or advertisement materials. The contractor shall reimburse Valley

Metro for any damages to LRGVDC property caused by the contractor.

Interior Advertisements:

Advertising will be permitted on the interior of the buses, on either side of the vehicle. The contractor shall be responsible for any cost associated with the installation of channel card mounts, channel cards, or other industry standard methods of interior advertisements. The contractor may install such equipment on the vehicles only with approval from Valley Metro's Transportation Director. The contractor is responsible for any damages caused by the installation or removal of advertisements or advertisement materials.

Self-Promotion:

The contractor will not be allowed to engage in unpaid self-promotion without prior written approval from Valley Metro.

Lower Rio Grande Valley Development Council Reservation of Rights/Exclusions:

Advertising will be permitted on the exterior and interior on all Valley Metro revenue fleet vehicles with the following exceptions:

- Advertising does not exist and is not permissible on the bicycle racks on any vehicle.
- No representation or assurance is or can be made to any vehicle remaining in a specific area or route.
- Advertising does not exist and is not permissible on bus shelters at this time.

Valley Metro reserves the right to make changes in the location, time availability, and size of all vehicles. The ultimate responsibility for tracking the fleet rests with the contractor. Valley Metro, by necessity, must retain the ability to move vehicles to accommodate passengers' needs and maintenance requirements and cannot assign vehicles for advertising purposes. Valley Metro reserves the right to increase or decrease the number and frequency of routes at any time during contract term. The number of vehicles in the fleet may be modified at which time Valley Metro reserves the right to renegotiate the contract.

General advertising content guidelines, restrictions on advertising content, and unacceptable products, services, images and content and other items are specified in Valley Metro's Advertising Guide and Policy attached as Appendix A and B beginning on page 41.

Vinyl Application and Fully Wrapped Buses:

Any material extended over the windows must be transparent from the inside, allowing passengers to see out.

Questions:

Questions about the content in this Request for Proposals or about Valley Metro's transit services must be submitted to the LRGVDC no later than November 20, 2018 by 5:00PM CST. LRGVDC will respond to questions by November 21, 2018. Questions may be submitted by mail, email, or fax to:

LRGVDC
301 W. Railroad
Weslaco, TX 78596
lrgvd@lrgvdc.org
956-682-3481

Answers to questions submitted will be made available to the public on LRGVDC's website www.lrgvdc.org and by request to the addresses above.

2.4 EVALUATION CRITERIA

Proposals will be selected based on the ability of each bidder to carry out all the requirements contained in this RFP. Incomplete or late proposals or those found to be default, in poor standing or reflective of questionable business/ethical practices will not be considered.

It is the intent of LRGVDC to enter into contractual agreements with the most qualified, responsible bidder whose bid is responsive to the invitation, meeting all qualifications necessary to complete the prescribed scope of work, with the greatest overall value to LRGVDC in terms of price and other enumerated factors such as project history, location registered, etc.

LRGVDC may award a contract of higher qualitative competence of over the lowest priced response seeking the best combination of expertise, experience and value.

Additionally, the following criteria shall be used to evaluate submissions:

- Proven experience in managing advertising accounts for similar sized transportation programs.
- References from other agencies may be required.
- Profitable operations greater than 3 years in the Rio Grande Valley preferable.
- License to do business in the State of Texas
- Proof of E-Verify enrollment
- Introduced knowledge, experience, resources, and value-added services beyond basic scope of work requirements.
- Proposed project plan and cost proposal exemplifying total overall quality.
- Successful contractor must abide by all FTA and State of Texas procurement policies

2.5 PROPOSAL SUBMISSION

REQUIREMENTS FOR SUBMISSION OF PROPOSALS

Interested parties should submit one (1) original, and four (4) copies, of their proposal, including all forms and required documentation which are due by **12:00 PM (CST), November 26, 2018 to: Lower Rio Grande Valley Development Council, 301 W. Railroad, Weslaco TX 78596**. Proposals must be sealed and marked with the words **“ADVERTISING SALES AND SERVICE FOR VALLEY METRO TRANSIT FLEET”**. Faxed or emailed proposals will not be accepted.

All firms shall include the following documentation in the proposal package:

- I) Required Forms
 - DBE Forms 1,2,3,4
 - Form (B) Authorization
 - Form (C) Bid Proposal (Rate Card)
 - Form (D) Federal Lobbying Certification

- Form (E) Statement of Qualifications and Certifications
- Form (F) Client References
- Form (G) Subcontractor References
- Form (H) No Participation Response Form
- Form (I) Suspension and Disbarment Certification
- Form (J) E-Verify
- Form (K) Non-Collusion Affidavit
- Form (L) Conflict of Interest Affidavit

II) Submittal of proposal document

All information submitted for this proposal document, i.e. prices, brands, product numbers, any exceptions to the terms and conditions of this proposal, and the signature page, must be either typewritten or completed in permanent ink. Proposal received differently than in the manner described above will be rejected.

Sealed proposals are invited by the LRGVDC for all labor, services, materials, supplies, equipment, tools, transportation, and other facilities necessary or proper to meet the requirements of the specifications included in scope of service.

The LRGVDC may waive and/or disqualify any proposal not prepared and submitted in accordance with the provisions herein.

Proposals will be received by the designated LRGVDC staff member only at 301 West Railroad, “Building D”, Weslaco, Texas 78596 until the time and date stated in the advertisement for proposals.

Any proposals received after the time and date deadline will not be considered.

Any proposals may be withdrawn prior to the scheduled time for the opening thereof.

Proposals must be submitted on the forms provided thereof by the LRGVDC. All blank spaces in the form shall be filled in, amount shall be stated both in words and numerals, the signature shall be longhand, and the completed form shall be without erasure, interlineations, alterations, or any conditions inserted by the offeror.

Proposals shall be valid for ninety (90) calendar days from proposal due date.

Proposals submitted via methods other than those indicated above will not be accepted.

Cost of Proposal Preparation:

It is the responsibility of the contractor to ensure that proposals are received by the specified date and time. Proposals received after the specific deadline will not be accepted.

Withdrawal or Modification of Proposals:

A modification to a proposal already received by Valley Metro shall be considered only if the modification is requested prior to the date/time for the submittal of final proposals. All modifications shall be made in writing, executed and submitted in the same form and manner as the original proposal. Any modification of the proposal or quotation, except a modification resulting from Valley Metro’s request for a “best and final” offer, is subject to the same conditions.

Proposals may be withdrawn by written or fax request received from contractor prior to the date/time for the submittal of final proposals. Proposals may be withdrawn in person by a contractor or an authorized representative, if the representative’s identity is made known and the representative signs a receipt documenting the withdrawal of the proposal.

No contractor may withdraw a proposal after the time and date for submittal of final proposals, unless the resulting contract award is delayed for a period exceeding seventy-five (75) calendar days from the deadline for receipt of proposals. Valley Metro reserves the right to request that the contractor grant an extension to the proposal validity period.

No consideration shall be given by Valley Metro to a claim of error in a proposal unless written notice of error and supporting evidence of such claim, including cost breakdown sheets, are delivered to Valley Metro within 48 hours of the opening of proposals. Any review by Valley Metro of a proposal and/or any review of such a claim of proposal error (including supporting evidence) imposes no duty or liability by Valley Metro to discover any other error or mistake, and the sole liability for any proposal error or mistake rests with the contractor.

Public Disclosure:

All information contained in the proposal may be subject to public inspection.

PROPOSAL EVALUATION PROCESS

Valley Metro will establish a committee who will assess and evaluate the proposals based on the contractor's approach and understanding of the scope of work and the potential revenue to Valley Metro.

Evaluation Criteria: Proposals will be reviewed for compliance with the requirements of the RFP. Those proposals which are incomplete or those which fail any of the pass fail elements identified below will be rejected. Proposals will also be scored on the clarity and completeness of their submittals. Points will be awarded as described below with the maximum points available being 100.

Final selection and ranking will be based on the following criteria and points:

Criteria	Maximum Evaluation Score
Proposal meets or exceeds requested information	20
Total Guaranteed Revenue to Valley Metro over the term of the Agreement	40
Qualifications and location of key staff to the account	20
References and Experience	20
TOTAL	100

Evaluation Conference:

To aid in the evaluation process, after proposal opening, Valley Metro may require individual contractors to appear at a date, time and place determined by Valley Metro for the purpose of asking and answering questions to determine whether both parties have a full and complete understanding of the nature and scope of project. In no manner shall such action be construed as negotiations or an indication of Valley Metro's intention to award.

The evaluation committee shall review the proposals, discuss, and rank the proposals according to the evaluation criteria. Contractors will not be told of their rankings among other contractors. LRGVDC/Valley Metro may choose to require BEST AND FINAL OFFERS regarding this RFP. The contractor whose proposal is in the best interest of Valley Metro will be recommended to the Executive Director of the Lower Rio Grande Valley Development Council for acceptance. Valley Metro may negotiate with any or all contractors to arrive at a contract for the performance of the work. Valley Metro reserves the right to select the contractor based on the initial proposals submitted.

Proposals will not be publicly opened and will be kept strictly confidential until Contract is awarded.

SINGLE PROPOSAL PROCESS

If only a single proposal is received, Valley Metro may require the contractor to provide verification of cost/price reasonableness, which may include but is not limited to: a cost analysis or a price comparison between the proposed price and that of similar items, materials, supplies, and/or services to confirm that the proposal submitted price is fair and reasonable. If requested, the contractor shall provide the cost analysis or price comparison within seven (7) calendar days of the date request. Valley Metro reserves the right to reject or accept the proposal submitted on the basis of verification of price reasonableness.

AWARD

Valley Metro shall evaluate all proposals submitted and determine which proposal submittal is in the best interest of the agency. Valley Metro reserves the right to not award to the highest guaranteed revenue. Valley Metro, at its sole discretion, reserves the right to accept or reject any and/or all proposals submitted and to waive minor informalities and irregularities to serve the best interest of the LRGVDC and Valley Metro. These services are intended to be awarded as one package. Valley Metro may enter into a contract with the successful Qualifier within ninety (90) calendar days of the closing date or may extend this time frame or exercise the right to reject all proposals.

SECTION III: PROPOSING CONDITIONS

3.1 PROPOSAL SUBMISSION

Interested parties should submit one (1) original, three (3) copies, and one electronic file version in MS Word or Adobe PDF formatting on a USB flash drive of their proposal, including all forms and required documentation which are due by 12:00 PM (CST), November 26, 2018 to: Lower Rio Grande Valley Development Council, Building D, 301 W. Railroad, Weslaco, TX 78596. Proposals must be sealed and marked with the words “**ADVERTISING SALES AND SERVICE FOR VALLEY METRO TRANSIT FLEET**”. Faxed or emailed proposals will not be accepted.

3.2 STATUS OF INFORMATION

The LRGVDC shall not be bound by oral or written information released prior to the issuance of the bid. All inquiries regarding this application must be submitted in writing via email to lrgvdc@lrgvdc.org.

Offerors are advised that from the date this bid is issued until the award of the contract, NO contact with personnel and/or Governing Body related to this solicitation is permitted, except as authorized such as email inquiries or scheduled pre-bid conference.

3.3 QUALIFYING CONDITIONS

The proposal shall state whether the offeror is a corporation or co-partnership, and, if a corporation, under the laws of what state and have the corporate seal affixed. If a co- partnership, the full name or names of all interested parties.

The successful offeror shall submit a certificate of incorporation in the state of Texas or proof of authorization to do business in the State of Texas.

The Contractor shall procure and maintain insurance for the duration of the contract.

The Contractor shall indemnify and hold the LRGVDC harmless.

The Contractor shall pay any and all Federal, State, County, or City taxes with may be applicable herein.

The quantities listed on the proposal form are for comparing proposals only. The actual quantities are used during the contract period may vary higher or lower. Payment by the LRGVDC to the successful offeror shall be made based on the actual quantities of authorized work performed under each item and only at that item’s unit proposal price.

The LRGVDC shall not be liable for any costs incurred by offerors in the preparation of proposals or for any work performed in connection therewith.

The successful offeror’s attention is called to the fact that materials not actually incorporated into the work will not be exempt for the payment of sales tax. This will apply to such things as:

- a. Machinery and equipment, including rentals or repair parts.
- b. Supplies, tools, miscellaneous equipment, and/or materials.
- c. Any other items purchased or rented by the contractor for his use in performing the contract and not incorporated into the realty.

The LRGVDC reserves the right to postpone or cancel the bid and to reject any or all proposals.

LRGVDC DBE and Equal Opportunity Employment requirements will apply to this contract.

3.4 NON-COLLUSIVE PROPOSING CERTIFICATE

All offerors must complete the Non-Collusion certification included submitted as part of the proposal. Any offers submitted without the fully executed Non-Collusion Certifications will be rejected.

If in any case the offeror cannot make the foregoing certification, the offeror shall so state and shall furnish with the proposal a signed statement which sets forth in detail the reason therefore.

The offeror whose proposal is accepted shall, after written notice by the designated agency staff member enter into a contract and furnish an insurance certificate complying with the provisions of insurance specification. The notice shall be served personally or by the mailing thereof in a postpaid wrapper addressed to the offeror at the address given in the proposal. This contract must be approved by the LRGVDC.

The contract shall be governed and construed under the laws of the State of Texas. Venue for any and all disputes under the contract shall be in Hidalgo County, Texas. Any and all settlement discussions, examinations before trial, depositions and or any other proceedings related to any disputes under the contract shall also be held in Hidalgo County, Texas.

3.5 ADDENDA

Any addenda issued during the time of proposing must be included in the proposal, and in enacting the contract, they shall become a part thereof.

The LRGVDC will issue responses to inquiries and any other corrections or amendments it deems necessary, in written addenda issued prior to the proposal deadline.

Offerors should not rely on any representations, statements or explanations other than those made in this bid or in a formal addendum.

The offeror should verify with the designated contact person, prior to submitting a proposal, that all addenda have been received. Offerors are required to acknowledge the number of addenda received as part of their proposals.

3.6 CONFIDENTIAL/PROPRIETARY INFORMATION

Offerors should specifically identify those portions of the proposal to be confidential, proprietary information or trade secrets and provide justification why such material, upon request, should not be disclosed.

3.7 ORAL PRESENTATIONS AND INTERVIEWS

The LRGVDC may require offerors to give oral or visual presentations in support of their proposals or to exhibit or otherwise demonstrate the information contained therein.

3.8 DISCUSSIONS/NEGOTIATIONS/BEST AND FINAL OFFERS

Basis of award is to the lowest responsible bidder, as per LRGVDC Procurement Policy.

3.9 OFFERORS ACCEPTANCE OF CONTRACT PROVISIONS

By submitting a proposal indicated to the LRGVDC the offeror accepts the standard contract provisions that will become part of the final contract.

3.10 CONTRACT AWARD

Any proposed contract award shall be subject to all required approvals. Contract award shall be subject to the following conditions, where applicable:

- a. Americans with Disabilities Act
- b. Cameron, Hidalgo and Willacy Living Wage Ordinance.

3.11 CONTINUATION CONTRACTS

The following provisions apply to continuing contracts awarded as the result of this solicitation:

The contract is subject to modification or cancellation if adequate funds are not appropriated to the LRGVDC to support the continuation of performance in any fiscal year succeeding the first but not to exceed three (3) years;

The contract is subject to modification or cancellation if the contractor's performance is not satisfactory; and the Contract Coordinator will notify the contractor as soon as it is practicable that the funds are not available for the continuation of the contract term for each succeeding year.

FEDERALLY REQUIRED PROVISIONS

Attached are the Federal Clauses pertaining to this particular procurement. The Contractor is responsible for reading each clause, signing when appropriate, and following the requirements of each clause. Failure to comply with these Federal Clauses will result in breach of contract.

The Term “Valley Metro” herein shall include the LRGVDC.

In compliance with the provisions of Texas Government Code, Title 10, Subtitle D, Section 2155.074, Section 2155.075, Section 2156.007, Section 2157.003 and Section 2157.125, and Texas Administrative Code, Title 1, Chapter 113.6, information obtained from the SPD’s Vendor Performance Tracking System may be used in evaluating responses to solicitations for goods and services to determine best value.

FEDERAL TRANSIT ADMINISTRATION REQUIRED CLAUSES

It is the responsibility of the Bidder to ensure that all clauses applicable to the work of an Agreement resultant from this Purchase Order are adhered to by the Contractor and its Sub-contractors when applicable.

Sec.	Contract Clause	Applicability to Type of Contract
1.	Fly America Requirements	When Transportation Paid FTA Funds
2.	Buy America Requirements	Value > 100K for Goods, Rolling Stock
3.	Seismic Safety Requirements	New Construction/Additions
4.	Energy Conservation Requirements	All
5.	Lobbying	Construction, A/E, Services, Rolling Stock
6.	Access to Records and Reports	Construction, A/E, Services, Rolling Stock
7.	Federal Changes	All
8.	Recycled Products	Value > 10K In Fiscal Year
9.	Davis-Bacon and Copeland Anti-Kickback Acts	Construction > \$2000
10.	Contract Work Hours and Standards Act	Construction > \$2000, Stock, Operational > \$2,500
11.	No Government Obligation Third Parties	All
12.	Program Fraud and False or Fraudulent Statements and Related Acts	All
13.	Termination	Value > 10K
14.	Government-Wide and Suspension (Non-procurement)	Value > 25K
15.	Privacy Act	All
16.	Civil Rights Requirements	All
17.	ADA Access Requirements	All
18.	Patent and Rights in Data	Research Projects Only
19.	Disadvantaged Business Enterprise (DBE)	All
20.	Incorporation of FTA Terms	All
21.	Metric Requirements	Sealed Bid Procurements, Stock, Construction
22.	Conformance with National Architecture	Contracts and Solicitations ITS projects only
23.	Corridor Preservation	Right of Way Development
24.	Veterans Employment	Capital Projects

PROPOSAL PACKET
LOWER RIO GRANDE VALLEY DEVELOPMENT
COUNCIL 301 WEST RAILROAD-BUILDING “D”
WESLACO, TEXAS 78596

**THE FOLLOWING FORMS MUST BE COMPLETED AND SUBMITTED WITH
THE SEALED PROPOSAL:**

- A. Proposal Acknowledgment**
- B. Certificate of Incorporation**
- C. DBE Program Compliance Forms**
- D. Authorization Form**
- E. Rate Offer**
- F. Certification Regarding Lobbying**
- G. Statement of Qualifications**
- H. Client References**
- I. Sub-contractor References**
- J. No Participation Forms**
- K. Disbarment Certification**
- L. E-Verify**
- M. Non-Collusion Certificate**
- N. Conflict of Interest Affidavit**
- O. Addenda**

A. PROPOSAL ACKNOWLEDGEMENT
“ADVERTISING SALES AND SERVICE FOR
VALLEY METRO TRANSIT FLEET”

ISSUE DATE: NOVEMBER 11, 2018

PROPOSAL DEADLINE: NOVEMBER 26, 2018 @ 12PM

TO THE ADMINISTRATION DEPARTMENT OF THE LRGVDC:

The undersigned hereby proposes and agrees to furnish all services, plans, labor, services, materials, supplies, equipment, tools, transportation and other facilities and things necessary or proper for or incidental to the above-named project, as required by and in strict accordance with the Contract Documents.

By submission of this proposal, each offeror and each person signing on behalf of any offeror certifies, and in the case of a joint proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

EXECUTED this _____ **day of** _____, **20** ____.

Signature: _____

Printed Name: _____

Title: _____

Company: _____

SWORN TO AND SUBSCRIBED before me by _____,

on the _____ day of _____, 20 ____.

Notary Public, State of Texas

Commission Expiration

1. This Acknowledgement must be filed with the Lower Rio Grande Valley Development Council and be maintained as part of the permanent procurement record.

B. CERTIFICATION OF INCORPORATION

CONTRACTOR MUST SUBMIT CERTIFICATION OF INCORPORATION IN THE STATE OF TEXAS OR MUST SHOW PROOF OF AUTHORIZATION TO DO BUSINESS IN THE STATE OF TEXAS.

To facilitate correct drawing and execution of contracts, offerors shall supply full information concerning legal status as follows:

NAME: _____

Type: CORPORATION	CO-PARTNERSHIP	INDIVIDUAL	TRADE
NAME	N/A		

If Foreign Corporation, state if authorized to do business in the State of Texas:

YES
NO

ADDRESS OF PRINCIPAL OFFICE:

Street:	
City:	
State:	
Zip code:	

PRINCIPAL OFFICERS:

NAME	ADDRESS	TITLE
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PRINCIPAL STOCKHOLDERS:

NAME	ADDRESS	TITLE
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If Co-Partnership, Names of Partners and Addresses are:

If doing business under Trade Name, Assumed Name or Firm Style:

Name of Owner:	Certificate Filed:	(Place)
	(Date)	

C. DBE PROGRAM COMPLIANCE FORMS

49 CFR PART 26

The following Proposal conditions apply to this United States Department of Transportation assisted contract. Submission of a proposal by a prospective Contractor shall constitute full acceptance of these Proposal conditions.

REQUIRED CONTRACT CLAUSES (49 CFR 26.13) UTILIZATION OF DISADVANTAGED BUSINESS ENTERPRISES

Lower Rio Grande Valley Development Council will ensure that the following clauses are included in each DOT assisted contract and subcontract:

- I) Policy - It is the policy of LRGVDC that Disadvantaged Business Enterprises shall have the maximum practicable opportunity to participate in the performance of contracts. Consequently, the DBE requirements of 49 CFR Part 26, do apply to this agreement. Proposers shall use sufficient and reasonably good faith efforts to carry out this policy in the award of their subcontracts to the fullest extent, consistent with the efficient performance of this contract.
- II) DBE Obligation - The contractor agrees to ensure that Disadvantaged Business Enterprises as defined in 49 CFR Part 26, Subpart D, have the maximum opportunity to participate in the performance of contracts and subcontracts. In this regard, all contractors shall take necessary and reasonable steps in accordance with 49 CFR Part 26 to ensure that Disadvantaged Business Enterprises have the maximum opportunity to compete for and perform contracts. Contractors shall not discriminate on the basis of race, color, national origin or sex.
- III) Contract Goal - If the contractor is not a DBE, then the Proposer/proposer agrees that the DBE goal for this Contract will be met by subcontracts or by joint ventures with DBE's. The goal set forth for this Contract is 3% of the final Contract price, including amendments and modifications. The amount of DBE participation will be determined by the dollar value of the work performed and/or supplies furnished by DBE firms as compared to the total value of all work performed and/or supplies furnished under this Contract. The contractor shall have met this goal if the contractor's DBE participation meets or exceeds this goal.

In cases where work is added to the contract by modification such that additional DBE participation is necessary to meet this goal, the Contractor shall increase the participation of one or more firms listed on the —Schedule of DBE Participation or submit additional DBE firms to meet the goal. In cases where work is deleted from the Contract, the goal shall be applicable to the new Contract amount. The Contractor shall be permitted to meet the goal by revising its DBE participation, provided, however, that the revision shall not result in DBE participation that is less than the original goal.

- IV) Compliance - All Proposers, potential contractors, or sub-contractors for this contract are hereby notified that failure to carry out the policy and the DBE obligation, as set forth above, shall constitute a breach of contract which may result in non-selection; termination of the contract; or

such other remedy as deemed appropriate by LRGVDC. Agreements between a Proposer/proposer and a DBE, in which the DBE promises not to provide sub-contracting quotations to other PROPOSERS/PROPOSERS, are prohibited.

- V) Sub-contract Clauses - All Proposers and potential contractors hereby assure that they will include the above clauses in all sub-contracts which offer further sub-contracting opportunities.
- VI) Acceptable Good Faith Efforts - “Good faith efforts” means efforts to achieve a DBE goal or other requirements of LRGVDC’s DBE Program Plan which by their scope, intensity, and appropriateness to the objective, can reasonably be expected to fulfill the goal program requirement. If any Proposer fails to meet the DBE goals for this solicitation, the Proposer shall submit, with the Proposal, proof of good faith efforts, using the guideline listed in Appendix A of 49 CFR 26, along with a written statement of efforts made and reasons for not meeting said goals.

General Instructions

IMPORTANT! READ CAREFULLY!

All Proposers/contractors shall complete and submit, with their Proposals, DBE Forms 1, 2, and 3.

Each subcontractor listed on DBE Form 1 shall complete and sign DBE Form 2 and DBE Form 3 as a DBE Subcontractor.

Business Contractors seeking to participate as DBEs must be certified at the time of Proposal submittal. Lower Rio Grande Valley Development Council does not certify DBEs. Please check with your state's DBE office.

Proposers who fail to achieve the contract goal(s) stated in the Proposal document must provide (with the Proposal) an explanation as to why the goal was not achieved and documentation demonstrating that a "Good Faith Effort" was made by the Proposer as outlined in DBE Form 4.

Contractors may duplicate as many forms as needed. All DBE Program questions should be directed to the Lower Rio Grande Valley Development Council, 301 W. Railroad, Weslaco TX, 78596.

DBE Forms 1, 2, and 3 must be submitted with the Proposal in order to be eligible to receive a contract award. If there are sub-contractors listed, the sub-contractor must fill out DBE Form 3.

The Proposer must provide documentation and explanation as to why the DBE goal as was not achieved by filling out DBE Form 4.

LRGVDC FORM (A)

DBE FORM 1

ADVERTISING SALES AND SERVICE FOR VALLEY METRO FLEET

DBE SCHEDULE OF DBE PARTICIPATION

Name of Proposer: _____

Project: _____

Project No.: _____

Proposal No: _____

Total Proposal Amount: _____

NAME OF DBE SUBCONTRACTOR	ADDRESS (COUNTY,	TYPE OF WORK SUBCONTRACTE	DBE	SUBCONTRACT VALUE
				\$
				\$
				\$
				\$
				\$
				\$

DBE PARTICIPATION TOTAL VALUE_ \$

The attainment of DBE participation goals for this contract will be measured as a percentage of the total dollar value of the contract.

The undersigned will enter into a formal agreement with the DBE Subcontractors identified herein for work listed in this schedule conditioned upon execution of a contract with

LRGVDC
FORM (A) DBE FORM 2
ADVERTISING SALES AND SERVICE FOR VALLEY METRO FLEET
DBE SUBCONTRACTOR IDENTIFICATION

(Reproduce as necessary)

I HEREBY DECLARE AND AFFIRM THAT I AM THE_(Title - Owner, President, etc.) and duly authorized representative of_(Name of Firm) and I hereby declare and affirm that I am a certified DBE.

(Signed)

(Printed)

This firm has current DBE certification from the following agencies and/or state(s):

A copy of the current certification letter notifying the firm that it has been DBE certified must be attached to this form.

LRGVDC
FORM (A) DBE FORM 3
ADVERTISING SALES AND SERVICE FOR VALLEY METRO FLEET
LETTER OF INTENT TO PERFORM AS A SUBCONTRACTOR

TO: _____ (Name of General Contractor Proposing)

PROJECT:

The undersigned intends to perform work in connection with the above project.

The status of the undersigned is confirmed on the attached DBE Contractor Identification (DBE FORM 2).

The undersigned is prepared to perform the following described work in connection with the above project:

(Specify in detail, work items or parts thereof to be performed)

at the following price: \$_____.

The undersigned agrees to enter into a contract with you to perform the above work, if you are awarded the prime contract.

_____	_____
(Date)(Telephone No.)	(Name of DBE Subcontractor)

By:

_____	_____
(Firm Address)	(Signature)

Name:

_____	_____
(City and State)	(Typed)

Title:

**LRGVDC
FORM (A) DBE
FORM 4**

**ADVERTISING SALES AND SERVICE FOR
VALLEY METRO FLEET
UNAVAILABILITY CERTIFICATION**

I, _____,

of _____, certify that on the dates below,

I invited the following DBE Subcontractor(s) to Proposal work items to be performed onXXX

<u>DATE OF REQUEST</u>	<u>DBE</u>	<u>NAME OF SUBCONTRACTOR</u>	<u>ITEMS SOUGHT</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The following Subcontractors submitted Proposals, which were not the low responsible Proposal:

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

LRGVDC FORM (D)
AUTHORIZATION FORM
ADVERTISING SALES AND SERVICE FOR VALLEY METRO FLEET

By signing below the contractor accepts terms and conditions listed in RFP and any addendums. If bidder does not agree to the terms and conditions, the contractor shall submit a request for clarifications & modifications prior to proposal due date. Failure to follow this procedure may cause The LRGVDC to award contract to the next highest contractor due to the added cost LRGVDC may incur due to the change in Terms and Conditions.

Proposal shall be valid for ninety (90) days from proposal due date.

CONTRACTOR Name: _____

Address: _____

Phone: _____ Email: _____

Web Site: _____

License Registration Number: _____

Federal Tax ID number: _____

Signature: _____

Date _____

Title: _____

LRGVDC FORM (E)

RATE OFFER

ADVERTISING SALES AND SERVICE FOR VALLEY METRO FLEET BID PROPOSAL

The Proposer, in accordance with this Advertising RFP for providing a transit advertising program has carefully examined the project requirements, and the site of the proposed work, and being familiar with all the conditions surrounding the project, hereby proposes to perform all work required and to provide the LRGVDC with the following minimum revenue from said advertising.

Annual Cash Revenue Guarantee (whichever is greater)

LRGVDC Bus Revenue Service vehicles

2019 \$_____or_____%

2020 \$_____or_____%

2021 \$_____or_____%

In Addition for Trade Advertising (optional)

2019 \$_____

2020 \$_____

2021\$_____

LRGVDC FORM (F)

**CERTIFICATION REGARDING LOBBYING
ADVERTISING SALES AND SERVICE FOR VALLEY
METRO FLEET**

The undersigned CONTRACTOR certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions (as amended by "Government wide Guidance for New Restrictions on Lobbying". 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, et seq)]

(3) The undersigned shall require that the language of this certification be included in award documents for all sub-awards at all tiers (including subcontracts, sub grants, and

contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

[Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure. The CONTRACTOR, _____, certifies or affirms the

truthfulness and accuracy of each statement or its certification and disclosure, if any. In addition, the CONTRACTOR understands and agrees that the provisions of 31 U.S.C. A3801, et seq., apply to this certification and disclosure, if any.

Signature of CONTRACTOR's authorized Official

Name and Title of CONTRACTOR's Authorized Official

Date: _____

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public in and for the State of _____, residing in _____

LRGVDC FORM (G)

STATEMENT OF QUALIFICATIONS

ADVERTISING SALES AND SERVICE FOR VALLEY METRO FLEET

The undersigned is fully authorized to execute this certification on behalf of the contractor and certifies on the contractors behalf that, to the best of its knowledge, the information presented in this Statement of Qualifications is a statement of facts and that the contractor has the financial capability to perform the work which is the subject of this solicitation. The contractor further certifies that it knows of no person and/or organization conflicts of interest prohibited under federal, state and local law.

The contractor certifies that Proposal is submitted in accordance with this solicitation and all issued addenda, and that the contractor agrees to be bound by the same.

CONTRACTOR: _____

Signature: _____

Title: _____

Date: _____

LRGVDC FORM (H)

CLIENT REFERENCES

ADVERTISING SALES AND SERVICE FOR VALLEY

METRO FLEET

Please list at least three client references of similar size and/or type of services, including governmental agencies.

1. Agency/Company Name: _____

Address: _____

Contact Person: _____ Phone: _____

Email: _____ Contract Term: _____ years _____, months

Description of Work: _____

Name of Primary Firm Representative: _____

2. Agency/Company Name: _____

Address: _____

Contact Person: _____ Phone: _____

Email: _____ Contract Term: _____ years _____, months

Description of Work: _____

Name of Primary Firm Representative: _____

3. Agency/Company Name: _____

Address: _____

Contact Person: _____ Phone: _____

Email: _____ Contract Term: _____ years _____, months

Description of Work: _____

Name of Primary Firm Representative: _____

LRGVDC FORM (I)

SUBCONTRACTOR REFERENCES ADVERTISING SALES AND SERVICE FOR VALLEY METRO FLEET

Please list at least three subcontractor references whom you have worked with in the last year, such as radio stations, ad installers, printers, or other vendors that may be contracted regarding your business practices and payment for services.

1. Agency/Company Name: _____

Address: _____

Contact Person: _____ Phone: _____

Email: _____ Contract Term: _____ years _____ months

Description of Work: _____

Name of Primary Firm Representative: _____

2. Agency/Company Name: _____

Address: _____

Contact Person: _____ Phone: _____

Email: _____ Contract Term: _____ years _____ months

Description of Work: _____

Name of Primary Firm Representative: _____

3. Agency/Company Name: _____

Address: _____

Contact Person: _____ Phone: _____

Email: _____ Contract Term: _____ years _____ months

Description of Work: _____

Name of Primary Firm Representative: _____

LRGVDC FORM (J)
NO PARTICIPATION RESPONSE FORM
ADVERTISING SALES AND SERVICE FOR
VALLEY METRO FLEET

When submitting a "No Proposal" mail this completed form to LRGVDC, 301W. Railroad, Weslaco TX,
78596

Project Title: Advertising Sales and Service for Valley Metro Fleet

- ☐ Cannot comply with specifications
- ☐ Cannot meet delivery requirement
- ☐ Does not regularly manufacture or sell the type of commodity involved
- ☐ Other (please specify): _____

Explanation of reason(s) checked: _____

Check one of the following:

- ☐ We do desire to be retained on the mailing list for future procurements of this product.
- ☐ We do not desire to be retained on the mailing list for future procurements of this product.

Please state below the firm's Name, Address and Telephone Number:

Name: _____ Phone: _____

Address: _____

Signature: _____ Date: _____

Type or Print Name and Title

LRGVDC FORM (K)

DISBARMENT CERTIFICATION

ADVERTISING SALES AND SERVICE FOR VALLEY METRO FLEET SUSPENSION

49 CFR Part 29 - Executive Order 12549

Instructions for Certification

1. **By signing and submitting this Proposal or proposal, the prospective lower tier participant is providing the signed certification set out below.**
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, NIRPC may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to NIRPC if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "persons," "lower tier covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549 [49 CFR Part 29]. You may contact NIRPC for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized in writing by NIRPC.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction", without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its

principals. Each participant may, but is not required to, check the Non-procurement List issued by U.S. General Service Administration.

8. Nothing contained in the foregoing shall be construed to require establishment of system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under Paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to all remedies available to the Federal Government, LRGVDC may pursue available remedies including suspension and/or debarment.

"Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction"

- (1) The prospective lower tier participant certifies, by submission of this Proposal or proposal, that neither it nor its "principals" [as defined at 49 C.F.R. § 29.105(p)] is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) When the prospective lower tier participant is unable to certify to the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Signature of Proposer's Authorized Official

Name and Title of Proposer's Authorized Official

Date

LRGVDC FORM (L)

E-VERIFY

ADVERTISING SALES AND SERVICE FOR VALLEY METRO FLEET SERVICES

OWNER/LESSEE affirms under the penalties of perjury that it does not knowingly employ an unauthorized alien.

OWNER/LESSEE shall enroll in and verify the work eligibility status of all its newly hired employees through the Federal E-Verify program as defined in IC 22-5-1.7-3. OWNER/LESSEE is not required to participate should the Federal E-Verify program cease to exist. OWNER/LESSEE shall not knowingly employ or contract with an unauthorized alien. OWNER/LESSEE shall not retain an employee or contract with a person that OWNER/LESSEE subsequently learns is an unauthorized alien.

OWNER/LESSEE shall require its subcontractors, who perform work under this contract, to certify to CITY that the subcontractor does not knowingly employ or contract with an unauthorized alien and that the subcontractor has enrolled and is participating in the Federal E-Verify program.

OWNER/LESSEE agrees to maintain this certification throughout the duration of the term of this agreement with LRGVDC and during the term of any subsequent contract with a subcontractor performing work under this agreement.

LRGVDC may terminate for default if OWNER/LESSEE fails to cure a breach of this provision no later than thirty (30) days after being notified by LRGVDC.

Signed: _____

Signed: _____

Printed Name: _____ Printed Name: _____

Title: _____ Title: _____

Date: _____ Date: _____

LRGVDC FORM (M)
NON-COLLUSION AFFIDAVIT

STATE OF TEXAS §
 §
COUNTY OF
HIDALGO §

By the signature below, the signatory for the bidder certifies that neither he nor the firm, corporation, partnership or institution represented by the signatory or anyone acting for the firm bidding this project has violated the antitrust laws of this State, codified at Title 2 - Section 15.01, Texas Business and Commerce Code, or the Federal antitrust laws, nor communicated directly or indirectly the bid made to any competitor or any other person engaged in the same line of business, nor has the signatory or anyone acting for the firm, corporation or institution submitting a bid committed any other act of collusion related to the development and submission of this bid proposal.

EXECUTED this _____ **day of** _____, **20** .

Signature: _____

Printed Name: _____

Title: _____

Company: _____

SWORN TO AND SUBSCRIBED before me by _____,

on the _____ day of _____, 20____.

Notary Public, State of Texas

Commission Expiration

1. This Affidavit must be filed with the Lower Rio Grande Valley Development Council and be maintained as part of the permanent procurement record.

LRGVDC FORM (N)
DECLARATION OF CONFLICT OF INTEREST (AFFIDAVIT OF INTEREST)

STATE OF TEXAS § COUNTY OF HIDALGO §

I, _____, as an [employee, officer or agent, or any member of his/her immediate family, a partner or a person or an organization which employs or may employ in the near future any of these individuals] of the LRGVDC, make this affidavit and state that I have a financial or other substantial interest in the LRGVDC which may be considered for the award of [specify contract or procurement].

My interest is as follows:

Upon the filing of this affidavit with the Lower Rio Grande Valley Development Council, I affirm that I will abstain from any further participation in this [contract or procurement] whatsoever.

EXECUTED this _____ **day of** _____, 20 ____.

Signature: _____

Printed Name: _____

Title: _____

Company: _____

SWORN TO AND SUBSCRIBED before me by _____,

on the _____ day of _____, 20 ____.

Notary Public, State of Texas

Commission Expiration

1. This Affidavit must be filed with the Lower Rio Grande Valley Development Council and be maintained as part of the permanent procurement record.
2. Upon filing the Affidavit, the officer, employee or agent must abstain from participating in the procurement process pursuant to the ethics policy set forth in Article VII.

LRVDC FORM (O)

ADDENDA

In the space provided below, acknowledge receipt of addenda: *(if applicable)*

Date Received:

#1	_____
#2	_____
#3	_____
#4	_____
#5	_____

APPENDIX A
VALLEY METRO ADVERTISING GUIDE



Connecting the Valley One Ride at a Time

Vision

To provide safe, efficient, dependable, and enjoyable public transportation services for the people of the Rio Grande Valley.

Mission

To expand transit services and programs by increasing awareness, improving service quality, and developing a seamless transit network within the community.

Core Values

1. To treat everyone with respect
2. To carry out safe and sound practices
3. To maintain the highest ethical standards
4. To perform our duties to the highest level of excellence
5. To seek and develop community partnerships

Valley Metro Service Area

Valley Metro is the Lower Rio Grande Valley's regional public transportation provider. We operate bus service, open to the general public, that is easy to use and easy to navigate. We run 20 routes throughout Cameron, Hidalgo, and Starr counties as well as a demand response service in Willacy, Starr and Zapata counties. Different routes have different service hours. Take a look at the chart below to find more details about each of our routes.

Hidalgo County Routes

Route	City	Population
Route 10	Edinburg	84,497
	McAllen	140,269
	Total	224,766
Route 11	Hargill	877
	Edinburg	84,497
	Total	85,374
Route 12	Edcouch	3,316
	Elsa	6,647
	Edinburg	84,497
	Total	94,460
Route 14	Edinburg	84,497
	Total	84,497
Route 15	Edinburg	84,497
	Total	84,497
Route 20	Mission	83,298
	McAllen	140,269
	Total	223,567
Route 21	Mission	83,298
	Palmhurst	2,687
	Alton	15,760
	Palmview	5,715
	Penitas	4,715
	La Joya	4,291
	Sullivan City	489
	Total	116,955
Route 30	San Juan	36,556
	Pharr	76,538
	Edinburg	87,794
	Total	200,888
Route 31	Mercedes	16,657
	Weslaco	39,474
	Donna	16,523
	Alamo	19,246
	San Juan	36,556
	Pharr	76,538
	McAllen	140,269
	La Feria	7,338
	Harlingen	65,774
	Total	418,375
Route 32	Donna	16,523
	Total	16,523
Grand Total		1,549,902

Cameron County Routes

Route	City	Population
Route 40	Harlingen	65,774
	Total	65,774
Route 41	Harlingen	65,774
	Total	65,774
Route 42	Harlingen	65,774
	San Benito	24,496
	Total	90,270
Route 43	Los Indios	1,114
	La Paloma	2,903
	San Benito	24,496
	Olmito	1,210
	Brownsville	183,887
	Total	213,610
Route 44	La Feria	7,338
	Santa Rosa	2,876
	Primera	4,626
	Harlingen	65,774
	Total	80,614
Route 45	Harlingen	65,774
	San Benito	24,496
	Los Fresnos	5,542
	Brownsville	183,887
	Total	279,699
Route 50	Brownsville	183,887
	Port Isabel	5,016
	Laguna Vista	3,212
	Laguna Heights	2,488
	Total	194,603
Grand Total		990,344

Starr County Routes

Route	City	Population
Route 60	Rio Grande	14,404
	Escobares	2,451
	Roma	10,223
	Total	27,078
Route 61	Rio Grande	14,404
	Total	14,404
Route 62	Rio Grande	14,404
	Total	14,404

Demand Response Service

Willacy County

	Population
Willacy	22,134
Total	22,134

Starr County

	Population
Starr	60,968
Total	60,968

Zapata County

	Population
Zapata	14,018
Total	14,018



Advertising Options

Bus Wraps

High quality, UV-resistant vinyl wraps are your best choice to get the word out about your business. These wraps can cover small or large portions of our buses, or you can wrap the entire bus for an awesome, eye-catching effect. Your in-house designers can provide the artwork or Valley Metro staff can help you create an appealing design. The wraps are guaranteed to last as long as your ad is up.



Placards

Placards are signs placed on the interior of our buses, made of high quality glossy card stock and measuring 11" x 17" in landscape orientation. These placards are a great way to advertise your business to a constantly revolving audience. They are placed near the ceiling of the bus interior and area easily visible by passengers sitting inside. You can provide the design, or Valley Metro staff can help you with the design work.



VALLEY METRO SYSTEM MAP

0317



Legend

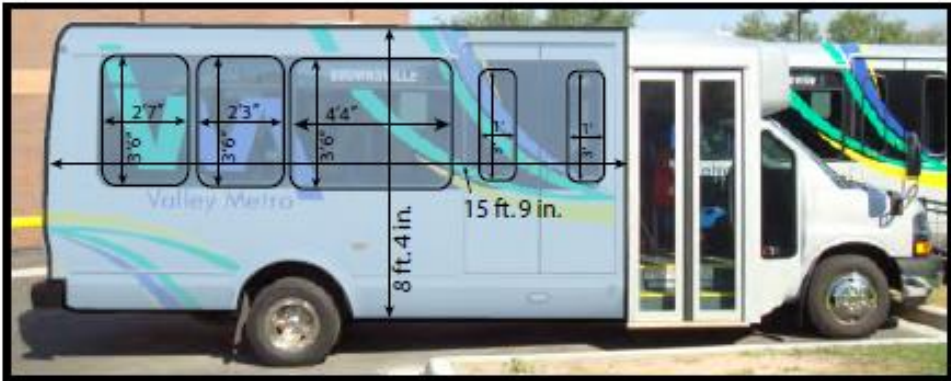
- Valley Metro Route
- JagExpress
- Vaquero Express

- City
- Route #



1-800-574-8322

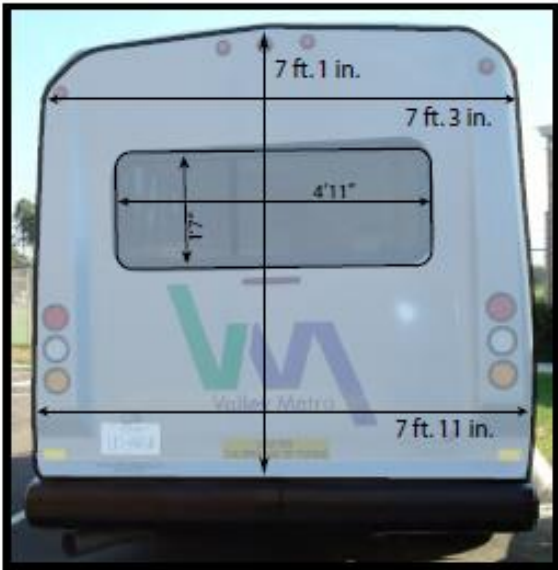
Valley Metro Type III Vehicle Ad Dimensions



PASSENGER SIDE



DRIVER SIDE
5 windows of 2'4" x 3'5"
1 window of 1'2" x 3'5"



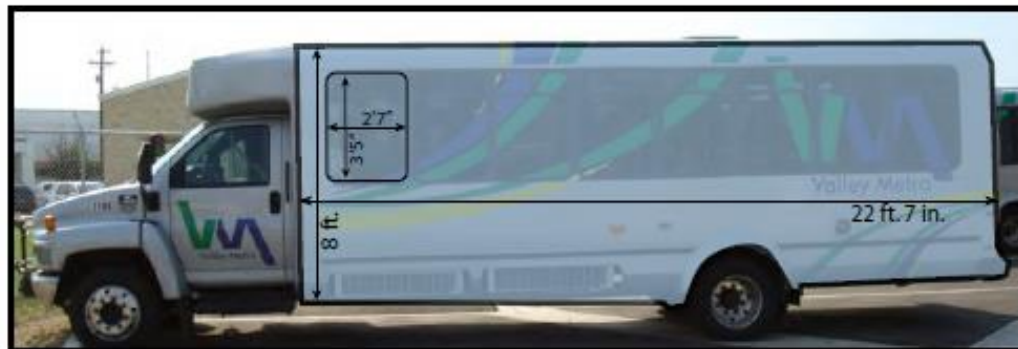
BACK SIDE

Valley Metro Type XI Vehicle Ad Dimensions



PASSENGER SIDE

4 windows of 2'7" x 3'6"
1 window of 3'6" x 4'4"
2 windows of 3' x 1'



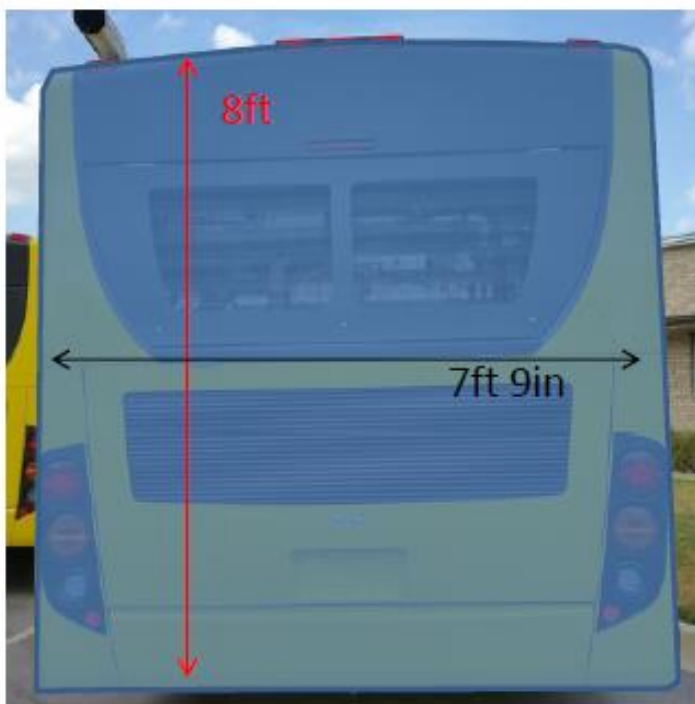
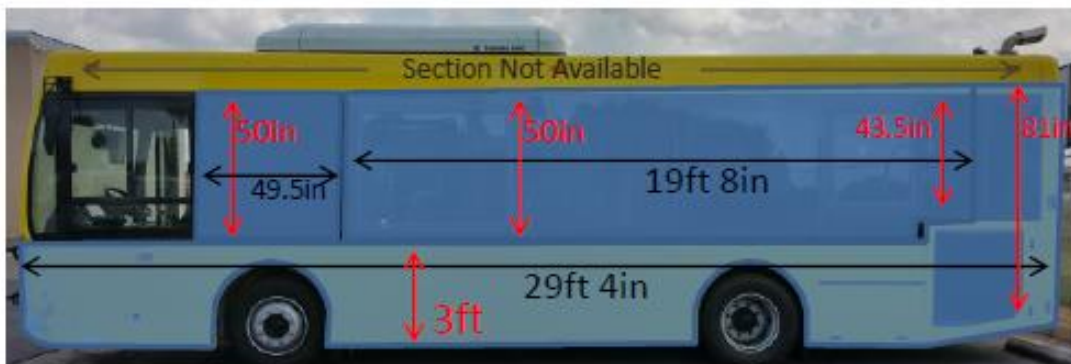
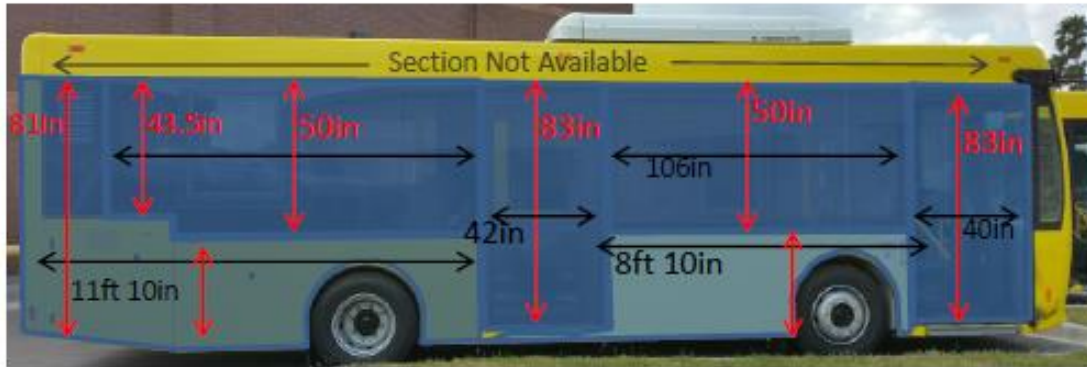
DRIVER SIDE

8 windows of 2'7" x 3'5"



BACK SIDE

New Flyer Dimensions



APPENDIX B

VALLEY METRO ADVERTISING POLICY

- i. The advertisement proposes a commercial transaction, and the advertisement or information contained in the advertisement is false, misleading or deceptive.
- ii. The advertisement or information promotes unlawful or illegal goods, services, or activities.
- iii. The advertisement or information implies or declares an endorsement by Valley Metro of any service, product or point of view without prior written authorization from Valley Metro.
- iv. The advertisement contains an image of a person, who appears to be a minor, in sexually suggestive dress, pose or context.
- v. The advertisement or any information is directly adverse to the commercial or administrative interests of Valley Metro, or is harmful to the morale of Valley Metro employees.
- vi. The advertisement contains images or information that demean an individual or group of individuals on account of race, color, religion, national origin, ancestry, gender, age, veteran's status, disability, or sexual orientation.
- vii. The advertisement contains images or information that are violent, frightening or otherwise disturbing as to be harmful to minors.
- viii. The advertisement promotes escort service, dating service, or sexually oriented business.
- ix. The advertisement contains images or information that would be deemed by a significant segment of the local public to be offensive, improper, or in bad taste.
- x. The advertisement promotes the use of alcohol and/or tobacco products.