

ADDENDUM NO. 1 TO ALL OFFERORS

Issued: October 3, 2019

Reference – Request for Proposals: RFP # 179-19-11
Commodity: Graphic Design Services
Dated: September 26, 2019
For Delivery To: GRTC Transit System
301 E. Belt Blvd.
Richmond, VA 23224
Proposals Due: October 30, 2019

Request for Proposals # 179-19-11 Graphic Design Services is hereby changed to include the following revisions from the optional pre-proposal conference held on October 3, 2019 and which appear on the subsequent pages of this addendum.

A. Section 1 – Instructions to Proposers

1. 1-7 Procurement Schedule

Revised as follows:

Request for Proposals available:	September 26, 2019
Optional Pre-Proposal Conference	October 3, 2019
Deadline for requests for clarification/changes to the RFP and requests for approved equals:	October 11, 2019
Deadline for addenda and responses to approved equal requests:	October 15, 2019
Proposals due by 11:00 a.m. local time:	October 30, 2019
Evaluation of proposals by selection Committee:	October 31 – November 5, 2019
Possible Interviews and Contract negotiations:	November 6-7, 2019
Notice of Award:	November 12, 2019
Commencement of Contract:	November 15, 2019

B. Section 3 – Statement of Work

1. 3-6 General Requirements

a. Use of Timetable Software

Removed the two paragraphs from the contract and stated a clarification:

The selected Contractor does not need to be familiar with or able to utilize *Hastus* software in order to streamline the production series or to meet the overall needs/objectives necessary for the final product.

C. Added Exhibit A – Timeline Example

Below is a typical timeline example that shows the process flow from Graphic Designer to the delivery of the printed public timetables.

Scheduling	Provide Graphic Designer with public timetables	11/25/2019	30	Business days <i>prior</i> to Effective Date provide Graphic Designer with service changes as contract states to ensure delivery of schedules the week prior to the effective date
Planning (Planning Analyst)	Provide Poster Designer(CHK)with Schedule changes	11/25/2019	30	Business days <i>prior</i> to Effective Date provide CHK with Schedule service changes as contract states to ensure delivery of posters the week prior to the effective date
PTT Designer	Provide PTT Proofs back <i>to</i> Planning	12/9/2019	10	Business days <i>after</i> receiving service changes, PTT Designer completes schedule updates
Poster Designer	Provide Posters Proofs back <i>to</i> Planning	12/9/2019	10	Business days <i>after</i> receiving service changes, Poster Designer completes changes
PTT Designer	Graphic Designer uploads approved proofs <i>to</i> Printers FTP site.	12/9/2019	10	Business days <i>after</i> "providing GRTC with public timetables" to printer, Red Orange sends proofs to printer
CHK Posters	Provide (DC) Printer with Poster Proofs	12/11/2019	3	Business days <i>prior</i> to "providing GRTC with Posters" to printer, CHK sends proofs to (DC) printer
Scheduling	Operators duty selection	12/22/2019	5	Business days <i>after</i> schedules posted
PTT Printer	Printer to Deliver Public Timetables <i>to</i> GRTC	12/23/2019	10	Business days <i>prior</i> to Effective Date , Fidelity Printers provides GRTC with schedules
Planning	Distribute Public Timetables	1/1/2020	14	Business days prior Effective Date
Poster Printer	Printer (DC) deliver Posters <i>to</i> GRTC	12/16/2019	15	Business days <i>prior</i> to Effective Date , CHK Printers provides GRTC with Posters

