



Request for Proposal

RE-LETTERING OF BUSES for Action Pathways, Inc. Head Start Program

Action Pathways, Inc. (AP, Inc.) is a nonprofit company that operates programs that seek to help individuals find a path out of poverty. These programs include: Head Start, Second Harvest Food Bank of Southeast North Carolina, Consumer Credit Counseling Services, CHDO, ASPIRE Self Sufficiency Program, Weatherization Assistance Program and VITA. Headquartered in Fayetteville, NC, Action Pathways serves Cumberland and many of the surrounding communities.

Project Description

Action Pathways, Inc. is in need of having its Head Start buses rebranded with our new logo and name. Camera ready artwork and scope of work will be provided for bidding purposes.

Estimated Project Duration/Assumptions

The proposals will not be returned and AP, Inc. reserves the right to dismiss any proposal for any reason.

Submission Information

All bids will be accepted no later than Nov. 11, 2016 at 5pm. Bids may be submitted via electronic PDF to: Jackie.Godbold@actionpathways.ngo

For Additional Information or Clarification

There will be an OPTIONAL meeting on Wednesday, October 26, 2016 at 10am at 5135 Morganton Road, Fayetteville, NC 28314 to answer any questions you may have. **Questions will only be answered at this meeting.**

Basis for Award of Contract

Action Pathways, Inc. is looking for competitive bids that reflect quality work that will be maintained throughout the length of the contract. We value professional service and communication with all contractors we partner with. We are also interested in the dollar value of any discount you would provide to us as a nonprofit company. Please note the dollar amount of discount (if any) on your bid. (For example: Cost of Project: \$XX; Value of Nonprofit Discount \$XX)

Anticipated Selection Schedule

All will be considered and the award will be announced within 10 business day of final acceptance.

Scope of work

1. Re-lettering our fleet of 29 school buses used for the Action Pathways Head Start Program.
 - a. 23 of the buses currently have vinyl lettering which require removal of application then full printed vinyl print.
 - b. 6 of the buses have painted lettering. We expect removal of lettering then full printed vinyl print.

2. Many of the buses are at our River Commons Head Start Center (328 Deep Creek Rd., Fayetteville, NC 28312) and the rest are housed at centers throughout Cumberland County. Buses can be re-lettered during school hours between 10-1 or after 3:30pm or on the weekend. A list of the physical address of each bus in below:

Location:	Physical Address:	# Buses at Location:
Alabama Lane Head Start Center	105/109 Alabama Lane, Fayetteville NC 28306	1
EE Miller Head Start Center	1361 Rim Road, Fayetteville NC 28314	1
Hay Branson Head Start Center	925 Davis Court, Fayetteville NC 28311	2
Holland Homes Head Start Center	3039 Enterprise Avenue, Fayetteville NC 28306	1
Lake Rim Head Start Center	1054 Rim Road, Fayetteville NC 28314	2
Lewis Heights Head Start Center	4868 Bickett Street, Fayetteville NC 28303	1
River Commons 1- 5 Head Start Centers	328 Deep Creek Rd., Fayetteville, NC	All buses inside locked gate after center hours 14 total buses
Rosemary Head Start Center	260 Rosemary Street, Fayetteville NC 28301	1
Southern Avenue Head Start Center	2229 Southern Avenue, Fayetteville NC 28306	2
Spring Lake Head Start Center	612 Samuel Drive, Spring Lake NC 28390/901 N NC 210	1

	Hwy Spring Lake, NC 28390	
Strickland Bridge Head Start Center	2767 Strickland Bridge Road, Fayetteville NC 28306	1
Topeka Heights Head Start Center	3240 Camden Road, Fayetteville NC 28306	1

3. Graphic file will be provided for bus lettering in PDF, EPS., or JPEG format. All graphics must be approved by our office before work can begin.
4. Lettering and numbering shall conform to "Series B of Standard Alphabets for Highway Signs".
5. Vinyl Lettering - The material should be a premium 2-mil high gloss cast vinyl for solvent resistance, fade resistant and withstand severe weather and handling conditions. The vinyl will have permanent acrylic adhesive with an adhesion factor of 4/lbs per square inch and should not lose its shape or adhesion due to extreme temperatures from -40 to 100+ degrees Fahrenheit. The backing paper sheet for the vinyl should be standard #78 lb. Kraft liner