



**REID STATE**  
COMMUNITY COLLEGE

## **Request for Proposals (RFP)**

### **RFP 26-02: Fleet Vehicle Graphic Design, Surface Preparation, and Graphic Installation Services**

**Issued:** Sept. 28, 2026

**Due on or Before:** Oct. 9, 2026, 2:00 PM

#### **Reid State Community College**

Business Office

10 Highway 83, Evergreen, Alabama 36401

[www.reidstate.edu](http://www.reidstate.edu)

#### **Purpose**

Reid State Community College is soliciting proposals from qualified vehicle graphic design, and commercial paint service providers to design, strip, prep, paint, print, and install vinyl graphics across its commercial fleet at the Evergreen campus located at 100 Highway 83, Evergreen, Alabama.

This is a Request for Proposals (RFP), not an Invitation for Bid: responses will be evaluated based on the merits of the proposals.

#### **Contract Period**

The College intends to award a contract to a sole company to perform the complete scope of fleet graphics services outlined herein. Work is scheduled to begin upon contract execution following the award notice.

#### **Optional Pre-Proposal Inspection**

A pre-proposal meeting and fleet inspection will be conducted by request by contacting Jason Daniel at 251.578.1313 Ext 144, at the facility grounds located at 100 Highway 83, Evergreen, Alabama.



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## Target Fleet Composition

The project encompasses a total of **13 vehicles and trailers** categorized into four scope groups:

| # | Vehicle Type                | Qty | Current Condition      | Primary Scope Requirement                                                                                                       | Design Requirement          |
|---|-----------------------------|-----|------------------------|---------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| 1 | Workforce Development Truck | 1   | Standard Paint         | Remove Existing Vinyl, Full custom exterior vinyl wrap (complete sides, rear, accent panels).                                   | Full Custom Concept Design  |
| 2 | CDL Semi-Trucks (Tractors)  | 6   | Existing Logo Graphics | Strip/remove existing door logos on driver & passenger sides; prep surface and re-graphic with new logo suite (12 doors total). | Logo Re-design & Prep       |
| 3 | CDL Semi-Trailers (Group A) | 2   | Factory Blank / White  | Clean, prep surface, and apply full exterior sides & rear graphics.                                                             | Full Artwork Graphic Design |
| 4 | CDL Semi-Trailers (Group B) | 4   | Aged Wrap / Paint      | Strip of existing material, surface prep, body repair, full exterior repaint, and full exterior sides & rear graphics.          | Full Artwork Graphic Design |



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## Scope of Work

The College invites qualified contractors to submit proposals to furnish all artwork design, surface prep, paint restoration, print production, and wrap installation services.

The primary objectives of the Contractor shall be to:

1. Establish a unified, modern, high-impact visual brand identity across all public-facing workforce and commercial fleet vehicles.
2. Complete all graphic art designs, including custom visual concepts for the Workforce Development Truck, updated door logos for CDL tractors, and artwork for 53' CDL trailers.
3. Remove old vinyl, strip damaged coatings, repair body surfaces, and apply full exterior polyurethane paint to four (4) designated CDL trailers prior to graphics installation.
4. Clean and prep surfaces on one (1) Workforce Development Truck, six (6) CDL Semi-Truck doors, and two (2) blank CDL trailers prior to graphic application.
5. Provide premium cast vinyl print graphics and matching UV protective laminates for all graphics and logo sets.
6. Deliver full vector artwork files (.AI, .EPS, .PDF) to the College upon project completion.

## Deliverables & Performance

1. **Design Approvals:** The Contractor shall provide a minimum of three (3) distinct design concepts per vehicle group within ten (10) business days of award. Scale template proofs (1:10 ratio) must be approved by the College before production printing.
  1. **To Include**
    1. **1 Full Wrap Design**
    2. **2 Partial Graphic Designs**
2. **Subcontracting:** The contract shall not be sub-contracted or assigned without prior written approval from the Executive Director of Financial Services and/or President.



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3. **Material Quality:** All full wrap films must be premium cast vinyl (3M Controltac IJ180Cv3/180mC or Avery Dennison MPI 1105 equivalent) with matching UV gloss cast overlaminate. Monomeric or calendared films are strictly prohibited.
4. **Warranty:** The Contractor shall provide a non-prorated manufacturer and installation warranty covering peeling, bubbling, cracking, and excessive fading for a minimum of 5 years.
5. **Regulations:** The Contractor shall ensure CDL Semi-Truck door graphics meet all applicable USDOT and regulatory safety marking requirements.
6. **Safety & Damage:** The Contractor shall be responsible for repair or replacement costs for any damage to College property caused by the negligence of the Contractor's employees. Damage must be reported in writing within 72 hours.
7. **Staffing & Conduct:** Contractor employees shall be supervised directly by the Contractor. Background checks may be required upon request by the College.
8. **Insurance:** The Contractor shall maintain Commercial General Liability, Auto Liability, and Worker's Compensation insurance naming the College as an additional insured.
9. **Licenses:** The Contractor must possess all valid state and local licenses and permits required to perform commercial painting and graphic installation.

## College Rights and Responsibilities

1. The College reserves the right to reject any or all proposals, or any part thereof, and to waive any technicality in the request for proposals.
2. The College may cancel any contract resulting from this RFP with 15 days' written notice.
3. The College retains the right to inspect facilities, materials, and finished vehicles to determine acceptability of performance.
4. The College will provide access to the designated fleet vehicles at the Evergreen Campus for inspection, preparation, and graphic installation.

## Proposal Submission



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An original hard copy of the proposal must be mailed or hand-delivered in a sealed envelope, marked with **"RFP 26-02 Fleet Vehicle Graphic Design, Surface Preparation, and Wrap Services"** on the outside.

**Include in your proposal:**

1. A list of commercial, higher education, or government clients where the Offeror has performed similar large-format fleet wrap or vehicle restoration projects.
2. Portfolio demonstrating custom vehicle artwork design capabilities.
3. Detailed plan for administrative management, turnaround timeline, surface prep/paint facility capabilities, and staffing.
4. Detailed specifications of vinyl films, laminates, and paint materials to be used.
5. Standard industry warranty documentation.
6. Completed **Proposal Form** and **RFP Certification Form**.

**Delivery Addresses**

**U.S. Postal Service:**

Reid State Community College  
ATTN: Business Office  
P.O. Box 588, Evergreen, AL 36401

**Special Courier (FedEx / UPS):**

Reid State Community College  
ATTN: Business Office  
100 Highway 83, Evergreen, AL 36401

**Hand Delivery:**

Reid State Community College  
ATTN: Business Office, Library Building  
100 Highway 83, Evergreen, AL 36401



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## **Evaluation**

An award will be made to the Contractor determined by the College to be most capable of meeting project requirements. Evaluation considerations include:

- Corporate Experience & Portfolio of Similar Fleet Projects
- Graphic Design Capability & Workflow Plan
- Turnaround Schedule & Installation Capacity
- Quality of Materials, Surface Prep/Paint Plan, and Warranty Terms
- Total Proposal Cost

## **Requests for Clarification**

Requests for clarification must be made in writing to Jason Daniel, Marketing and Public Relations Coordinator, at P.O. Box 588, Evergreen, AL 36401 or by email to [jdaniel@reidstate.edu](mailto:jdaniel@reidstate.edu), at least seven (7) calendar days prior to the submission deadline.

## **Statutory & Standard Terms**

This solicitation is governed by the laws of the State of Alabama. Bidders must comply with state statutory requirements including:

- **Vendor Disclosure Statement** (Code of Alabama 1975, § 41-16-82)
- **Beason-Hammon Alabama Taxpayer and Citizen Protection Act / E-Verify** (§ 31-13-9(k))
- **Sales and Use Tax Certification** (§ 41-4-142)
- **Debarment and Suspension Certification** (2 CFR § 200.214)
- **Economic Boycott / Anti-Boycott Verifications** (Act 2016-312 & Act 2023-409)



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## Proposal Form

### RFP 26-02: Fleet Vehicle Graphic Design, Surface Preparation, and Wrap Services

Company Name / Offeror: \_\_\_\_\_

| Line  | Item Description                                                    | Qty   | Design & Prep Fee    | Print & Install Fee | Total Cost           |
|-------|---------------------------------------------------------------------|-------|----------------------|---------------------|----------------------|
| 01    | Graphic Art & Design Services (Flat Fleet Fee)                      | 1 Job | <u>  N/A  </u>       |                     |                      |
| 02    | Workforce Development Truck (Graphics Layout)                       | 1     | \$ <u>          </u> | <u>   </u>          |                      |
| 03    | CDL Semi-Trucks (Door Logo Strip & Re-Graphic)                      | 6     | \$ <u>          </u> | <u>   </u>          |                      |
| 04    | CDL Semi-Trailers - Group A Blank (Prep & Designs Install)          | 2     | \$ <u>          </u> | <u>   </u>          |                      |
| 05    | CDL Semi-Trailers - Group B Aged (Strip, Repaint & Designs Install) | 4     | \$ <u>          </u> | <u>   </u>          |                      |
| TOTAL | GRAND TOTAL PROPOSAL COST                                           |       |                      |                     | \$ <u>          </u> |



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## RFP Certification Form

### RFP 26-02: Fleet Vehicle Graphic Design, Surface Preparation, and Design Install Services

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
**Signature and Title of Authorized Officer/Agent**

\_\_\_\_\_  
**Typed or Printed Name of Above**

## Notary Signature & Seal:

Subscribed and sworn before me this \_\_\_\_ day of \_\_\_\_\_, 20.

Notary Signature: \_\_\_\_\_ Expiration: \_\_\_\_\_

*I acknowledge receipt of the solicitation and all amendments. I have read the solicitation and agree to furnish each service offered at the price quoted. I certify that I am not barred from making an offer and that this bid is made without prior understanding or agreement with any corporation, firm, or person submitting a proposal for the same materials or services.*