

Request for Proposals for the Fabrication and Installation of Exterior Graphic Trailer Wraps

Posted: June 2, 2026

This Addendum No. 1 shall be considered part of the RFP for the Fabrication and Installation of Exterior Graphic Trailer Wraps and is intended to correct, change, and/or add to the documents as described below. Please make sure to complete the *Addenda Acknowledgement* form included in the *Required Forms* (Exhibit B).

Listed below are questions received with answers from SWACO:

Question #1: *Please confirm the lead-time / performance period from approval of final artwork to the completion of installation stating the approximate start and end dates?*

Answer: We can be flexible but would like the installation to take place beginning late July and completed by September 11, 2026.

Question #2: *Please provide the physical address of the SWACO facility and confirm that the contractor will be provided with a temperature-controlled bay (if multiple bays are available, please advise) above 15 degrees with access to power, light and water and 3 feet of surrounding working space. Thanks?*

Answer: The installation will take place at either 4109 London-Groveport Road, or 4313 Jackson Pike, Grove City, Ohio 43123. There will be access to water and they are not temperature controlled. We will have at least one bay available for installation. We may be able to free up another bay but there is no guarantee on a second bay.

Question #3: *With regard to the statement on page 13 “The limits set forth above may be adjusted according to industry standards, risk, and further assurances.”. We appreciate that Insurance Certificates must be returned with the bid submission, however our coverage will need to be expanded to meet the requirement, specifically for Professional Indemnity which is non-standard for this market sector. If necessary for award we are willing to expand the coverage at contract award but cannot do so before submission. Please advise if this acceptable and will not be evaluated as a non-compliance?*

Answer: The *RFP Exceptions* document, located in Exhibit C, is provided for Proposers to list any exceptions to be considered during SWACO’s evaluation. Please see Section II, Paragraph G:

“Any exceptions to this RFP will be considered and included in SWACO’s evaluation. If a Proposer fails to list any exceptions, SWACO will assume compliance with the terms, conditions, and requirements of the RFP, including the Sample Contract, and Proposer shall not raise any exceptions later if selected for award.”

Therefore, any exceptions to the RFP Documents should be noted in the *RFP Exceptions* document and included with your Proposal submission.

Question #4: Also on the same issue, regarding the statement in uppercase “SWACO will be unable to enter into a contract with your company” given that insurances must be submitted with the bidder, please can you confirm the evaluation will include compliance verification of insurance coverage e.g. this will not be handled at award, but during evaluation?

Answer: Evaluations include the consideration of any *RFP Exceptions* listed.

Question #5: With regards to Exhibit B, please confirm that Is vinyl coverage is not required on the skirt and/or reefers or the roof?

Answer: Correct, the trailers do not have skirts and there will be no vinyl on the roof.

Question #6: Regarding page 22, can we ask why pictures are provided of the back side when these are not to be covered according to the Trailer Configuration on page 18? If the rears with the corrugated walls are to be covered, please advise as this is a significant cost item – thanks?

Answer: The caption says rear, but it is actually the front of the trailer shown in the photo.

Question #7: Regarding paragraph B. Taxes and Payment on page 12 please confirm that the contractor will be provided with a tax exemption certificate following award?

Answer: The Successful Proposer will be provided a tax exemption certificate upon request.

Question #8: With regards paragraph I. Artwork and Design on page 17, please confirm SWACO will provide: Final artwork will be provided in high-resolution vector files (e.g., Adobe Illustrator); Pantone Matching System (PMS, not CMYK) Color Codes to avoid the need for color-matching?

Answer: SWACO will provide final artwork in a packaged format, including the Adobe Illustrator file and all linked assets required for production.

Color specifications will be provided in CMYK and RGB formats. In addition, SWACO’s branding guidelines will be supplied to the Successful Proposer to support accurate and consistent color reproduction.

Question #9: With regards point 5) Surface preparation of paragraph III. Wrap Requirements on page 17, please confirm SWACO will perform any bodywork repair?

Answer: SWACO will perform any required bodywork repairs prior to wrap installation. Please note that the trailers are new and constructed of corrugated aluminum side panels with multiple welded seams as part of the trailer fabrication. The trailer sides are not on hundred percent (100%) smooth, and the vinyl wrap will need to be applied over the existing welded seams.

Question #10: Regarding the statements on page 19 in paragraph VI. Proposal Pricing would it be possible to state a maximum number of hours or can we insert an hourly rate?

Answer: SWACO is requesting firm cost-per-trailer pricing rather than hourly pricing. The intent is for Proposers to include all anticipated labor associated with reasonable revisions, layout adjustments, branding modifications, print preparation, and installation within the per-trailer pricing structure. SWACO is not requesting a maximum number of hours or to separate hourly rates as part of this Proposal. The goal is to maintain clear, predictable, and comparable pricing between Proposers on a per-trailer basis.

Question #11: *Paragraph VI. Proposal Pricing, page 19: Can bidders assume that in calculating the Base Pricing for 2026 graphic trailer wraps the thirteen (13) trailers can be performed in a single back-to-back batch?*

Answer: Correct. SWACO prefers the installation to be performed back-to-back once started.

Question #12: *Please can we kindly raise the following initial clarifications on Page p13, request to remove Professional Liability Insurance as not applicable to the operational risk for this project and not typically held by vendors in this market sector.*

Answer: The *RFP Exceptions* document, located in Exhibit C, is provided for Proposers to list any exceptions to be considered during SWACO's evaluation. Please see the answer to Question #3.

Question #13: *Please can we kindly raise the following initial clarifications on Page p18, II. Trailer Configuration please confirm the back and roof do not need covering?*

Answer: The back and roof of the trailers are not to be covered. Please also see the answer to Question #5.

Question #14: *Could you please advise what scoring / pricing advantage is given the companies qualifying as Local, Certified, Equal Opportunity, and Green per the criteria on page 38. If not applicable should this be returned blank?*

Answer: Proposals are evaluated based on each Proposer's response to Section III and the Scope of Services. Section III also states that all *Required Documents* are to be completed and submitted with the Proposal. Any *RFP Exceptions* are taken into consideration when evaluating as well. The evaluation process is explained in Section VIII of the RFP Documents.

Question #15: *Section III. Proposal Format and Requirements, Part 6. Fee Components & Pricing. Confirmations:*

No pricing form/schedule to complete

Tax Exempt per page 11 so no tax to be included

Freight to be included

An hourly rate can be quoted for cleaning fees per page 18

Work will be performed on-site such that transportation or off-site location costs do not apply.

Answer: The above appears to be correct; however, please be sure to review the RFP Documents and any clarifying addenda prior to submitting a Proposal in response to this RFP.

The deadline for questions relating to this RFP is 4:00 p.m., June 12, 2026.

Proposals are due no later than 1:30 p.m., June 16, 2026.

++ This completes Addendum No. 1 ++