# DEPARTMENTAL INPUT CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New OTR S	Sole Source Bid Waiver	Emergency Previous	ous Contract/Project No.			
Contract		862	22-0/18			
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Re-Did. <u>FD-00073</u>			ī			
<u>Other</u>		WAGE APPLIES: YES	NO			
Requisition No./Project No.:	RQID1700127	TERM OF CONTRACT	YEAR(S) WITH YEAR(S) OTR			
Requisition /Project Title:	TROREFLECTIVE/NONRET	ROREFLECTIVE SIGN				
Description:						
	his solicitation is to establish a c		etroreflective and non-			
Retreflective sign	n material in conjunction with C	ounty's needed.				
Jacobina Danartmanti ISD		on: Mary Hammett	Dhona 305-375-5471			
Issuing Department:	Contact Pers	on: Mary Hammen	Phone: 303-373-3471			
Estimate Cost: \$850,000.00		GENERAL F	EDERAL OTHER			
	Funding Sou	root X				
		<u>LYSIS</u>				
Commodity Codes: 550-45	5 801-09	801-48 801-	49 801-50			
	Contract/Project History of pre	-				
Check here if this is a new contract/purchase with no previous history.						
			ory.			
	Check here if this is a new contra	ct/purchase with no previous hist  2 <sup>ND</sup> YEAR	3 <sup>RD</sup> YEAR			
Contractor:			3 <sup>RD</sup> YEAR			
Contractor: Small Business Enterprise:	EXISTING		3 <sup>RD</sup> YEAR			
	EXISTING		3 <sup>RD</sup> YEAR			
Small Business Enterprise:	EXISTING  3M	2 <sup>ND</sup> YEAR	3 <sup>RD</sup> YEAR			
Small Business Enterprise:  Contract Value:  Comments:	### EXISTING  3M  \$891,00.00	2 <sup>ND</sup> YEAR	3 <sup>RD</sup> YEAR			
Small Business Enterprise:  Contract Value:	EXISTING  3M  \$891,00.00  □ YES □ NO	2 <sup>ND</sup> YEAR	3 <sup>RD</sup> YEAR			
Small Business Enterprise:  Contract Value:  Comments:	EXISTING  3M  \$891,00.00  □ YES □ NO	2 <sup>ND</sup> YEAR	3 <sup>RD</sup> YEAR			
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Date returned to DPM:
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Revised April 2005

, 2017



# MIAMI-DADE COUNTY, FLORIDA

INVITATION TO BID

# TITLE: RETROREFLECTIVE AND NONRETROREFLECTIVE SIGN MATERIALS

FOR INFORMATION CONTACT: , 305-375- @miamidade.gov

#### **IMPORTANT NOTICE TO BIDDERS/PROPOSERS:**

- READ THE ENTIRE SOLICITATION DOCUMENT, THE GENERAL TERMS AND CONDITIONS, AND HANDLE ALL QUESTIONS IN ACCORDANCE WITH THE TERMS OUTLINED IN PARAGRAPH 1.2(D) OF THE GENERAL TERMS AND CONDITIONS.
- THE SOLICITATION SUBMITTAL FORM CONTAINS IMPORTANT INFORMATION THAT REQUIRES REVIEW AND COMPLETION BY ANY BIDDER/PROPOSER RESPONDING TO THIS SOLICITATION.
- FAILURE TO COMPLETE AND SIGN THE SOLICITATION SUBMITTAL FORM WILL RENDER YOUR PROPOSAL NON-RESPONSIVE.



#### **GENERAL TERMS AND CONDITIONS:**

All general terms and conditions of Miami-Dade County Procurement Contracts are posted online. Bidders/Proposers that receive an award from Miami-Dade County through Miami-Dade County's competitive procurement process must anticipate the inclusion of these requirements in the resultant Contract. These general terms and conditions are considered non-negotiable.

All applicable terms and conditions pertaining to this solicitation and resultant contract may be viewed online at the Miami-Dade County Procurement Management website by clicking on the below link:

http://www.miamidade.gov/procurement/library/boilerplate/general-terms-and-conditions-r16-3.pdf

#### NOTICE TO ALL BIDDERS/PROPOSERS:

Electronic bids are to be submitted through a secure mailbox at BidSync (<a href="www.bidsync.com">www.bidsync.com</a>) until the date and time as indicated in this Solicitation document. It is the sole responsibility of the Bidder/Proposer to ensure their proposal reaches BidSync before the Solicitation closing date and time. There is no cost to the Bidder/Proposer to submit a proposal in response to a Miami-Dade County solicitation via BidSync. Electronic proposal submissions may require the uploading of electronic attachments. The submission of attachments containing embedded documents or proprietary file extensions is prohibited. All documents should be attached as separate files.

For information concerning technical specifications please utilize the question/answer feature provided by BidSync at <a href="https://www.bidsync.com">www.bidsync.com</a> within the solicitation. Questions of a material nature must be received prior to the cut-off date specified in the solicitation. Material changes, if any, to the solicitation terms, scope of services, or bidding procedures will only be transmitted by written addendum. (See addendum section of BidSync site).

Please allow sufficient time to complete the online forms and upload of all proposal documents. Bidders/Proposers should not wait until the last minute to submit a proposal. The deadline for submitting information and documents will end at the closing time indicated in the solicitation. All information and documents must be fully entered, uploaded, acknowledged (Confirm) and recorded into BidSync before the closing time or the system will stop the process and the response will be considered late and will not be accepted.

#### PLEASE NOTE THE FOLLOWING:

No part of your proposal can be submitted via HARDCOPY, EMAIL, OR FAX. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the Bidder/Proposer has familiarized themselves with the nature and extent of the work, and the equipment, materials, and labor required. The entire proposal response must be submitted in accordance with all specifications contained in the solicitation electronically.

### **SECTION 2 - SPECIAL TERMS AND CONDITIONS**

#### 2.1 PURPOSE

The purpose of this solicitation is to establish a contract for the purchase of retroreflective and non-retroreflective sign material in conjunction with County's needs.

#### 2.2 TERM OF CONTRACT

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Internal Services Department, Procurement Management Division; and contingent upon the completion and submittal of all required bid documents. The contract shall remain in effect for five (5) years, and shall expire on the last day of the last month of the contract term.

#### 2.3 METHOD OF AWARD

Award of each group will be made on a group-by-group basis to the lowest priced responsive, responsible Bidder in the aggregate, who meet the qualification listed in this solicitation. In order to be considered for award, bidder(s) shall submit an offer for all items listed within each group. If a bidder(s) fails to submit an offer for all items, within the group, it offer for that group may be rejected.

If the primary Bidder defaults in any group, the County shall have the right to negotiate with the next responsive, responsible Bidder for that applicable group.

#### Qualifications Criteria

Bidders shall provide all of the qualifying documents with their submittal form.

- a. Bidder shall provide three (3) Commercial Business and/or Government Agency references that can confirm the bidder has successfully provided similar and or identical sign material(s) to the ones specified in the solicitation. The following references information shall be provided: Company name, contact person and title, telephone number and e-mail address.
- b. Bidders shall provide a letter from the product manufacturer(s) indicating that the bidder is an authorized dealer, distributor and /or reseller of their product. If bidder is the manufacturer of the product(s) that is listed in the solicitation, provide a letter on the company's letter head affirming that they are the manufacturer of the solicited products.
- c. Bidders shall provide a designated contract person, phone number, fax number and/ or email address for purchases and/or rentals pursuant to this solicitation.

#### 2.4 PRICES

The initial contract prices resulting from this solicitation shall remain fixed and firm for no less than 12 months from the commencement date. It is the Bidder's responsibility to request any adjustment. The Bidder's request for adjustment must be submitted to the County's Internal Services Department for review no less than 90 days prior to expiration of the current contract year. The County may consider an adjustment based on: **Producer Price Index (PPI)** Rubber and Plastic Products Unsupported Plastic File, Sheet and Other Shapes

If no adjustment request is received from the bidder, the County will assume that the bidder(s) has agreed that the next contract year will remain at the current price. Any adjustment request received after the commencement of a new year may not be considered.

The County reserves the right to reject any price adjustments submitted by the bidder, to negotiate lower pricing during the contract period based on market research information or other factors that influence price or to terminate the contract with the bidder based on such price adjustments. The County also reserves the right to apply any reduction in pricing based on the downward movement of the applicable index.

# 2.5 <u>INSURANCE REQUIREMENTS IN SECTION 1, PARAGRAPH 1.21 TERMS AND CONDITION ARE NOT APPLICABLE</u>

#### 2.6 "EQUAL" PRODUCT

The manufacturer's name, brand name and/or model number information contained in this solicitation are being used for the sole purpose of establishing the minimum requirement of level of quality, standard of performance, and design and is in no way intended to prohibit the offer of another manufacturer's items of equal material unless otherwise indicated on the Bid/Proposal Submission Form. This specific solicitation requires submission of the following documentation to enable County evaluation of "equal" products:

#### X: Product Information Sheets

If an "equal" product may be considered by the County in accordance with the Bid/Proposal Submission Form, the unit shall be equal in quality and standards of performance to the item specified in the solicitation. Where an "or equal" item is offered, and product information sheets are required, the initial offer must be accompanied with two (2) complete sets of product information sheets (such as factory specifications, standard manufacturer information sheets, catalogues, and brochures), and if required, two (2) copies of performance test results of the unit offered as an equal. Also for product information submittals, all supporting documentation submitted by the offeror must in total meet the required specifications set forth in this solicitation. Where the standard product

literature submitted with the offer provides information that does not comply with the specifications, the offeror shall state, in an official letter on corporate letterhead as part of their initial offer, the differences between the item they are specifically offering, and the equipment described by the standard product literature, to substantiate compliance to all of the specifications set forth in this solicitation. In such cases, any offer submitted with standard product literature but without the letter, explaining compliance will result in the rejection of the offer for not meeting the solicitation specifications.

If samples of all "or equal" items bid are required for evaluation, such items are to be provided at no cost to the County, and should be submitted with the initial offer, or at the time of specific request. Failure to meet this requirement may result in your offer being rejected.

For "equal" products to be evaluated based on submission of product labels, the initial offer should be accompanied with labels indicating the specification and ingredients for each "or equal" item offered. Failure to meet this requirement may result in your offer being rejected.

The County shall be sole judge of equality, based on the best interests of the County, and its decision in this regard shall be final. Items labeled "No Substitute" on the County's Bid/Proposal Submission Form are the only products that will be accepted under this solicitation.

#### 2.7 SAMPLES

After the County opens the bid proposals, the bidders may be required to submit a sample of the goods to be supplied for evaluation by, and at no cost to the County. If samples are required, the County will notify the bidder of such in writing and will specify the deadline for submission of the samples. Each individual sample shall be clearly labeled with the bidder's name, bid number, bid title, manufacturer's name, brand, and style number if applicable and bid item number. If the bidder fails to submit the samples, properly labeled, within the specified date stipulated in the notice, the County shall not consider the bidder's proposal for that item(s). All samples shall become the property of Miami-Dade County.

Any sample submitted shall create an express warranty that the whole of the goods to be provided by the bidder during the contract period shall conform to the sample submitted. The bidder shall be required to provide adequate restitution to the County, in the manner prescribed by the County, if this warranty is violated during the term of the contract.

#### 2.8 DELIVERY

Bidder(s) shall make deliveries within the stated timeframe described in each purchase order. All deliveries shall be made in accordance with good commercial practice and all required delivery timeframes shall be adhered to by the bidder(s); except in such cases where the delivery will be delayed due to acts of nature, strikes, or other causes beyond the control of the bidder's. In these cases, the bidder shall notify the County of the delays in advance of the original delivery date so that a revised delivery schedule can be appropriately considered by the County.

Should the bidder(s) to whom the contract is awarded fail to deliver in the number of days stated on the purchase order, the County reserves the right to cancel the order on a default

basis after any back order period that has been agreed upon lapse. If the order is so terminated, it is hereby understood and agreed that the County has the authority to purchase the goods elsewhere and to charge the incumbent bidder with any reprocurement costs. If the bidder fails to honor these re-procurement costs, the County may terminate the bidder for default.

Certain County employees may be authorized in writing to pick-up materials under this contract. Bidder shall require presentation of this written authorization. The bidder shall maintain a copy of the authorization. If the bidder is in doubt about any aspect of material pick-up, the bidder shall contact the appropriate user department to confirm the authorization.

### 2.9 BACK ORDERS

If a bidder cannot deliver an ordered item in accordance with the scheduled delivery date, due to a current existing backorder of that item with the bidder's manufacturer or distributor; the bidder shall insure that such back orders are discussed with the County Department and agreed upon between both the County and bidder(s). The bidder(s) shall not invoice the County for back ordered items until such back orders are delivered and accepted by the County's authorized representative. It is understood and agreed that the County may, at its discretion, cancel back orders after the agreed upon grace period has lapsed, seek the items from another bidder, and charge the incumbent bidder for any directly associated re-procurement costs. If the bidder fails to honor these reprocurement costs, the County may terminate the contract for default.

#### 2.10 PURCHASE OF OTHER ITEMS

While the County has listed all major items within this solicitation, which are utilized by County departments in conjunction with their operations, there may be similar items that must be purchased by the County during the term of this contract. Under these circumstances, a County representative will contact all awarded bidder(s) to obtain a price quote for the similar items. The County reserves the right to award these similar items to the awarded bidder or to acquire the items through another means if it is in the best interest of the County.

#### **SECTION 3 – TECHNICAL SPECIFICATIONS**

### 3.1 SCOPE OF WORK

The Purpose of this solicitation is to seek firm pricing to establish a term contract for retroreflective and nonretroreflective sign materials for Miami-Dade County.

## 3.2 GOODS / SERVICES TO BE PROVIDED

The retroreflective and nonretroreflective sign material provided by the bidder shall conform to the State of Florida Department of Transportation (FDOT) Specifications, as described in Section 994. The link below has been provided for ease of use:

http://www.fdot.gov/programmanagement/Implemented/SpecBooks/January2016/Files/9 94-116.pdf



Group I - Translucent Graphic Film

Raspberry

Yellow

Bidder providing an "Equal" product shall indicate manufacturer's brand Name & Code, and submit specification sheet(s) for approval. See Section 2.6

1 3 Rolls Light Tomato Red 24" X 50 yds. 3630-43 or 3632-44 Square Code: \$ \$	Item #	Annual Estimated Quantities	Color	Sizes of Roll	proval. See Section 2.6  Brand / Model No.		Cost Per Roll
	1	3 Rolls		24" X 50 yds.	3630-43 or	Name:	\$

☐ 3M

☐ 3M 3630-015 or

3632-015

48" X 50 yds.

24" X 50 yds.

3630-133

Name:

Code:

Name:

Code:

Equal Product

# Group II - Dual-Color Film

2 Rolls

2 Rolls

2

3

Bidder providing an "Equal" product shall indicate manufacturer's brand Name & Code, and submit specification sheet(s) for approval. See Section 2.6

Item #	Annual Estimated Quantities	Color	Sizes of Roll Brand / Model No.	Cost Per Roll
1	25 Rolls	Black	☐ 3M 3635-222: ☐ Squal F Name: Code:	'roduct

# Group III - Graphic Film Series (Opaque)

Bidder providing an "Equal" product shall indicate manufacturer's brand Name & Code, and submit specification sheet(s) for approval. See Section 2.6

Item #	Annual Estimated Quantities	Color	Sizes of Roll	Brand / Model No. Cost Po		
1	10 Rolls	Matte White	48" X 50 yds.	☐ 3M 7725-20 or 7125-20	☐ Equal Product  Name:  Code:	\$
2	5 Rolls	Tomato Red	48" X 50yds <del>.</del>	☐ 3M 180C-13 or 7725-13 or 7125-13	Equal Product  Name: Code:	\$

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Group IV - Fluorescent Graphic Film

Bidder providing an "Equal" product shall indicate manufacturer's brand Name & Code, and submit specification sheet(s) for approval. See Section 2.6

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Item #	Annual Estimated Quantities	Color	Sizes of Roll	Brand / I	Model No.	Cost Per Roll
1	5 Rolls	Bright Yellow	48" X 50 yds.	☐ 3M 180C-15 7725-15 7125-15	☐ Equal Product  Name:  Code:	\$
2	5 Rolls	Dark Green	48" X 50 yds.	☐ 3M 180C-56 or 7725- 56 or 7125-56	☐ Equal Product Name: Code:	\$
3	5 Rolls	Intense Blue	48" X 50 yds.	☐ 3M 180C-47 or 7725-47 7125-47	Code:	\$
4	2 Rolls	Bright Green	48" X 50 yds.	☐ 3M 7725SE-406	☐ Equal Product Name: Code:	\$
5	2 Rolls	Intense Blue	44" X 50 yds. Wide Roll of Vinyl Film	☐ 3M 7725-47	☐ Equal Product Name: Code:	\$
6	2 Rolls	Intense Blue	24" X 50 yds. Wide Roll of Elector Cut Film White	□ 3M 7725-47	☐ Equal Product  Name:  Code:	\$
7	2 Rolls	White	"24 X 50 yds.	7725-10-24	☐ Equal Product Name: Code:	\$
8	2 Rolls	Black	24" X50 yds. Electro Cut Vinyl Type	☐ 3M 7725-12-24	☐ Equal Product Name: Code:	\$
9	2 Rolls	Bright Green	24" X 50 yds.	☐ 3M 7725-186	☐ Equal Product  Name:  Code:	\$

# Group V - ASTM TYPE I - Reflective Sheeting

Bidder providing an "Equal" product shall indicate manufacturer's brand Name & Code, and submit specification sheet(s) for approval. See Section 2.6

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Item #	Annual Estimated Quantities	Color	Sizes of Roll	Brand	/ Model No.	Cost Per Roll
	5 Rolls	White	24" X 50 yds.	☐ 3M 3430	☐ Equal Product  Name:  Code:	\$
2	5 Rolls	White	48" X 50 yds.	☐ 3M 3430	☐ Equal Product  Name:  Code:	\$
3	5 Rolls	Red	24" X 50 yds.	☐ 3M 3432	Equal Product  Name:  Code:	\$
4	5 Rolls	Red	48" X 50 yds.	☐ 3M 3432	☐ Equal Product  Name: Code:	\$
5	2 Roll	Green	24" X 50 yds.	□ 3M 3437	☐ Equal Product  Name: Code:	\$
6	5 Roll	Green	48" X 50 yds.	□3M 3437	Equal Product Name: Code:	\$
7	2 Rolls	Blue	24" X 50 yds	3M 3435	☐ Equal Product  Name:  Code:	\$
8	2 Rolls	Blue	48" X 50 yds.	☐ 3M 3435	☐ Equal Product  Name:  Code:	\$

# Group VI - Removable Graphic Film With Comply Adhesive for Digital Printing

Bidder providing an "Equal" product shall indicate manufacturer's brand Name & Code, and submit specification sheet(s) for approval. See Section 2.6

Item #	Annual Estimated Quantities	Color	Sizes of Roll	Brand / N	Cost Per Roll	
1	10 Rolls	White	48" X 50 yds.	☐ 3M 3545C	Equal Product  Name:  Code:	\$
2	10 Rolls	Clear Overlay	48" X 50yds <del>.</del>	3M 8909 over laminate	☐ Equal Product  Name:  Code:	\$

Group VII - Florida DOT Approved Reflective Raised Pavement Marker Class B
Indicate manufacturer's brand Name & Code for the product submitted for approval

Item #	Annual Estimated Quantities	Color	Manufacturer's Brand Name & Code	Unit Cost
1	7,000 Each	1-Color bi-directional reflectorized faces-white, red and yellow	Name:	\$
2	200 Each	1-Color bi-directional reflectorized faces-blue	Name: Code:	\$
3	5,000 Each	2-Color bi-directional reflectorized faces- any combination of white, red and yellow	Name:	\$
4	7,000 Each	Mono-directional reflectorized face-White, red and yellow	Name: Code:	\$

Group VIII - ASTM TYPE IV-Fluorescent Wide Angle Prismatic Retroreflective Sheeting Indicate manufacturer's brand Name & Code for the product submitted for approval

Item #	Annual Estimated Quantities	Type - Color	Size of Roll	Manufacturer's Brand Name & Code	Cost Per Roll
1	15 Rolls	Type A (Yellow-green)	12" X 50 yds.	Name:	\$
2	5 Rolls	Type A (Yellow-green)	36" X 50 yds.	Name:	\$
3	2 Rolls	Type B (Yellow-green)	12" X 50 yds.	Name:	\$
4	10 Rolls	Type B (Yellow-green)	24" X 50 yds.	Name:	\$
5	2 Rolls	Type B (Yellow-green)	36" X 50 yds.	Name:	\$

Group IX – ASTM TYPE XI- Wide Angle Prismatic Reflective Sheeting
Indicate manufacturer's brand Name & Code for the product submitted for approval

Item #	Annual Estimated Quantities	Type - Color	Size of Roll	Manufacturer's Brand Name & Code	Cost Per Roll
1	5 Rolls	Type A (White, red, green, blue, yellow)	5" X 50 yds.	Name:	\$
2	25 Rolls	Type A (White, red, green, blue, yellow)	18" X 50 yds.	Name:Code:	\$
3	5 Rolls	Type A (White, red, green, blue yellow)	24" X 50 yds.	Name:	\$
4	10 Rolls	Type A (White, red, green, blue, yellow)	30" X 50 yds.	Name:	\$
5	2 Rolls	Type B (White, red, green, blue, yellow)	18" X 50 yds.	Name:	\$
6	2 Rolls	Type B (White, red, green, blue, yellow)	24" X 50 yds.	Name:	\$
7	2 Rolls	Type B (White, red, green, blue, yellow)	30" X 50 yds.	Name:	\$
8	5 Rolls	Type B (White, red, green, blue, yellow)	36" X 50 yds.	Name:	\$

Group X – ASTM TYPE IV- High Performance with Pressure-Sensitive Adhesive Backing Indicate manufacturer's brand Name & Code for the product submitted for approval

Item #	Annual Estimated Quantities	Type - Color	Size of Roll	Manufacturer's Brand Name & Code	Cost Per Roll
1	8 Rolls	White, Red, Green, Blue, Yellow, and Brown	3" X 50 yds.	Name:	<b>\$</b>
2	5 Rolls	White, Red, Green, Blue, Yellow, and Brown	9" X 50 yds.	Name:	\$

3	15 Rolls	White, Red, Green, Blue, Yellow, and Brown	18" X 50 yds.	Name:	\$
4	15 Rolls	White, Red, Green, Blue, Yellow, and Brown	24" X 50 yds.	Name:	\$
5	8 Rolls	White, Red, Green, Blue, Yellow, and Brown	30" X 50 yds.	Name:	\$
6	6 Rolls	White, Red, Green, Blue, Yellow, and Brown	36" X 50 yds.	Name:Code:	\$
7	10 Rolls	White, Red, Green, Blue, Yellow, and Brown ow)	30" X 50 yds.	Name:	\$

Group XI – Electronically Cut-able Film for use on Reflective Sheeting
Bidder providing an "Equal" product shall indicate manufacturer's brand Name & Code, and submit specification sheet(s) for approval. See Section 2.6

	subinit specification sheet(s) to approval. See Section 2.0						
Item #	Annual Estimated Quantities	Type - Color	Sizes of Roll	Bra	and / Model No.	Cost Per Roll	
1	90 Rolls	Green Perforated	30" X 50 yds.	□ 3M 1177C	Name:Code:	\$	
2	10 Rolls	Red Perforated	30″ X 50 yds.	☐ 3M 1172C	☐ Equal Product  Name:  Code:	\$	
3	8 Rolls	Blue Perforated	30" X 50 yds.	☐ 3M 1175C	☐ Equal Product  Name:  Code:	\$	
4	5 Rolls	Orange Perforated	30" X 50 yds.	☐ 3M 1174C	☐ Equal Product  Name:  Code:	\$	
5	5 Roll	Brown Perforated	30" X 50 yds.	☐ 3M 1179C	☐ Equal Product  Name:  Code:	\$	

6	10 Roll	Black Perforated	30" X 50 yds.	☐ 3M 1178C	☐ Equal Product  Name:  Code:	\$
7	5 Rolls	Clear Perforated	30" X 50 yds.	☐ 3M 1170C	☐ Equal Product  Name:  Code:	\$

