

**Tri-Valley Transit - Request for Quote**  
**Graphic Design Services**

**Introduction & Background**

Tri-Valley Transit (TVT) is a non-profit public transportation company offering deviated fixed route bus service and volunteer Dial-A-Ride programs for the Addison, Orange, and Northern Windsor Counties.

TVT is seeking a graphic design company (contractor) to prepare its FY 2025 Annual Report for printing. The Annual Report is a typically a 16-page document, inclusive of cover, to be distributed to prospective and current donors, community partners, and other interested parties. The publication plays an important role for the organization in solicitation of funds, increasing community awareness, and publicizing the work of the organization. Past Annual Reports may be viewed at [www.trivalleytransit.org/publications](http://www.trivalleytransit.org/publications).

TVT's goal is to be ready for the mailing to be completed by February 27, 2026. This strategic deadline will ensure readership prior to Town Meeting Day. The scope of work may be modified during the project upon agreement by TVT and the contractor as the project develops.

**Scope of Work**

1. Complete design and layout for the TVT FY2025 Annual Report, including a #9 envelope for donation remittance, in accordance with USPS physical standards for self-mailing booklets.
2. TVT Staff will provide a draft of desired layout of the report, including photographs, text, and other content. The designer will utilize content provided to create a visually appealing read. Most content will be provided by the end of December, with a financial report and donor information anticipated in mid-January
3. The designer will be responsible for securing quotes for printing and mailing services according to desired specifications and will be responsible for coordinating the project timeline, ensuring that the project meets required print and mailing dates.
4. The designer will provide TVT with an electronic copy of the report in pdf format for electronic distribution and posting on TVT website.

**Timeline**

- Request for Quotes released Friday, November 21, 2025
- Quotes required by 3:00 PM, Friday, December 12, 2025
- Firm Selected by Wednesday, December 17, 2025

**Proposal Instructions**

Electronic copies of proposals should be sent to Mary-Claire Crogan, Director of Development and Community Relations at [mary@trivalleytransit.org](mailto:mary@trivalleytransit.org). Questions regarding the scope of work can also be emailed to Mary-Claire.

The following items should be included in each proposal:

1. General information about the company
2. Copies or links to examples of previous graphic design work that includes at least one multi-page publication.

3. Estimated design costs for TVT Annual Report itemized to include project management, layout, edits to proofs, etc. Please be sure to include hourly rates with the estimated time needed to complete the project.
4. An anticipated timeline for project completion.
5. Signed Acknowledgement of Receipt of “Federally Required Third Party Contract Clauses” addendum available on Tri-Valley Transit website – [click here](#) or visit <https://www.trivalleytransit.org/actr-procurement-practices/>.

### Selection Criteria

All quotes will be evaluated on presentation of all qualifications and not cost alone. TVT recognizes that many factors may contribute to the actual cost to complete the project and will make payment based on actual work. Itemized quotes offering the best estimate of the time and expense necessary for the project are greatly appreciated.

TVT staff will review and evaluate all proposals and select a company based on the following criteria:

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| • Adherence to minimum scope above             | 30% |
| • Quality of work samples provided             | 30% |
| • Availability to perform work within timeline | 20% |
| • Comparison of specs to other bids            | 20% |

Disadvantaged Business Enterprise (DBE) Policy: It is the policy of the U.S. Department of Transportation that minority-and women-owned business enterprises (hereby referred to as DBEs) as defined in 49 CFR Part 23 shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds.

DBE Obligation: The recipient or its subcontractor agrees to ensure that DBEs have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under this agreement. In this regard, all recipients or subcontractors shall take all necessary and reasonable steps in accordance with 49 CFR Part 23 to ensure that DBEs have the maximum opportunity to compete for and perform contracts. Recipients and their subcontractors shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of DOT-assisted contracts.

All proposals are the property of TVT upon submission. Any expenses incurred to prepare or submit this RFQ are the responsibility of the applicant. TVT reserves the right to reject any and all proposals or to cancel this RFQ in part or in its entirety if it is in the best interests of TVT. The RFQ does not obligate TVT to award a contract. Any bid received after the “deadline for submission of bids” shall be declared late and will be rejected.