



Advertisement, Specification, Insurance Requirements, Sample Agreement, and Conditions and Instructions to Bidders

For

Graphic Film & Pre-Masking Tape

Bid No.: **Q26-08-48**

Electronic proposals are due at 11:00 A.M. on **August 21, 2026**

Executive Summary

PRT d.b.a. Port Authority of Allegheny County has recently implemented eBusiness. eBusiness is a mechanism which allows contractors and vendors to electronically submit bids on PRT d.b.a. Port Authority procurement events. It is a system of modules that provides everything from procurement to contract management and you will see advantages like these:

- Monitor Invoice Payments
- Improved Purchasing Process
- More Fluid, Automated and Single System Return Authorization
- Automated RFP/Bid Process Including Bidding, Procurement Contracts & Purchase Orders
- The Latest Technology from Workflow to E-mail Notification to Approval Process

The implementation of eBusiness represents a change in the method of the competitive bidding process; however, the PRT d.b.a. Port Authority must continue to adhere to stringent governmental and internal procurement regulations.

Additionally this document contains the Advertisement, Specification, Insurance Requirements, Sample Copies of the Agreement, Sample Copies of Performance Bond and the Conditions and Instructions to Bidders. It is recommended that you take the time to read the attached documents – especially the “Conditions and Instructions to Bidders”.

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Port Authority of Allegheny County
(d/b/a)
Pittsburgh Regional Transit

Graphic Film and Pre-Masking Tape
Specification PAT-4138-2
June 2026

1.0 SCOPE OF WORK

- 1.1 This Specification outlines the requirements to furnish and deliver 3M Graphic (Cast Vinyl) Film with Comply Adhesive 180mC and Pre-Masking Tape SCPM-3, or “Approved Equals”, to be used for the exterior styling schemes of Pittsburgh Regional Transit’s (PRT’s) vehicles, complete as specified herein.
- 1.2 The contract duration will be two (2) years from PRT’s date of Notice to Proceed.
- 1.3 Prices quoted must remain firm for the period covered by this contract. Prices quoted shall include the cost of obtaining insurance coverages (see Section 7.0 – Insurance Requirements), delivery costs and charges (see Section 3.0 – Delivery) as well as any additional fees and surcharges (i.e. tariffs).

2.0 TECHNICAL DATA

The following characteristics listed below for the Graphic Film and Pre-Masking Tape shall be met

2.1 3M Controltac Graphic Film with Comply Adhesive 180mC:

3M Product No.	Width	Length per roll	PRT Stock No.	Color
180MC-10-48	48”	50 yards	330030	White

2.1.1 The 3M Graphic Film with Comply Adhesive 180mC (or “Proposed Equal”) shall conform to the following specifications:

- Conforms to flat surfaces, with or without rivets, simple curves, compound curves and corrugations.
- Pressure activated adhesive for easy sliding, tacking, snap-up and repositioning.
- Film series 180mC with micro Comply Adhesive providing non-visible air release channels for fast and easy, bubble free graphic installations.
- Excellent hiding power
- Expected Performance Life of 10 years (unwarranted period for unprinted film with no graphic protection, applied to a flat, vertical, outdoor surface)
- Designed for indoor and outdoor graphics and signs, including point of purchase and displays.

- Designed for commercial vehicles, straight trucks, semi-trucks, bus graphics, emblems, or striping.
- Removable with heat
- Service temperature range: -60°C to +107°C

2.2 **3M Pre-Masking Tape SCPM-3:**

3M Product No.	Width	Length per roll	PRT Stock No.	Color
SCPM3-30	30"	100 yards	330033	Translucent

2.2.1 The 3M Pre-Masking Tape SCPM-3, or “Proposed Equal”, shall conform to the following specifications:

- The Pre-Masking Tape must be specially formulated for large format screen printed and electronically cut graphics to ease application of larger graphics to substrates.
- Tape shall have a low tack adhesive equivalent to that of 3M Pre-Masking Tape SCPM-3. PRT will evaluate the performance of “proposed equal” tape adhesive in shop and field tests on several vehicles and will determine whether the adhesive’s performance is comparable to the low tack adhesive of the specified product. Acceptance or rejection of the “proposed equal” will be based on the requirements of this specification and on the performance of the adhesive in testing (see Section 2.3).
- Pre-Masking tape shall be translucent paper tape.
- Pre-Masking tape shall be easily removed and shall leave no residue on the surface to which it is applied.

2.3 **Approved Equals and Testing:**

2.3.1 Should the Bidder propose to furnish items other than the specified manufacturer and part numbers listed in Sections 2.1 and 2.2, the Bidder shall at PRT's request submit sample rolls and the technical specifications for each item being proposed for consideration by PRT as an “Approved Equal”. Any proposed item(s) to be considered as “Approved Equal” must first complete the PRT trials of machine cutting and then the application to a test group of PRT vehicles for the duration of one (1) year. The Bidder shall bear all costs associated with sample submission. Only after passing this testing will a proposed equal be accepted as an approved equal under a future contract.

- **Machine cutting:** PRT’s machine shall cut the material cleanly, with ease, and without any modifications.
- **Application:** Application shall be smooth and with the same effort, process, and results as with that of the specified 3M products.
- **Durability:** “Proposed equal” items shall meet or exceed durability standards by withstanding the Pittsburgh area climates and the PRT washing processes. For this reason, any “proposed equal” item will be applied to a small group of test

vehicles and monitored for the duration of one (1) year as the vehicles are operated on their regular routes and washes. During the test period and at the conclusion of this testing, the “proposed equal” items will be examined for wear and tear damage, fading, and compared to the standard 3M product counterpart.

- 2.3.2 PRT retains the right to reject any items that are not in compliance with the Specification and/or unable to perform the intended use. PRT's decision shall be final.

3.0 DELIVERY

- 3.1 Purchase orders will be issued by PRT for each item as required during the duration of the contract. The Service Provider shall make delivery within ten (10) working days after receipt of purchase order.
- 3.2 All shipments shall be F.O.B. delivered to:

**Pittsburgh Regional Transit
Central Storeroom
Island and Preble Avenues
Pittsburgh, PA 15233**

Deliveries shall be made between the hours of 8:00 A.M. - 2:30 P.M., Monday through Friday, excluding PRT Holidays.

- 3.3 Each item shall be packaged and shipped with only other items like part-numbered items. Packaging of various item types in any one package shall not be acceptable. All packages shall be legibly marked or labeled with the size, type, and quantity of items contained therein and applicable PRT Stock Number.

4.0 WARRANTY and NON-CONFORMING GOODS

Any shipment or delivery of damaged items or items which fail to conform to specified requirements for the items bid will be subject for rejection and returned to the Service Provider. All cost incurred for returning products, plus 25% of the invoice price for handling charges and PRT's quality control efforts, shall be borne by the Service Provider. All returned products will be shipped "Freight Collect". All products proposed for this contract must meet or exceed the standard product 3M warranties available. These rights are in addition to any rights provided under the Uniform Commercial Code, or any other remedy provided by law.

5.0 BIDDER REQUIREMENT

Failure to provide a completed Bidder Information Sheet and/or Certification Regarding Lobbying form at the time of bid may result in the Bid being determined non-responsive and ineligible for further review and award. Please be advised that a completed and signed Certification Regarding Lobbying form is required for all solicitations, regardless of the dollar value of your bid. Negative responses to Lobbying activities are required.

6.0 PAYMENT

The Supplier shall submit invoices to the PRT monthly. PRT will pay the Supplier in accordance with the prices indicated with the bid.

7.0 INSURANCE REQUIREMENTS

The Supplier shall maintain Insurance in accordance with the following requirements throughout the duration of a resultant contract. A Certificate of Insurance (COI) will be required prior to award.

The Bidder shall factor the cost of obtaining these coverages into the bid pricing.

Please reference the Contract Number and Name in the “Description of Operations” field of the COI.

The Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit (PRT) must be listed as an additional insured under the General Liability and Auto policies.

The Policy must be endorsed with a waiver of subrogation clause with respect to PRT and must be reflected on the insurance certificate or related document

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Insurance

General. Contractor shall procure, and have all subcontractors procure, before the Contract Services are commenced hereunder, and maintain at its own cost and expense, during the entire period of the performance under this Agreement, the types and amounts of insurance listed in this Section with insurance companies authorized to operate in Pennsylvania and with insurance companies having a minimum A- rating as then stated by A.M. Best.. Limits shall be primary and non contributory. Evidence of coverage shall be provided on an annual basis and/or upon request of Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit.

Limits may be satisfied by any combination of primary and excess or umbrella per occurrence policies. In the event that the required limits must be satisfied by any combination of primary and excess or umbrella the policies shall provide drop down coverage and provide at least as broad of coverage as the underlying policies.

Worker's Compensation and Employer's Liability (not applicable if contractor is not entering Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit property).

(a) Workers' Compensation - Statutory Limits

(b) Employer's Liability in an amount not less than:

\$500,000 Each Accident
\$500,000 Disease - Policy Limit
\$500,000 Disease - Each Employee

Note:

- (i) Coverage shall be provided in accordance with the laws of the Commonwealth of Pennsylvania and the laws of such other jurisdictions as may apply.
- (ii) The Contractor shall require, and hereby certifies, that each of its Subcontractors maintains Workers' Compensation Insurance in accordance herewith, and shall provide to PRT written evidence of such coverage then in effect for each Subcontractor upon PRT's request.

Commercial General Liability.

In an amount not less than:

\$2,000,000 General Aggregate
\$2,000,000 Products – Completed Operations Aggregate
\$1,000,000 Each Occurrence

Notes:

- (i) Contractor shall maintain such Products and Completed Operations liability coverage for at least (1) year after final payment.
- (ii) Policy shall provide that "Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit" be named as an Additional Insured for Contractor's full limits of coverage on a primary

and non-contributory basis, but in no case less than the limits specified. Policy shall be endorsed with a waiver of subrogation clause with respect to PRT, and neither Contractor nor its insurer shall have any claim against PRT to the extent the claim is or should have been covered by insurance.

Business Automobile Liability (not applicable if contractor is using a common carrier for delivery).

With a Combined Single Limit not less than:

\$1,000,000 Each Accident

Notes:

- (i) Policy shall cover the use of all owned, hired and non-owned vehicles.
- (ii) Policy shall provide that "Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit" be named as an additional insured for Contractor's full limits of coverage on a primary and non-contributory basis, but in no case less than the limits specified. Policy shall be endorsed with a waiver of subrogation clause with respect to PRT, and neither Contractor nor its insurer shall have any claim against PRT to the extent the claim is or should have been covered by insurance.

Approval. Contractor shall not commence work under this Agreement until it has forwarded to PRT, for review and approval, certificate(s) of the insurance required. PRT shall be given a minimum of 30 days' notice in the event of change or cancellation of any of the insurance required. The fact that Contractor has obtained the insurance required in this Agreement shall in no manner lessen nor affect Contractor's other obligations set forth in any provision of this Agreement. The policies of insurance referenced above are not to contain any deductible or self insured retention, as applicable to PRT as an additional insured. In the event the insurance policies purchased by Contractor pursuant to the above insurance requirements contain any deductible or self insured retention provisions, Contractor shall provide PRT with disclosure of said deductible or self insurance retention prior to execution of the Contract, which will be subject to PRT approval. If PRT approves any insurance policy that includes a deductible or self insured retention, Contractor shall be responsible for payment of any and all deductibles or self insured retentions, whether owing from the named insured or PRT as an additional insured, applicable to the policies of insurance referenced above

Indemnification. Contractor, for itself, its officers, members, employees, agents, consultants, contractors, subcontractors, and its successors and assigns, shall indemnify (including but not limited to indemnification for costs of defense), and hold harmless Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit, its officers, members, employees, agents, consultants, contractors, subcontractors and its successors and assigns, from and against any losses, costs, liability or damage, and attorney's fees, including but not limited to claims for property damage, bodily injury or wrongful death, claimed against, suffered by, or incurred by Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit, its officers, members, employees, agents, consultants, contractors, subcontractors and its successors and assigns, as a result of or arising in connection with and to the extent of Contractor's performance of the Project or otherwise relating to Contractor's use of Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit property pursuant to this Agreement. This indemnification provision further applies to any claims brought by any employee, subcontractor, or employee of a subcontractor of Contractor against Port Authority of Allegheny

County d/b/a Pittsburgh Regional Transit, and Contractor expressly waives protections afforded under the Pennsylvania Workers' Compensation Act as is necessary to comply with its responsibilities under this indemnity provision.

Certificate Holder.

Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit, 345 Sixth Avenue, Pittsburgh, PA 15222

SAMPLE AGREEMENT

THIS AGREEMENT made this [Date], by and between PRT D.B.A. PORT AUTHORITY OF ALLEGHENY COUNTY, a body corporate and politic organized and existing under the laws of the Commonwealth of Pennsylvania and having its principal office in the City of Pittsburgh, Allegheny County, Pennsylvania, hereinafter called "Port Authority", and [Contractor's Name], with principal office at [Contractor's Address], hereinafter called "Contractor".

WHEREAS, Contractor submitted to the PRT d.b.a. Port Authority a proposal to furnish certain item or items for the prices specified, and said proposal was accepted by Port Authority.

NOW, THEREFORE, Contractor and PRT d.b.a. Port Authority agree as follows:

1. Contractor shall furnish the following when ordered at the prices shown:

[SAMPLE]

2. The Contract Documents are made a part hereof with like force and effect as though recited herein at length and are comprised of the following:

- (a) Invitation for Proposals
- (b) Proposal
- (c) Certification
- (d) Specification
- (e) Conditions and Instructions to Bidders
- (f) All addenda issued prior to the time of opening Proposals
- (g) Insurance [if required]

3. Port Authority, upon delivery of above equipment, parts, materials and/or supplies in accordance with this Agreement and the Contract Documents, and upon submission of invoices, shall pay the current amounts due for current deliveries under this Agreement.

PRT D.B.A. PORT AUTHORITY OF ALLEGHENY COUNTY

By _____

CONTRACTOR

(Company Name)

By _____
(Signature and Title)