MATA

QUESTIONS AND ANSWERS

SUBJECT:	**112326AB BUS STOP SIGN FABRICATION**
DATE:	**NOVEMBER 9, 2026**
PROPOSAL NO.:	**112326AB**
PROPOSAL DUE:	**NOVEMBER 23, 2026** **TIME:** **11:00 A.M. C.T.**

MATA'S RESPONSES FOLLOW IN BOLD

QUESTION 1

May a vendor bid only the 6,000 reflective stickers, without the aluminum signs, brackets, or installation? Can that line be awarded separately?

MATA cannot advise vendors on how to structure their bids. Vendors should submit bids in accordance with the solicitation requirements. Award determinations, including whether all or a portion of the procurement may be awarded, will be made in accordance with the solicitation and in the best interest of MATA.

QUESTION 2

What reflective sheeting grade/type and performance standard are required for the stickers (including retroreflectivity, outdoor service life, and laminate), and is eco-solvent digital print on a manufacturer-approved reflective film acceptable?

The stickers should be reflective, exterior grade, weather resistant, and use permanent pressure-sensitive adhesive that is compatible with the bus stop sign surface.

QUESTION 3

Are the 6,000 stickers identical or individually numbered/variable-data? Can you provide the artwork and any exact color, finish, adhesive, shape/corner, release-liner, and packaging requirements?

The 6,000 stickers will consist of multiple route-number variations, not identical stickers. Each sticker will feature a specific bus route number while maintaining a consistent design, size, font and color scheme (White sticker, black font color). We will provide the final approved artwork. The stickers should be reflective, exterior grade, weather resistant, and use permanent pressure-sensitive adhesive that is compatible with the bus stop sign surface. The shape will be a 5.5in by 3in rectangular sticker with no rounded corners. We prefer peel-away release liners, and packaging should be sorted and labeled by route number for easier identification.

QUESTION 4

What are the target delivery date and ship-to address for a stickers-only award? Would the published net-30-after-acceptance payment term apply?

The target delivery date and ship-to address will be the same for all items. Delivery is expected as soon as possible after award and coordination of final details. The published net-30 payment terms will apply. MATA is a net-30 organization.

QUESTION 5

What exact insurance/COI types, coverage limits, additional-insured wording, and coverage effective date are required for a materials-only, shipped order? We would evaluate obtaining any required coverage after receiving those details and do not represent that coverage is currently in place.

There are no specific insurance requirements for this project.

QUESTION 6

Does the one-year warranty requirement apply to the stickers, and are there other testing, sample, certification, or documentation requirements specific to that line?

The stickers are not required to be extended under the one-year warranty.

QUESTION 7

Are you able to provide the ready to print files PDF if this was converted to a job?

Yes, we are able to provide print ready PDF files once the job is awarded and production specifications are finalized.

QUESTION 8

Are out-of-state bidders eligible to bid, and is there any local vendor preference or Tennessee registration or business license we would need?

Out-of-state bidders are eligible to participate. MATA does not apply a local vendor preference.

QUESTION 9

Can you confirm the bid is for fabrication and delivery only, with MATA handling all installation?

Correct the procurement only request fabrication of signs, stickers and equipment to install signage.

QUESTION 10

For the Buy America certification and other federal forms, can you confirm which forms must be returned with the bid? Do you have a DBE goal for this solicitation, and if so how do you want a supplier to document it?

Vendors should refer to Section A of the solicitation for a complete list of required forms to be returned with the bid. This procurement does not have a DBE participation goal. Therefore, no DBE commitment documentation is required; however, certified DBE firms are welcome to participate in the procurement.

QUESTION 11

Delivery: what is the delivery location, who pays freight (FOB destination or origin), and what is the required delivery schedule after award? Are partial or staged shipments acceptable?

Delivery location will be in Memphis, Tennessee. Any freight or shipping costs should be included on the vendor's bid form under the "Additional" line item. Delivery requirements, shipping terms, and scheduling will be finalized with the successful bidder after award. Award and delivery determinations will be made in the best interest of MATA.

QUESTION 12

Proofs and samples: are samples or proofs required with the bid, or only after award? Is there an approved color standard for the seven Pantone colors?

As stated in Section B, Design File Requirements, "Vendor must provide digital proofs for approval prior to production." This is after the award is given, and a digital file is sent to the vendor.

Bus stop signs must be fabricated according to MATA's branding and informational standards using the following pantone color codes, similar to the graphic on pages B-4 and B-5.

QUESTION 13

Submission: please confirm the bid must be submitted on paper and whether it can be sent by courier or mail from out of state, plus the exact delivery address and time.

As noted in Section A, 4.5, "Bidders shall submit one (1) hard (paper) original, one (1) hard (paper) copy, and one (1) electronic flash drive of their respective bid. Bids shall be securely sealed to prevent access prior to the bid closing date. Bids shall be clearly marked with the enclosed label attached."

Vendor can choose to send their bids in however, they see fit.

As noted in Section A 1.4, "Bids will be received by MATA at its Purchasing offices located at 1330 Levee Road, Memphis, TN 38108, until 11:00 a.m. local time on MONDAY, NOVEMBER 23, 2026.

It is vendors responsibility to ensure their bids are received prior to this date and time. There are direction if vendors choose to hand deliver their bids as well.

QUESTION 14

Is a bid bond or any insurance certificate required?

There is no bid bond required with this procurement. See the answer to question 5

QUESTION 15

Bus stop numbers: is the stop number different on every sign? If so, will MATA provide the list of numbers, and is it a single list for both sign sizes?

The stop number is different on every sign. The list of numbers will be divided based on sign size and provided in the final digital file, after the award is given.

QUESTION 16

Signs: are they single or double sided, what aluminum thickness is required, and what mounting holes or slots do you need? Is there a required reflective sheeting type or grade beyond meeting MUTCD reflectivity?

The signs are single-sided. MATA follows standard municipal and state guidelines aligned with the TN Manual on Uniform Control Devices and standard traffic engineering specs.

QUESTION 17

Stickers: what artwork or text goes on the 3 in x 5.5 in reflective stickers?

The stickers will hold the route number and name.

QUESTION 18

Hardware: the text asks for 3,000 hardware sets and the tables show 4,000. Which quantity should we price? Will MATA accept an equal to the Plus 4 bracket, and does each sign set need one bracket, one snap hose clamp and one fastener set?

Price for 4,000. MATA will accept an equal to the plus 4 bracket. Sets should be based on the needs of the sign fabricated.

QUESTION 19

Artwork and schedule: will MATA provide the bus logo, wheelchair symbol and QR code artwork, and what delivery date is needed after award?

MATA will provide the final artwork to the vendor within a week of the award. QUESTION 20

Buy America: does the Buy America certificate apply if the bid total is under $150,000, and does it apply to the brackets, clamps and fasteners as well as the signs?

Please see the response to question 10.

QUESTION 21

Delivery: is delivery by FedEx, UPS or freight carrier to 1370 Levee Rd acceptable for the bid package, and is there a loading dock for pallets at the delivery site?

Please see the response to questions 4, 11, & 13. MATA does have a shipping dock for

any deliveries.

QUESTION 22

Alternative Substrate – Aluminum Composite Material (ACM)

Would MATA consider 3mm or 6mm aluminum composite material (ACM) as an acceptable alternative to solid aluminum, provided the finished signs meet the required durability, rigidity, reflectivity, and mounting specifications?

All signs must follow City of Memphis guidelines, thus MATA follows standard municipal and state guidelines aligned with the TN Manual on Uniform Control Devices and standard traffic engineering specs.

QUESTION 23

Aluminum Thickness

If solid aluminum is required, is there a specified minimum thickness, such as .063" or .080"?

MATA follows standard municipal and state guidelines aligned with the TN Manual on Uniform Control Devices and standard traffic engineering specs.

QUESTION 24

Reflective Sheeting Requirements

Does MATA require a specific grade or classification of reflective sheeting, such as Engineer Grade Prismatic or High Intensity Prismatic? Are specific manufacturers or products required?

MATA follows standard municipal and state guidelines aligned with the TN Manual on Uniform Control Devices and standard traffic engineering specs.

QUESTION 25

Digital Printing and Protective Overlays

Would digitally printed reflective signage produced using UV-cured inks and an appropriate protective overlay be acceptable, provided the finished product meets the required reflectivity, durability, and warranty specifications?

MATA follows standard municipal and state guidelines aligned with the TN Manual on Uniform Control Devices and standard traffic engineering specs. Signs must

QUESTION 26

Artwork and Sign Variations

Of the 3,000 standard signs and 400 larger signs, approximately how many unique layouts or variations are anticipated?

Will MATA provide individual stop numbers, route information, and other variable data in an

organized digital format suitable for production?

The stop number is different on every sign. The list of numbers will be divided based on sign size and provided in the final digital file, after the award is given.

QUESTION 27

Mounting Holes and Hardware

Are there specific requirements for mounting-hole diameter, quantity, and placement? Will MATA provide detailed drawings showing the required mounting configuration?

The artwork files provided after the award will include all specifications needed for the sign design. The hardware is expected to match the diameter of the sign. Vendor is expected to provide mounting industry standard mounting practices with their bid.

QUESTION 28

Production and Delivery Schedule

Would MATA consider phased deliveries of completed signage and hardware, or is the entire quantity expected in one shipment?

MATA will not accept phased delivery.