



THE CITY OF RANCHO CUCAMONGA
REQUEST PROPOSALS (RFP) #21/22-010 FOR

Marketing, Outreach and Engagement Services for

**The Cucamonga Station
and HART District**

Proposals Due:

Monday, December 13, 2021 by 1:00 pm

City of Rancho Cucamonga
Procurement Division
10500 Civic Center Drive
Rancho Cucamonga, California 91730

1. SUMMARY

The City of Rancho Cucamonga, as lead agency, in a collaborative partnership with San Bernardino County Transportation Authority (SBCTA), Greater Ontario Convention Visitors Bureau (GOCVB), Brightline West, Metrolink, OmniTrans and Ontario International Airport, is soliciting proposals in a Request for Proposal for the development and implementation of a multi-year, strategic marketing, communications, community outreach and engagement campaign for the Cucamonga Station, a multi-modal transit station in the HART District of Rancho Cucamonga.

Combined, these innovative agencies serve millions of residents in San Bernardino County as well as portions of Riverside, Orange, Los Angeles counties and well beyond with the destination marketing mission of the GOCVB and reach of Ontario International Airport.

2. BACKGROUND

In September of 2021, the City of Rancho Cucamonga shared the vision, brand essence, names, and brand logos for the anticipated private / public construction project of the multi-modal Cucamonga Station in the HART District of Rancho Cucamonga.

In cooperation with core stakeholder partners, San Bernardino County Transportation Authority, Greater Ontario Convention & Visitors Bureau, Brightline West, Metrolink, Ominitrans, and Ontario International Airport, the City of Rancho Cucamonga has launched a formal Request for Proposal for qualified, full-service marketing and public relations firms to assist with the development and implementation of a comprehensive brand marketing campaign.

Our partner area includes three major freeways, Ontario International Airport, multiple rail lines, a future high-speed interstate rail, an evolutionary bus rapid transit system, international destination marketing efforts and, in the near future, a sleek futuristic underground tunnel that connects rail and air and bus together. With the immediate communities around this primary area totaling nearly one million residents, and the secondary region of 4.7 million people, this area is both the HART of transit and the HEART of the IE in Southern California.

Cucamonga Station is located in the newly branded “HART District” encompassing the general areas of Haven Avenue, Arrow Route, Rochester as the identified Transit District. The Station’s strategic location within this District makes the vision for this subregion as a *21st Century Employment District* a reality, creating a catalyst for economic stimulus, and an economic driver with opportunities for technology, businesses, entertainment, development and a culture center.

The HART District is a transit-oriented, mixed-use district with amenities accessible within walking distance; an active community that will be a business and destination “hot spot,” elevating the area into a walkable, culture-rich experience. The development of Cucamonga Station and the HART District provide an opportunity for job opportunities, corporate settings, a destination location for hotel stays and boom to the hospitality industry.

Long term forecasts indicate the HART District will feature up to 1.25 million new square footage of office and corporate environments, attracting a variety of businesses including national, regional and local restaurants, along with entertainment elements. A mix of up to 6,000 new residential housing units consisting of apartments, townhomes and single-family urban style living options provide a sought after setting for multiple generational groups.

A Metrolink location for several decades, the Rancho Cucamonga Metrolink stop at Cucamonga Station is the second busiest station, second only to Los Angeles Union Station, among stations on the Metrolink San Bernardino Line. In just a few years, Cucamonga Station will be a true multi-modal transit center, home to:

- The [Metrolink](#) San Bernardino line will continue to provide passenger train service from San Bernardino to Los Angeles, with future plans for Redlands to LA.
- [Omnitrans](#) Bus Rapid Transit (BRT) and local bus service in San Bernardino County.
- The entrance to the anticipated tunnel to the airport; with electric vehicles in an underground tunnel providing the link to [Ontario International Airport](#) terminals.
- Automobile/ride share
- 6th Street Bicycle Track with plans for extended bicycle connections.
- Plans for restaurants, retail, residential, hotel and/or office space are also in the works!
- And – we are honored to include in our partnership – [Brightline West](#) High-Speed Rail. A high-speed rail company currently developing its second US system between Las Vegas and Southern California, with stations in Las Vegas, Victor Valley, and Rancho Cucamonga. The station in Rancho Cucamonga will seamlessly connect passengers to destinations throughout Southern California via Metrolink. Total travel time between Rancho Cucamonga and Las Vegas is two hours; Los Angeles and Las Vegas is three hours.

Cucamonga Station will be the key entry point from Las Vegas to Southern California for Brightline West – just two hours from Vegas to Rancho Cucamonga, avoiding the hassle of a long drive on congested freeways. A “Green Station”, the environmental benefits of high-speed rail, rapid bus zero emission fleet, sustainable construction and operations are in line with the SBCTA and the City of Rancho Cucamonga’s vision and commitment of reducing the carbon footprint.

The core stakeholders of the project will be partners in the Cucamonga Station and HART District marketing plans and implementation; however, partners may also choose to obtain separate Agreements for Scope of Works associated with partner specific areas of promotion for integrated efforts.

3. PROPOSAL DELIVERY AND SCHEDULE OF EVENTS

Vendors wishing to participate in the RFP solicitation must be registered as a Consultant on Planet Bids through the City website at <https://www.Cityofrc.us/your-government/procurement>. Only those responses received from registered Vendors will be accepted. Responses must be submitted by the named Consultant that has downloaded the RFP, this information is indicated in the bid system and provides the ability to tabulate the responses in accordance with the

named Vendors. Submitting a response under a Consultant name that does not appear to be on the Prospective Bidders list will be deemed as non-responsive and disqualify said response from further consideration.

Complete RFP responses must be received electronically via Planet Bids prior to the due date and time specified in the below Schedule of Events. Please note, there will be no paper responses accepted. The City shall not be responsible for any delays by transmission errors.

The RFP timeline is as follows:

- RFP Posting Date: **Monday, November 1, 2021**
- Questions & Clarifications Due: **November 15, 2021, by 9:00 am**
- Addendum Post Date: **November 22, 2021**
- Proposals are Due: **Monday, December 13, 2021, by 1:00 pm**
- Proposal Evaluation: Wednesday, December 15 – Wednesday, December 22, 2021
- Select Agencies will be requested to participate in a minimum 1-hour interview/scoping session (tentatively set for **January 5, 2022**) to discuss alignment of vision and fit for the Cucamonga Station / HART District Marketing Outreach project.
- Tentative Vendor Selection Notification: **January 10, 2022**
- Contract to City Council: **January 19, 2022**

(The City reserves the right to change schedule of events without prior notice or responsibility to Vendor.)

4. QUESTIONS AND CLARIFICATIONS

All questions or clarification requests must be submitted directly through the City’s bid system no later than the due date and time indicated in the above Schedule of Events. Answers and/or clarifications will be provided in the form of an Addendum and will be posted for download from the City’s bid system in accordance with the above “Schedule of Events”.

From the issuance date of this RFP until a Vendor is awarded, Vendors are not permitted to communicate with any City staff or officials regarding this procurement, other than during interviews, demonstrations, and/or site visits, except at the direction of Ruth Cain, CPPB, Procurement Manager, the designated representative of the City of Rancho Cucamonga.

The City reserves the right to revise the RFP, its timelines, and/or its process at any time; registered respondents will be notified via an Addendum posted to Planet Bids of any changes.

5. BUSINESS LICENSE

A selected Vendor awarded a contract shall be required to obtain a Rancho Cucamonga Business License no later than five (5) business days from notification of award prior to being issued a Purchase Order. A selected Vendor must possess and maintain all appropriate licenses/certifications necessary in the performance of duties required under this RFP and will

provide copies of licenses/certifications immediately upon request throughout the term of the Contract.

6. RFP RESPONSE FORMAT AND SUBMISSION REQUIREMENTS

6.1. CONTENT OF PROPOSALS

Agencies are requested to provide qualifications, proposal / scope & pricing for the phases identified above provided in a cafeteria pricing structure for budgeting, contract timing and prioritization of options. The City and stakeholders request a detailed reference document on the history and capabilities of the company along with, experience, qualifications and roles of Vendor Team Members that includes:

- A phase based, cafeteria plan-style cost proposal estimates. The City of Rancho Cucamonga and its stakeholder partners may select multiple vendors to participate in this multi-year project based on areas of expertise, budget, needs, contract timing and priority planning. All selected vendors are anticipated and expected to work collaboratively together.
- Three client references, preferably inclusive of Inland Empire local/county government clients, destination marketing and/or transportation industry.
- Examples of broad campaign, comprising a multiple phased approach; sharing various marketing outreach strategies and outcomes.
- Comments / concerns with the City’s standard Public Services Agreement.

6.2. EXHIBITS A THROUGH G

The following named Exhibits A through H are a requirement and must be complete and signed where required. ***Exhibits are not to be included in your proposal response. All referenced Exhibits must be submitted in Planet Bids system under the Response Types, Exhibits A – G.*** Failure to comply with this instruction will deem your RFP submittal as non-responsive.

6.3. NON-DISCLOSURE CONFLICT OF INTEREST

Specify any possible conflicts of interest with your current clients or staff members and the City. A signed **“Exhibit A, Conflict of Interest and Non-Disclosure Agreement”** included herein must be submitted under the Planet Bid Response Types, Exhibits A – G.

6.4. PROFESSIONAL SERVICE AGREEMENT

In addition to the acceptance of the City’s Terms and Conditions, the successful Vendor will be required to enter into a Professional Services Agreement (“PSA”) with the City, a “Sample” of which is attached in the City’s bid system for review. All requirements of said PSA must be completed by the successful Vendor and signed by both applicable parties prior to any services being rendered. This RFP sets forth some of the general provisions which may be included in the final PSA. In submitting a response to this RFP, Vendor will be deemed to have agreed to each clause unless otherwise indicated in **“Exhibit B, Professional Services**

Agreement Exceptions Summary” and the City agrees to either accept the objection or deviation or change the PSA language in writing. Failure to raise any objections at the time of this RFP response submittal will result in a waiver of objection to any of the contractual language in the PSA at any other time. The signed Exception Summary must be submitted in Planet Bids system under the Response Types tab “Exhibits A – G”.

6.5. ACKNOWLEDGEMENT OF INSURANCE

Vendors must meet all insurance requirements as outlined in the Professional Services Agreement. Ability to comply with said requirements must be indicated with signature of **“Exhibit C, Acknowledgement of Insurance Requirements and Certification of Ability to Provide and Maintain Coverages Specified”**. The awarded Vendor will be responsible for providing the required Certificates of Insurance and must be the Named Insured on the Certificates. Certificates of Insurance from any other entity other than the awarded Vendor, will not be accepted. The signed Acknowledgement of Insurance must be submitted under the Planet Bid Response Types, Exhibits A – G.

6.6. ADDENDUM ACKNOWLEDGEMENT

The Vendor shall hereby acknowledge they have received all posted Addendums, if any. It is the Vendor’s responsibility to log into the Bid System to identify and download the number of addenda that have been posted. Addenda issued in correspondence to this RFP shall be considered a part of this RFP and shall become part of any final Contract that may be derived from this RFP. Vendors must indicate their acknowledgement of any Addendums by way of signature on **“Exhibit D, Addendum Acknowledgement”** and must be submitted under the Planet Bid Response Types, Exhibits A – G.

6.7. DEBARMENT AND SUSPENSION

Bidding Vendors must verify by way of signature to **“Exhibit E, Vendor Certification Form”** that they are not listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the guidelines under [2 CFR 200](#) that implement Executive Orders 12549 ([3 CFR part 1986](#) Comp., p. 189) and 12689 ([3 CFR part 1989](#) Comp., p. 235), and that neither Vendor nor any of its proposed subcontractors are tax delinquent with the State of California. The signed exhibit must be submitted under the Planet Bid Response Types, Exhibits A – G.

6.8. PARTICIPATION CLAUSE

Vendors shall provide a completed **“Exhibit F, Participation Clause”**, must be submitted under the Planet Bid Response Types, Exhibits A – G. This will indicate a Vendors agreement to or not to allow other entities to utilize the RFP response and awarded contract as a piggyback option.

6.9. SIGNATURE OF AUTHORITY

“Exhibit G”, Signature of Authority must be submitted under the Planet Bid Response Types, Exhibits A – G. Unsigned RFP responses will not be accepted. The Signature of Authority declares that the Vendor has carefully examined the instruction indicated herein including all terms and condition and specifications, and hereby proposes and agrees, if the Vendors RFP response is accepted, Vendor agrees to furnish all material in accordance with the instruction and specifications in the time and manner prescribed for the unit cost amounts set forth in the Vendors RFP response.

7. SCOPE AND PHASING

This incredible transit addition to San Bernardino County in the heart of Southern California, needs a solid, integrated, unified, collaborative marketing effort to share the excitement & benefits of this major project to the key stakeholder partners, the Region and beyond. The integrated marketing and communication plan should include:

- **BRAND IDENTITY:** Establish “HART of Southern California”, extol benefits to San Bernardino County Region, and promote all key stakeholder partners and the collaborative effort; identify/incorporate graphic standards.
- **KEY MESSAGING:** Identify various market groups for stakeholders, messaging and engagement to establish a foundation that resonates with a broad range of target audiences, including, but not limited to residents, visitors, national, elected officials, business community, community organizations, local, regional and national media, etc.
- **ADVERTISING PLAN:** Prepare strategic campaign to raise awareness to the local market, secondary market, State, National, and International audience.
- **MEDIA/PR/CONTENT:** Including but not limited to articles, news releases, website content, paid and unpaid media placements (with quarterly outcome reports), social media, content calendars, outreach at regional / state and at times national level for media exposure (trade, industry & community).
- **CREATIVE SERVICES/GRAPHIC DESIGN:** Partner co-branded print & promotional materials.
- **VIDEO/PHOTOGRAPHY:** Video packages, digital spots, sizzle reels (b-roll footage capture & library developed), progress footage, consistent end-card development, etc. Capturing key events, milestones via video and photography, with image library development.
- **CAMPAIGN MEASUREMENT AND REPORTING:** Monthly activity and campaign reports that demonstrate the firm’s work progress and campaign’s performance.
- **PRINT:** Including postcard hand-outs, advertorials, one-sheet publications and fact sheets, infographics, banners and signage, etc.
- **PROMOTIONAL ITEMS:** Such as giveaways, branded items, gifts, etc.
- **WEBSITE/DIGITAL:** Website development and implementation (URL addresses secured), creation of social media channels (profile names secured), creative copywriting; development of hashtag strategy and hashtags; development of email marketing strategy and rollout of email campaign; e-newsletter development, sponsored content. CRM and/or contact database development.

The City of Rancho Cucamonga
Request for Proposal (“RFP”) #21/22-010
for

Marketing Outreach and Engagement Services for The Cucamonga Station and HART District

- **ROADSHOW PACKAGE:** Cohesive toolkit / materials / presentation template for staff & stakeholder use (digital and in-person formats) and updated as community engagement effort continues through each phase.
- **EVENTS:** Creative activations / building excitement / project awareness / engagement.

Agencies are encouraged to not use the above as a complete list - additional agency ideas and suggestions encouraged and desired. It is understood by any and all participating Marketing Agencies that all named stakeholder partners will have access and use of all digital, print, messaging materials and deliverables created.

- **Phase I - BUILDING FOUNDATIONAL MATERIALS, STRATEGY AND PLANS**
 - Including surveying of regional area and identification of target markets for stakeholder partners.
 - **Phase II - GENERAL AWARENESS & UNDERSTANDING EFFORTS - Leading up to Groundbreaking (TBD) (2022)**
 - July 1, 2022 Planned hard launch of brand and Cucamonga Station, and Metrolink station stop official name change.
 - HART District Storytelling – district vision / benefits / business attraction
 - Cucamonga Station - Public Awareness - Station & Transportation partners / connectivity / benefit to the Southern California region.
 - Including but not limited to: economic benefit to region / jobs (pre-post construction)/ transportation benefits / commuter & traveler benefits / positive environmental impacts.
 - **Phase III – GROUNDBREAKING & CONSTRUCTION PHASE (2022/2023 –2025/2026)**
 - Marketing/Branding & Promotion of Groundbreaking Event with significant stakeholder partner participation and promotion.
 - Outreach & engagement by staff, Core and Transit Stakeholder groups to varied community/professional and business groups to keep excitement, promote partners’ product offerings and value.
 - **Phase IV - FINAL CONSTRUCTION TIMELINE, GRAND OPENING & 1ST YEAR OF OPERATION (Fiscal Years: 2025/2026 –2027/2028)**
 - Conclusion of construction, Grand Opening promotion & event development, launch of opened Cucamonga Station in the HART District and promotion of all multi-modal transportation offerings and resources for ease of use/travel/ticketing resources/etc.
 - **Phase V – 2028 LOS ANGELES OLYMPICS (2027 –2028)**
 - Continuity with Agency of Branding/12 mo build-up/promotion for pre-Olympic outreach through the conclusion of Games, with 60 days of post promotion/reflection/celebration of all the Games meant to the San Bernardino County Region, highlight SoCal Athletes; stories from the Inland Experience, Vegas to LA connections.
 - **Phase VI – CONTINUED MARKETING / OUTREACH / PROMOTION (2028/2029 & beyond)**
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8. SELECTION OF PARTNER

A team of City staff and partner stakeholders will review and evaluate the RFP responses based on proposer’s knowledge, skills, experience, past performance, and quality of proposal. In addition, the following criteria will also be used in the evaluation process:

- Quality of concept ideas; level of detail included in the project proposal. Proposals that are more fully developed (for example, have project teams identified; creative strategies and tactics proposed, etc. will be considered more favorably than more general, conceptual proposals.
- Proposed timeline, including process following selection.
- Partner references, and quality of similar past projects; demonstrated professional skill and credentials of staff and/or consultants assigned to the project.
- Innovations identified and included in the proposal.
- The City anticipates inviting the top proposers to interview on Wednesday, January 5, 2022.

9. BEST AND FINAL OFFER

Upon completion of Vendor presentations, the City reserves the right to conduct pre-award discussions and/or pre-contract negotiations with all or only top ranked Vendors. At which time the City may request a Best and Final Offer to be submitted from one or all finalists.

10. LETTER OF INTENT TO AWARD

After a final Vendor selection is determined, a Letter of Intent to Award (LOI) will be posted for review by all participating, responsive Vendors. Negotiations shall be confidential and not subject to disclosure to competing Vendors unless an agreement is reached. If contract negotiations cannot be concluded successfully, City may negotiate a contract with the next highest scoring Vendor or withdraw the RFP entirely.

11. TERMS AND CONDITIONS

The following terms and conditions apply to this RFP:

- All responses shall become the property of the City.
- Due care and diligence have been exercised in the preparation of this RFP and all information contained herein is believed to be substantially correct. However, the responsibility for determining the full extent of the services required rests solely with those making responses. Neither the City nor its representatives shall be responsible for any error or omission in this response, nor for the failure on the part of the respondents to determine the full extent of their exposures.
- The City reserves the right to select consultants from the responses received; to waive any or all informalities and/or irregularities; to re-advertise with either an identical or

revised scope, or to cancel any requirement in its entirety; or to reject any or all proposals received. The City also reserves the right to approve any subcontractors used by submitting proposers.

- The City retains the right to contact any/all proposing partners after submittal in order to obtain supplemental information and/or clarification in either oral or written form.
- The City may conduct negotiations with several Vendors simultaneously. The City may also negotiate contract terms with the selected Vendors prior to award. The City, at its sole discretion, reserves the right, unless otherwise stated, to accept or reject all or any RFP responses, or any part thereof, either separately or to waive any informality and to split or make the award in any manner determined to be in the best interest of the City.
- The City will not be liable for, nor pay for any costs incurred by responding proposers relating to the preparation of any proposal for this RFP.

12. ATTACHMENTS

1. RSM Design Group Branding Guidelines: Cucamonga Station & HART District
2. City of Rancho Cucamonga Standard Public Services Agreement

Cucamonga Station in the HART District core Stakeholder Partners:



www.cityofrc.us



www.gosbcta.com



www.gocvb.org



www.GoBrightline.com

METROLINK

www.metrolinktrains.com



www.omnitrans.org



www.flyontario.com

"EXHIBIT A, CITY OF RANCHO CUCAMONGA CONFLICT OF INTEREST/NON-DISCLOSURE STATEMENT"

It is the policy of the City to prevent personal or organizational conflict of interest, or the appearance of such conflict of interest, in the award and administration of City Contracts, including, but not limited to Contracts for Professional Services Agreements ("PSA") with potential Vendors.

I do not have specific knowledge of confidential information regarding RFP responses received in response to the **Request for Proposal ("RFP") #21/22-010 for Marketing Outreach and Engagement Services for The Rancho Station and HART District.**

I agree not to disclose or otherwise divulge any information pertaining to the contents, status, or ranking of any RFP response to anyone. I understand the terms and "disclose or otherwise divulge" to include, but are not limited to, verbal conversations, written correspondence, reproduction of any part or any portion of any RFP response, or removal of same from designated areas.

I, the undersigned, hereby certify that the following statements are true and correct and that I understand and agree to be bound by commitments contained herein.

_____ (Print Name)

_____ (Relationship to the City)

_____ (Relationship to the Vendors)

_____ (Signature)

_____ (Date)

Exhibits are not to be included in your bid response. All referenced Exhibits must be submitted in Planet Bids system under the Response Types, Exhibits A – G.

“EXHIBIT B, PROFESSIONAL SERVICES AGREEMENT EXCEPTIONS SUMMARY”

Mark the appropriate choice, below:

_____ Vendors accepts the PSA without exception.

OR

_____ Vendors proposes exceptions to the PSA.

Summarize all exceptions on a separate document. Enclose a written summary of each change and title as “Exception Summary”, which shall include the Vendors’ rationale for proposing each such exception. Each exception must be labeled with the Section number in the PSA. Failure to properly reference exceptions in the submitted summary may deem the response as non-responsive.

Signature

Printed Name

Title

Date

Exhibits are not to be included in your bid response. All referenced Exhibits must be submitted in Planet Bids system under the Response Types, Exhibits A – G.

“EXHIBIT C, ACKNOWLEDGMENT OF INSURANCE REQUIREMENTS AND CERTIFICATION OF ABILITY TO PROVIDE AND MAINTAIN COVERAGES SPECIFIED”

I, _____ the _____
(President, Secretary, Manager, Owner or
Representative)

of _____, certify that the
(Name of Company, Corporation or Owner)

Specifications and General Provisions regarding insurance requirements as stated within the Professional Services Agreement (PSA), for the Purchase Contract designated **Request for Proposal (“RFP”) #21/22-010 Marketing Outreach and Engagement Services for the Cucamonga Station and HART District** have been read and understood and that our Vendors is able to provide and maintain the coverage as specified in the PSA. Failure to provide said coverage, upon request to finalize the PSA prior to award shall be enough cause for immediate disqualification of award. Failure to maintain said coverage shall result in termination of the contract.

Signature

Printed Name

Title

Date

Exhibits are not to be included in your bid response. All referenced Exhibits must be submitted in Planet Bids system under the Response Types, Exhibits A – G.

"EXHIBIT D, ADDENDUM ACKNOWLEDGEMENT"

The Vendors hereby acknowledges the following Addenda Number(s) to this RFP have been received, if any. Vendors understands failure to acknowledge any addenda issued may cause the RFP response to be considered non-responsive. It is the Vendors' responsibility to log into the Bid System to identify and download the number of addenda that have been posted.

- _____
- _____
- _____
- _____

Signature

Printed Name

Title

Date

Exhibits are not to be included in your bid response. All referenced Exhibits must be submitted in Planet Bids system under the Response Types, Exhibits A – G.

“EXHIBIT E, DEBARMENT and SUSPENSION CERTIFICATION FORM”

I certify that neither _____ (Vendor) nor any of its proposed subcontractors are not currently listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the guidelines under 2 CFR 200 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), and that neither Vendor nor any of its proposed subcontractors are tax delinquent with the State of California.

I acknowledge that if Vendors or any of its subcontractors subsequently are placed under suspension or debarment by a local, state or federal government entity, or if Vendors or any of its subcontractors subsequently become delinquent in California taxes, our Proposal will be disqualified.

Signature

Printed Name

Title

Date

Exhibits are not to be included in your bid response. All referenced Exhibits must be submitted in Planet Bids system under the Response Types, Exhibits A – G.

“EXHIBIT F, PARTICIPATION CLAUSE”

It is hereby understood that other government entities, such as cities, counties, and special/school districts may utilize this RFP response at their option for equipment or services at the RFP response price for a period of _____ days. Said entities shall have the option to participate in any award made because of this solicitation. Any such piggy-back awards will be made independently by each agency, and the City is not an agent, partner or representative of these agencies and is not obligated or liable for any action of debts that may arise out of such independently negotiated piggy-back procurement. Each public agency shall accept sole responsibility of its own order placement and payments of the Vendors.

Successful Vendors will extend prices as proposed herein to other governmental agencies, please specify.

YES _____ NO _____

Exhibits are not to be included in your bid response. All referenced Exhibits must be submitted in Planet Bids system under the Response Types, Exhibits A – G.

The City of Rancho Cucamonga
Request for Proposal ("RFP") #21/22-010
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Marketing Outreach and Engagement Services for The Cucamonga Station and HART District

"EXHIBIT G, SIGNATURE OF AUTHORITY"

The undersigned firm declares that he has carefully examined the specifications and read the above terms and conditions, and hereby proposes and agrees, if this RFP response is accepted, to furnish all material in accordance with the specifications and instructions, in the time and manner therein prescribed for the unit cost amounts set forth in the following RFP response.

THE VENDOR IN SUBMITTING THIS RFP RESPONSE MUST FILL IN THE FOLLOWING INFORMATION. FAILURE TO DO SO MAY DEEM YOUR RFP RESPONSE AS NON-RESPONSIVE.

Company Name:	Address: (Street, Su. # City, State, Zip)
Telephone #:	
Fax #:	
E-mail address:	Web Address:
Authorized Representative: (print)	Title:
Signature:	Date:

Exhibits are not to be included in your bid response. All referenced Exhibits must be submitted in Planet Bids system under the Response Types, Exhibits A – G.