



**Request for Information DEV-BASE-26-2
BUS STOP BRAILLE PLACARDS**

Valley Regional Transit (VRT) is seeking information from qualified vendors regarding the supply of Braille bus stop placards that meet the outlined specifications. This RFI is intended to gather details on product capabilities, compliance, pricing, and delivery timelines for placards to be installed at bus stops throughout VRT's two county jurisdictions.

This will be federally funded and require compliance with federal regulations.

Request:	RFI DEV-BASE-26-2, Bus Stop Braille Placards
RFI Issued Date:	April 6, 2026
Question Due:	April 22, 2026, at 4 p.m. Mountain Time
Information Due	May 6, 2026, at 4 p.m. Mountain Time
Scope of Work:	Below
Contact:	Kevin Womack, procurement@ridevrt.org

Responses to the RFI need to include:

- Information requested in Submission Requirements and Exhibit A section
- Completed Offeror's General Information Form

Submission Instructions:

Please submit your responses and supporting materials to:

- VRT Administrative Office (Meridian) located at 700 NE 2nd Street, Suite 100, Meridian, Idaho 83642

Attention: Kevin Womack, Procurement / Contracts Specialist,
email to: procurement@ridevrt.org on or before

May 6, 2026, 2026 @ 4:00 p.m. Mountain Time.

Submission Requirements

- Brief introduction of your company's history, experience, and qualifications of offeror being submitted for this RFI solicitation
- Registered to do business in Idaho
- Identification of project manager
- Delivery Timeline
- Pricing
- Any annual price increases must be noted in the price information.
- All responses must be signed by duly authorized representative of the firm
- Completed Offeror's General Information Form
- Information submitted in English.

Valley Regional Transit will review information. A recommendation to enter into a service agreement with the successful Offeror(s) maybe made based upon respondent's most advantageous to meet VRT's objectives.

This is not a solicitation for products or services

Information that any interested party wishes to submit will be done so voluntarily and with the understanding that this RFI is for information gathering purposes only; this is not a formal solicitation and does not commit VRT to enter into an agreement, to pay any costs incurred in the preparation of this statement or in subsequent negotiations, or to procure or contract for any project. The respondent will be responsible for all costs (including site visits) incurred in preparing or responding to this RFI. All materials and documents submitted in response to the RFI become the property of VRT and will not be returned.

A formal solicitation may be issued as a result of, and subsequent to, this RFI. Any cost information submitted will be used solely for the purposes of performing a market analysis and establishing a budget for the program. Cost information submitted will not be considered as responsive to any solicitation subsequently issued by Valley Regional Transit. Valley Regional Transit will review and rank the information and may elect to invite the highest ranked quote team for an interview and question and answer session.

PUBLIC RECORDS/CONFIDENTIAL INFORMATION: All submittals, proposals, and any other information provided by a respondent may be considered a public record and, except as noted below, will be available for inspection and copying by any person. Any information submitted to Valley Regional Transit is subject to release as provided for by Idaho Public Records Law, Idaho Code, Title 9, Chapter 338 through 350.

The Valley Regional Transit will take reasonable efforts to protect any information marked "confidential" to the extent allowed by Idaho Public Records Law. Confidential information should be clearly identified in a cover letter submitted with your response. It is requested that confidential information be placed in a separate envelope within the proposal to minimize the risk of accidental copying and release. Confidential information will be returned to the respondent upon request after award of the contract. It is understood, however, that Valley Regional Transit will have no liability for disclosure of such information. Any proprietary or confidential information contained in or within any Proposal is subject to potential disclosure.

EXHIBIT A SCOPE OF WORK

VRT launched a Bus Stop Typology Study in 2021 that guides bus stop infrastructure and redesigned the bus stop sign blades. VRT, strives to continue bus stop improvements by improving ADA accessibility in signage. VRT currently operates nineteen fixed routes with approximately 665 active bus stops.

The purpose is to create clear, concise rider information with consistent presentation from the bus stop.

Statement of Work:

As part of the implementation of the Bus Stop Typology, we need to procure braille placards. The targeted launch date to have the placards installed at the bus stops is by October 3, 2026.

1. The placards (665 units) will need to comply with the minimum specifications below or equivalent:
 - a. **Maximum Dimensions:**
 1. 6" wide x 6" long (depth can vary so long as it can be mounted)
 - b. **Sign face must be non-glare and have a high contrast ratio refer to United States Access Board Technical Guide Signs Chapter 7 (703.5.1) finish and contrast.**
 - c. **Tactile signs must have raised characters in Grade 2 English Braille meeting or exceeding all minimum font size and weight referenced in United States Access Board Technical Guide Signs Chapter 7 (703.2) Technical Requirements for Tactile Characters and (703.3) Braille.**
 - d. **Sign should include the following in text and braille: Bus Stop ID (individual to each bus stop), VRT Phone Number, and QR code (example rendering below)**



- e. The signs will be mountable to existing sign poles measuring 2 inches wide by 10 feet tall, with two standard pre-drilled holes (¼" diameter) positioned on center—one near the top and one near the bottom. Mounting holes must be spaced in increments of a full inch to align with pole holes, which are spaced in 1-inch increments.
- f. Signs should be mountable with standard drive rivets

- g. Signs must be weatherproof and constructed of materials guaranteed to last a minimum of five years in outdoor conditions. Vendors may propose suitable sign materials that meet this durability requirement.
- h. Signs must be tamper resistant to prevent unauthorized removal or damage

Delivery Requirements – Delivery of Items will be scheduled for will-call or delivered FOB Destination to the following address: Valley Regional Transit Happy Day Transit Center 5907 W Cleveland Boulevard, Caldwell, Idaho 83607.

Product: 665 bus stop placards that meet the specifications outlined above.

Schedule–Delivery of placards by September 1, 2026.

Requirements / Deliverables – Placards to specifications above.

EXHIBIT B

PRICE QUOTE

Offeror's Price Quote shall contain the information listed below as an Exhibit to Offeror's quote. Offeror's Price Quote Exhibit shall be a separate .pdf file included electronically and transmitted as a separate attachment in the email with Offeror's quote. Offeror's Price Quote Exhibit shall be signed by Offeror's authorized representative.

Price Quote must be in US Dollars.

Description	Price per each	Total Price
6" wide x 6" long		

Quote shall remain valid for a period of not less than ninety (90) days from the due date of the RFI solicitation.

Signed: _____ Date: _____

Company Name: _____

Offeror's General Information Form

Legal Name of Firm: _____

Firm's Address: _____

Firms Contact Person: _____

Title: _____

Telephone: _____

Email: _____

The undersigned certifies as follows:

1. That he/she has read and understands the objectives and requirements of the request for information; and
2. That he/she agrees to all requirements, specifications, terms, and conditions of the request for information referenced above; and
3. That he/she will furnish the designated item(s) and /or service(s) as quoted in the request for information; and
4. That he/she certifies under penalty of perjury that the respondent is, to the best of his/her knowledge, not in violation of any Idaho tax law; and
5. That his/her company has been certified as one of the following registered business classifications:

DBI _____ Corporation _____ Other, identify: _____

Respondent's Signature: _____

Date: _____