



**Cowley College**

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**REQUEST FOR PROPOSAL NO:**

2017-001

**REQUEST FOR PROPOSAL TITLE:**

Design, Fabrication, and Installation of Exterior Signage

**ISSUE DATE:**

11-09-2016

**SUBMISSION DUE DATE:**

11-28-2016

By: 5:00 pm CST

## Table of Contents

### Sections

- 1 Administrative Overview**  
Provides general information on the objectives of this Request For Proposal (RFP), procurement schedule and procurement overview.
- 2 Scope of Work and Services**  
Provides a description of the project and list of design elements, services and products requested that, while not comprehensive or complete in nature, will provide Cowley College with proposals that can be easily compared.
- 3 Evaluation Criteria and Contents**  
Describes how the proposal will be evaluated and the required content for the submission.
- 4 Proposal Instructions**  
Describes the submittal instructions and communications

### Appendices

- I Proposal Certification**

### Attachment

- I Bid Sheet**

# Section 1

## Administrative Overview

### 1.1 INTRODUCTION

This is a Request for Proposals (RFP) issued by Cowley College (hereinafter referred to as "Cowley College") seeking proposals from experienced and qualified Signage Contractors to provide design, fabrication and installation services to Cowley College.

### 1.2 AUTHORITY

RFPs must be submitted by persons authorized to commit the responding Signage Contractor to a procurement contract or agreement.

### 1.3 COSTS FOR PROPOSAL PREPARATION

Any costs incurred in preparing or submitting a proposal shall be the Signage Contractor's sole responsibility.

### 1.4 DISQUALIFICATION OF PROPOSALS

Cowley College reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the scope of the work. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be disqualified without further notice.

A Signage Contractor shall be disqualified and the proposal automatically rejected for any one of the following reasons:

1. The proposal shows any noncompliance with applicable law.
2. The proposal is conditional, incomplete, or irregular in such a way as to make the proposal indefinite or ambiguous.
3. The proposal has any provision reserving the right to accept or reject award, reserving the right to enter into a contract pursuant to an award, or contrary to those required in the solicitation.
4. The Signage Contractor is debarred or suspended.

### 1.5 ADDENDA TO THIS RFP

Cowley College may need to issue one or more addendum related to this RFP. Such addenda shall be added to the original RFP document and posted at [www.cowley.edu](http://www.cowley.edu). It shall be the responsibility of prospective Signage Contractors and other interested parties to familiarize themselves with the website and visit it regularly during the RFP process for updated information or addenda related to this RFP.

### 1.6 RIGHT TO WITHHOLD AWARDING OF CONTRACT

Cowley College reserves the right not to make award of this contract.

### 1.7 FINAL CONTRACT

Cowley College shall not be responsible for work done, even in good faith, prior to Cowley College's execution of a final contract.

### 1.8 INSPECTION OF PROPOSALS and CONFIDENTIAL INFORMATION

Proposals may be available for public inspection upon notice of award and shall be available for public inspection after the contract is signed by all parties. Cowley College treats proposals as confidential until after the award is issued. At that time they become subject to disclosure under the Freedom of Information Act. Information marked as "Confidential" in any proposal shall be honored as such, to the extent allowable under the Freedom of Information Act. If a respondent wishes to supply any information, which it believes is exempt from disclosure under the Act that respondent should summarize such information in a separate envelope and each page submitted should clearly state "Confidential," but otherwise be presented in the same manner as the proposal. However, any such information is provided entirely at the respondent's own risk and Cowley College assumes no liability for any loss or damage which may result from Cowley College's disclosure at any time of any information provided by the respondent in connection with its proposal.

### 1.9 CONTRACT INVALIDATION

If any provision of this contract is found to be invalid, such invalidation will not be construed to invalidate the entire contract.

### 1.10 FEE STRUCTURE

The fee structure shall be as submitted on the Bid Sheet Form (see attached Excel Bid Sheet).

### 1.11 ADVERTISING

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Upon specific, written, case by case, authorization by an authorized representative of Cowley College, the Signage Contractor, in being awarded this proposal, shall have the right to use the name of Cowley College as it client a) in any advertising, publicity, or promotion; or b) to express or imply any endorsement of entity's services.

**1.12 IMMUNITY FROM LIABILITY**

Every person who is a party to this agreement is hereby notified and agrees that Cowley College is immune from liability and suit for or from Signage Contractor's activities involving third parties and arising from any contract resulting from this RFP.

**1.13 PREVAILING LAW**

The terms and provisions of this RFP, and any ensuing contract, shall be governed by and construed in accordance with the laws of the State of Kansas.

**1.14 CONTRACT TERMINATION FOR CAUSE**

Cowley College may terminate any resulting contract for cause by providing a Notice to Cure to the awarded Signage Contractor citing the instances of noncompliance with the contract.

1. The Signage Contractor shall have ten (10) days to reply to the Notice to Cure and indicate why the contract should not be terminated and recommend remedies to be taken.
2. If the Signage Contractor and Cowley College reach an agreed upon solution, the Signage Contractor shall then have thirty (30) days after such agreement is reached to cure the noncompliance cited in the Notice to Cure.
3. If a mutually agreed upon solution cannot be reached within ten (10) days after receipt of Notice to Cure by Signage Contractor, Cowley College reserves the right to terminate the agreement.

## Section 2

### Scope of Work and Services

#### 2.1 BACKGROUND

Based on a master plan to keep Cowley College on pace to continue the exterior improvements of its campuses, in 2014 Cowley College completed a master plan. The master plan can be reviewed at [www.cowley.edu](http://www.cowley.edu).

#### 2.2 OBJECTIVES

Cowley College is seeking a qualified Signage Contractor to design, fabricate and install exterior signs (building identification signs, regulatory signs and directional wayfinding signs).

See attached Bid Sheet and noted product quantities. There are no quantities in the Bid Sheet; however, it is Cowley College desire that you identify the cost per sign per quantity. Quantities noted on Bid Sheet are just to provide Cowley College with the ability to compare bids. The quantities may change on the actual project.

#### 2.3 DESIGN REQUIREMENTS

Cowley College is interested in establishing a contract with a Signage Contractor who will meet, at a minimum, the following design requirements:

1. The signs shall be attractive and exhibit a professional quality of workmanship, which will reflect positively on Cowley College.
2. Signage should incorporate Cowley College's branding standards, as appropriate. (See attached design)
3. Signage should leverage the spatial organization of the facility and utilize architectural design features, destinations zones, landmarks, shape, color, lighting, etc.
4. Signage should be easy to recognize, consistent, clear, distinctive, and easy to read.
5. Signage shall be compliant with 2010 ADA Standards for Accessible Design.
6. The Signage Contractor should have a primary goal of ensuring that signage works in unity with the work of other consultants in order to generate a well-coordinated facility.
7. Signage should be updateable by Cowley College and utilize the Cowley College's internal resources whenever possible.
8. The Signage Contractor will replicate the attached designed sign with the illustrated colors.

#### 2.4 CONSIDERATIONS - SERVICES AND PRODUCTS

Cowley College is interested in establishing a contract with a Signage Contractor who will provide, at a minimum, the following:

1. Develop an understanding of appropriate national and local building codes, ordinances and other requirements, as they relate to signage for the Design, Fabrication, and Installation of Exterior Signage project. Successful bidder will be responsible for properly permitting and engineering all appropriate signs.
2. Perform a site review to verify locations, determine available areas for signage, confirm dimensions and identify potential conflicts with architecture or landscape designs.
3. Periodically update budget estimates and prepare and adjust planning level schedule based on priorities and available funding.
4. Coordinate all procurement activities with responsible Cowley College's contracting and purchasing personnel.
5. Develop any other wayfinding and circulation solutions.
6. Develop sign location plans and messages schedules. These location plans and message schedules will be updated through the process. They shall be submitted to Cowley College's facility management at the end of the project reflecting accurate placement and messages.
7. Replicate and prepare conceptual designs in sketch form to determine design direction and review, with the design team, considerations for materials, finishes, color, typography, lighting and scale. The Signage Contractor may develop a menu of recommended signage types for programming review.
8. Finalize all elements of the sign system design including materials, fabrication specifications, graphic design and installation details.
9. Prepare sign layouts based on actual sign messages to determine sign and letter sizes and to determine the need for variations to the wayfinding/signage program.
10. Provide final fabrication submittals based on approved design.
11. Be responsible for fabricating the exterior wayfinding/signage program in accordance with the approved design.
12. Develop an installation schedule to assure timely, accurate and code compliant installation.
13. Be responsible for the installation of the exterior wayfinding/signage program in accordance with the design intent of the approved program.

## Section 3

### Evaluation Criteria and Proposal Content

#### 3.1 BID EVALUATION CRITERIA

The evaluation shall be based on the numerical rating set forth below. Factors not specified in the Request for Proposal shall not be considered, although the below criteria may have subcomponents used in rating not identified in this document.

The evaluation committee may select a Signage Contractor from these submissions, or conduct an in-person interview with selected Signage Contractors from the initial offerings. In the event of a second stage, the selection committee will notify the selected Signage Contractor of interview dates and times. This notification shall include the interview evaluation criteria.

#### 3.2 PROPOSAL CONTENT ORGANIZATION

Respondents shall organize their submissions in such a way as to follow the general evaluation criteria listed below.

- A. **Cover Letter** – Include company’s name, contact information and a brief introduction to your company as it relates to the requested services.
- B. **Table of Contents**
- C. **Qualifications Criteria**
  - 1. **Overall Technical Capability and Specialized Competence (30 points)**
    - a. Provide a brief history of your company (and all consultants), including number of years in business
    - b. Provide a project list containing [3 to 5] projects completed by your company that best represents a similar scope. For each project include the following:
      - Project name, location, time frame and completion date
      - Reference name and contact information
      - Projects overall scope
      - Discuss issues or aspects that would demonstrate your ability to problem solve and deliver creative solutions
      - Final cost of project
      - Cost effective measures or value-engineering suggested
  - 2. **Capacity of Employees and Signage Contractor to Perform the Work Within the Specified Time Period (35 points)**
    - a. Provide an estimated project schedule indicating critical dates based on information provided by Cowley College and demonstrate applicant’s capacity to complete project by the projected deadline. Such schedule should detail number of man hours needed to complete a task and the proposed team member(s) responsible for completing that task.
  - 3. **Fee Proposal (35 points)**
    - a. Provide a Bid Sheet (See Bid Sheet attachment) based on the scope of service outlined in this Request for Proposal
    - b. Cowley College encourages bidder to give price options based on the Signage Contractor’s standard product line for all exterior signage
- D. **Appendices**
  - Appendix I - Contract Review Statement
  - Appendix II - Proposal Certification

## Section 4.0

### Proposal Instruction

#### 4.1 PRE-PROPOSAL CONFERENCE

No pre-proposal conference.

#### 4.2 DEADLINE FOR WRITTEN QUESTIONS RELATING TO THE RFP

The deadline for written questions is 5:00pm CST on 11-28-2016. Send questions to Dr. Gloria Walker, Vice President for Finance and Administration by email at [Gloria.Walker@cowley.edu](mailto:Gloria.Walker@cowley.edu). Additionally, Dr. Walker can be reached at 620-441-5207. Dr. Walker is the only person authorized to provide a formal response to any questions. No other Cowley College employee is authorized to make any statement that would bind the Cowley College with regard to this RFP.

#### 4.3 SUBMITTAL INSTRUCTIONS

This RFP may not exceed 25 single-sided pages (maximum 8½" x 11") with a minimum of 10 pt. type. Submissions exceeding the page limit will be considered non-responsive and will be returned to the applicant without further evaluation. The following information is not included in the page limit:

- Cover letter on Signage Company letterhead, maximum of 1 page
- Résumés for key team members, maximum of 2 pages each
- Bid Sheet
- Appendix 1
- Appendix 2

Signage Contractors shall submit a clearly marked original plus three (3) copies of the proposal. Proposals shall be received by Cowley College **no later than 5:00 PM, CST, on 11-28-2016**. The proposals shall be mailed and will be date stamped upon receipt by Cowley College. Proposals may also be email to [Gloria.walker@cowley.edu](mailto:Gloria.walker@cowley.edu). After the deadline and upon request, a representative of Cowley College will have available the names of those Signage Contractors submitting proposals. No other public disclosure will be made until after the award of the contract. Any proposal received after this date and time shall be rejected. Signage Contractor may withdraw its proposals at any time prior to the time and date set for opening.

#### Proposals may be mailed or delivered to:

Cowley College  
ATTN: Dr. Gloria Walker, Vice President for Finance and Administration  
125 S 2<sup>nd</sup> St.  
Arkansas City, KS 67005  
REF: 2017-0001

#### Proposals may be in a sealed envelope marked:

Signage Contractor Name, Address, and Phone Number  
2017-0001  
Design, Fabrication, and Installation of Exterior Signage  
RFP Due Date: 5:00 PM CST on 11-18-2016.

#### Proposals should be emailed with a subject line:

Signage Contractor Name  
2017-0001

#### 4.4 Example of Work

Signage Contractor is allowed to submit two (2) copies of an entire bound Sign Project Book from a previous similar project (no page limit).

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## Appendix I

### Proposal Certification

The undersigned applicant, in response to Cowley College Request for Proposal for Design, Sign Fabrication and Installation Services RFP 2017-0001, having carefully examined the bid documents and being familiar with the conditions surrounding the proposed project, hereby proposes to provide such services meeting the requirements outlined in this Request for Proposal, in accordance with the proposal attached hereto.

Respondent hereby certifies: (a) that this bid is genuine and is not made in the interest of or on behalf of any undisclosed person, firm, or corporation; (b) that the respondent has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid; (c) that the respondent has not solicited or induced any person, firm, or corporation to refrain from bidding; and (d) that the respondent has not sought by collusion to obtain any advantage over any other bidder or over Cowley College.

Respondent agrees that the response to this RFP is a legal and binding offer and the authority to make the offer is vested in the signer. Minor differences and informalities will be resolved by negotiation prior to acceptance of the offer.

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Signage Contractor

Phone

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Address

Fax

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Federal I.D. or SSN

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Signature

Date

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## Attachment I – Bid Sheet

Item No.	Qty	Description of Work/Sign Type	Proposed Cost Per Sign	Proposed Total Price
			\$	\$
			\$	\$
			\$	4
			\$	\$
			\$	\$
				\$
		<b>TOTAL PROJECT COST</b>	-----	\$

All Signs shall be bid FOB Arkansas City, KS

Specify Deliver Time (After Receipt of Order (ARO)) \_\_\_\_\_

Include, on a separate sheets, designs and other information required. Attach to Bid Sheet any exception to the specifications.

VENDOR/WEB

ADDRESS: \_\_\_\_\_

CONTACT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FAX \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE \_\_\_\_\_

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## **WARRANTY/GUARANTEE**

We hereby warrant and guarantee the signs, which we have delivered in accordance with the provisions of Cowley College Signage Project, for five (5) years from the date of the delivery and acceptance by Cowley College.

We warrant and guarantee that the materials and finishes furnished under this contract are of the highest quality and new unless otherwise required or permitted by the contract documents; that the work will be free from defects not inherent in the quality required or permitted; and that the work conforms with the requirement of the contract documents.

We agree to repair or replace, to the satisfaction of Cowley College, any or all work not conforming to the contract documents, including substitutions not properly approved and authorized, workmanship or material that prove defective within the warrant / guarantee period. This warranty/guarantee excludes remedy for damage or defect caused by abuse, modifications not executed by the Vendor or normal wear and tear under normal usage. Any work which may be damaged or displaced by the abuse, modifications not executed by the Vendor, improper or insufficient maintenance or improper operation shall also be excluded.

Any repairs or replacements shall bear an additional twelve (12) month guarantee, in addition to any remaining warranty period, as herein stated, dated from the final acceptance of repairs or replacement.

In the event of our failure to comply with the above-mentioned conditions within a reasonable time after being notified in writing, we collectively and separately do hereby authorize Cowley College to proceed to have defects repaired and made good at our expense, and will pay the costs and charges; therefore, immediately upon demand.

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(Signature of Vendor)

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(Date)