REQUEST FOR PROPOSAL TITLE:
Design, Fabrication, and Installation of Exterior Wayfinding Signage

Bid# 22-008

ISSUE DATE:
February 1, 2022

SUBMISSION DUE DATE:
February 28, 2022
By: 4:00 pm CST

Deadlines:

<table>
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<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Bid out</td>
<td>February 1, 2022</td>
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<tr>
<td>Bid receipt deadline</td>
<td>February 28, 2022 by 4:00 PM</td>
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<tr>
<td>Bid opening @ 11:00 AM Ford County Room</td>
<td>March 1, 2022</td>
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<tr>
<td>Board of Trustees (BOT) Meeting</td>
<td>March 22, 2022</td>
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<tr>
<td>Notification of successful bidder (pending BOT approval)</td>
<td>March 23, 2022</td>
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If approved by BOT, PO to be issued after March 23, 2022, with design and installation after.

You may also submit bids by email to bids@dc3.edu by 4:00 PM Monday, February 28, 2022.
To schedule a site visit prior to submitting bid, contact chaselhorst@dc3.edu. See specifications.

Dodge City Community College
Request for Proposal

Bid Opening March 1, 2022 at 11:00 AM
Background
Dodge City Community College is a comprehensive community college, operating with an open-door admissions policy within Ford County, Kansas and an eight-county service region. The college is governed by a locally elected Board of Trustees and is responsible to the community it serves and to the State of Kansas. Dodge City Community College recognizes the existence of individual learning styles and is committed to providing quality instructional programs, student support services, and affordable lifelong learning opportunities. The college challenges students to initiate and maintain academic, technical, physical, spiritual, social, and personal growth.

The provision of higher education is a public responsibility. Therefore, Dodge City Community College recognizes the need to maintain a viable relationship with the community it serves. Furthermore, Dodge City Community College recognizes that all persons have a fundamental right to seek self-fulfillment through responsible participation in the learning environment.

Vision Statement
Dodge City Community College will assist in establishing a University Center where students can pursue baccalaureate degrees in a range of academic and career-focused programs. By 2025, at least 50 DC3 students will have received baccalaureate degrees through the University Center.

Mission Statement
Dodge City Community College provides a student-centered learning environment where students can achieve their educational, personal, and career goals.
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 Dodge City Community 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 Dodge City Community College (hereinafter referred to as “DC3”) seeking proposals from experienced and qualified Signage Contractors to provide design, fabrication and installation services to DC3.

1.2 AUTHORITY
Persons authorized to commit the responding Signage Contractor to a procurement contract or agreement must submit RFPs.

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
DC3 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:

a) The proposal shows any noncompliance with applicable law.
b) The proposal is conditional, incomplete, or irregular in such a way as to make the proposal indefinite or ambiguous.
c) 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.
d) The Signage Contractor is debarred or suspended.

1.5 ADDENDA TO THIS RFP
DC3 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.dc3.edu/bid-requests-projects. 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
DC3 reserves the right not to make award of this contract.
1.7 **FINAL CONTRACT**
DC3 shall not be responsible for work done, even in good faith, prior to DC3’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. DC3 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 DC3 assumes no liability for any loss or damage, which may result from DC3’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 Bid Sheet).

1.11 **ADVERTISING**
Upon specific, written, case-by-case, **authorization** by an authorized representative of DC3, the Signage Contractor, in being awarded this proposal, shall have the right to use the name of DC3 as a 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/ INDEMNIFICATION**
Every person who is a party to this agreement is hereby notified and agrees that Dodge City Community 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. The supplier shall protect, indemnify and hold Dodge City Community College harmless against any liability claims and costs of whatsoever kind and nature of injury to or death of any person or persons and for loss or damage to any property occurring in connection with or in any incident to or arising out of occupancy, use, service, operations or performance of work in connection with the contract, resulting in whole or in part from the negligent acts or omissions of the supplier.
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.

NOTE: Dodge City Community College is subject to the Cash-Basis Law (K.S.A. 10-1101 et seq.). This agreement is subject to the provisions of the Cash-Basis Law. Dodge City Community College is obligated under this agreement only to pay periodic payments or monthly installments under the agreement as may lawfully be made from (a) funds budgeted and appropriated for that purpose during the College’s current budget year or (b) funds made available from any lawfully operated revenue-producing source.

Please pay careful attention to K.S.A. 10-1116b regarding the conditions required for multi-year leasing agreements.

1.14 CONTRACT TERMINATION FOR CAUSE

DC3 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.

a) 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.

b) If the Signage Contractor and DC3 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.

c) If a mutually agreed upon solution cannot be reached within ten (10) days after receipt of Notice to Cure by Signage Contractor, DC3 reserves the right to terminate the agreement.

1.15 TAXES

DC3 is exempt from all federal excise, state and local taxes unless otherwise stated in this document. In the event taxes are imposed on the services purchased, DC3 will not be responsible for the payment of the taxes. The supplier shall absorb the taxes entirely. Upon request, DC3’s Tax Exemption Certificate will be furnished.

1.16 DISCLOSURE

Vendor shall note any and all relationships that might be a conflict of interest and include such information with the bid.

1.17 RETENTION OF DOCUMENTATION

All proposal materials and supporting documentation that is submitted in response to this proposal becomes the permanent property of DC3.
Section 2
Scope of Work and Services

2.1 OBJECTIVES
DC3 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. There are no quantities on the Bid Sheet; however, it is DC3’s desire that you identify the cost per sign per quantity. The quantities may change on the actual project.

2.2 DESIGN REQUIREMENTS
DC3 is interested in establishing a contract with a Signage Contractor who will meet, at a minimum, the following design requirements:

a) The signs shall be attractive and exhibit a professional quality of workmanship, which will reflect positively on DC3.

b) Signage should incorporate DC3’s branding standards, as appropriate. Required PMS: PMS 268 Purple, PMS 123 Yellow, PMS 422 Gray, White PMS and Black PMS.

c) Signage should leverage the spatial organization of the facility and utilize architectural design features, destinations zones, landmarks, shape, color, lighting, etc.

d) Signage should be easy to recognize, consistent, clear, distinctive, and easy to read.

e) Signage shall be compliant with ADA Standards for Accessible Design.

f) 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.

g) Signage should be updateable by DC3 and utilize the DC3’s internal resources whenever possible.

2.3 CONSIDERATIONS - SERVICES AND PRODUCTS
DC3 is interested in establishing a contract with a Signage Contractor who will provide, at a minimum, the following:

a) Develop an understanding of appropriate national and local building codes, ordinances and other requirements, as they relate to signage for the RFP Design, Fabrication, and Installation of Exterior Signage project. Successful bidder will be responsible for properly permitting and engineering all appropriate signs.

b) Perform a site review to verify locations, determine available areas for signage, confirm dimensions and identify potential conflicts with architecture or landscape designs (see contacts information for scheduling). Any wayfinding sign locations shown in this document are for general reference only and are not representative of the exact final locations.

   i. The Contractor and DC3 shall establish the final locations for the
wayfinding signs on-site. The final locations for the wayfinding signs shall be shown in the shop drawings. Prior to installation, the Contractor shall verify the final locations for the wayfinding signs.

ii. Obtain all the necessary reviews and approvals for the wayfinding sign locations. Wayfinding signs installed in locations that have not received all necessary reviews and approvals and that have not been established with, and reviewed and accepted by, DC3 may need to be removed and reinstalled in new locations determined by DC3 and the Contractor. Work for relocating such wayfinding signs shall be completed by the Contractor at their own expense.

iii. Prior to the start of any fabrication, verify the site conditions of each wayfinding sign location as required to conform that the design intent for the wayfinding sign bases, frames, structures, foundation, and/or any other wayfinding sign mounting materials, components, and methods are compatible with the site conditions at each location. Provide DC3 with written notice of any locations where the design intent for wayfinding sign bases, frames, structures, foundation, and/or any other wayfinding sign mounting materials, components, and methods are not compatible with the site conditions.

c) Periodically update budget estimates, prepare, and adjust planning level schedule based on priorities and available funding.

d) Coordinate all procurement activities with responsible DC3’s contracting and purchasing personnel.

e) Develop any other wayfinding and circulation solutions.

f) Develop sign location plans and messages schedules. These location plans and message schedules will be updated through the process. They shall be submitted to DC3’s facility management at the end of the project reflecting accurate placement and messages.

g) 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.

h) Finalize all elements of the sign system design including materials, fabrication specifications, graphic design and installation details.

i) 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.

j) Provide final fabrication submittals based on approved design.

k) Be responsible for fabricating the exterior wayfinding/signage program in accordance with the approved design.

l) Develop an installation schedule to assure timely, accurate and code compliant installation.

m) Be responsible for the installation of the exterior wayfinding/signage program in accordance with the design intent of the approved program.
2.4 WARRANTY/CORRECTION OF WORK

a) Provide DC3 with documentation of the manufacturers’ warranties for all products supplied as part of the work.

b) All fastening devices, adhesives, and coating materials must be durable, suitable for long-term use in exposed exterior locations, vandal/graffiti-resistant, vibration-resistant, and tamper-resistant. All fastening devices must be corrosion-resistant. All fastening devices and adhesives must be warranted as to permanency of performance.

c) All materials and finishes furnished under the contract will be of the highest quality and new unless otherwise required or permitted by the contract documents.

d) All work will be free from defects not inherent in the quality required or permitted.

e) Agree to repair or replace, to the satisfaction of DC3, 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. 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.

f) Acknowledge that failure to comply with the above-mentioned conditions within a reasonable time after being notified in writing, DC3 is authorized to proceed to have defects repaired and made good at the vendor’s expense.

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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. Signage Contractors are asked to visit campus prior to bid submission to adequately understand and evaluate the scope of the project. See contact sheet for scheduling pre-bid visit and evaluation of project prior to bidding.

Please note any bid specification exceptions.

Project design is expected to begin immediately following approval by BOT. Project implementation and installation is required to begin within 15-30 days of approval of designs.

Understand that Dodge City Community College is a tax-exempt entity.

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 the vendors 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
      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 (include freight costs for on-campus delivery on a separate line.
• Cost effective measures or value-engineering suggested

2. Capacity of Employees and Signage Contractor to Perform the Work Within the Specified Time Period
   a. Provide an estimated project schedule indicating critical dates based on information provided by DC3 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
   a. Provide a Bid Sheet (See Bid Sheet attachment) based on the scope of service outlined in this Request for Proposal
   b. DC3 encourages bidder to give price options based on the Signage Contractor’s standard product line for all exterior signage
   c. The vendor should furnish a list of proposed prices for all services and materials to be used during the term of the contract. The list of proposed prices should be structured to allow for the calculation of unit cost analyses. The prices included herein are to be firm through the contract term, unless noted otherwise by the vendor.

D. Appendices
   Appendix I – Contract Review Statement
   Appendix II – Proposal Certification

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Section 4.0
Proposal Instruction

4.1 PRE-PROPOSAL CONFERENCE
Signage Contractors are asked to visit campus prior to bid submission to adequately understand and evaluate the scope of the project. See contact sheet for scheduling pre-bid visit and evaluation of project prior to bidding.

4.2 DEADLINE FOR WRITTEN QUESTIONS RELATING TO THE RFP
The deadline for written questions is 4:00 pm, CST, Monday, February 28, 2022.

- Design questions and site visit scheduling may be directed to Christina Haselhorst, Director of Foundation & Community Relations, by email chaselhorst@dc3.edu. Mrs. Haselhorst will provide, upon request, a working document providing visual estimates of locations for outdoor signage.

- Send financial questions to Jeff Cermin, Vice President for Administration and Finance/CFO, by email jcermin@dc3.edu. Mr. Cermin is the only person authorized to provide a formal response to any financial questions. No other DC3 employee is authorized to make any statement that would bind DC3 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-point 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
- References: three-client reference, including contact persons and telephone numbers
- 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 Dodge City Community College by 4:00 pm, CST, Monday, February 28, 2022. The proposals shall be mailed and will be date stamped upon receipt by DC3. Proposals may also be emailed in PDF format to bids@dc3.edu. All bids received after that time shall be returned unopened or deleted. The opening of bids will be at 11:00 AM, CST, Tuesday, March 1, 2022, in the Ford County Conference Room of the Student Union. This is for tabulation purposes only. The awarding of bids will be made at a later date after formal action by the Board.
of Trustees. After the deadline and upon request, a representative of DC3 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.

Dodge City Community College is also providing a Business Reply label for USPS, please allow for the length of time it may take to send your bid through the USPS to meet the deadline for the bids.

Proposals may be mailed or delivered to:
Dodge City Community College
DO NOT OPEN! ATTN: VP of Administration & Finance/CFO Official Bid Documents
2501 N. 14th Avenue
Dodge City, KS 67801
BID# 22-008 RFP Design, Fabrication, and Installation of Exterior Signage

Proposals may be in a sealed envelope marked:
Signage Contractor Name, Address, and Phone Number
DO NOT OPEN! ATTN: VP of Administration & Finance/CFO Official Bid Documents
(BID# 22-008 RFP Design, Fabrication, and Installation of Exterior Signage.)
RFP Due Date: 4:00 PM CST on February 28, 2022.

Proposals may be emailed to bids@dc3.edu with a subject line:
BID# 22-008 RFP Design, Fabrication, and Installation of Exterior Signage

Continued on next page.
DO NOT OPEN!  ATTN: VP of Administration & Finance/CFO Official Bid Documents  
(BID# 22-008 RFP Design, Fabrication, and Installation of Exterior Signage.)

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).

Any questions concerning design and site visit scheduling may be directed to Christina Haselhorst below. Christina can also provide, upon request, a working document providing visual estimate of locations for outdoor signage.

Christina Haselhorst
Director of Foundation & Community Relations
Dodge City Community College
2501 North 14th Avenue
Dodge City, KS  67801-2399
Phone (620)225-9542
Email: chaselhorst@dc3.edu
Appendix I
Proposal Certification

The undersigned applicant, in response to DC3 Request for Proposal for Design, Sign Fabrication and Installation Services BID# 22-008, 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 DC3.

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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Attachment I – Bid Sheet

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**TOTAL PROJECT COST**

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All Signs shall be bid FOB Dodge City, KS

**NO BID:** In the event you do not wish to bid, please submit a formal response by marking “NO BID” on Bid Sheet, along with your reasoning, sign and return to bids@dc3.edu.

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:** ________________________
WARRANTY/GUARANTEE

We hereby warrant and guarantee the signs, which we have delivered in accordance with the provisions of DC3 Signage Project, for five (5) years form the date of the delivery and acceptance by DC3.

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 DC3, 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 DC3 to proceed to have defects repaired and made good at our expense, and will pay the costs and charges; therefore, immediately upon demand.

___________________________________   ____________________
(Signature of Vendor)       (Date)