

Custom Signage, Decals, & Plaques

Dixie Technical College RFP #DT121817

OPEN: Wednesday 12/10/2017 12:00 PM Noon MDT **Type** Request for Proposal

CLOSE: Wednesday 12/20/2017 12:00 PM Noon MDT **Number** RFP #DT121817

Currency US Dollar

Q&A Ends: Monday 12/18/17 5:00 PM MDT

Sealed Until: Wednesday 12/20/2017 12:00 PM Noon MDT

Contact: Debi Barmonde, Purchasing Coordinator, Dixie Technical College (435) 674-8620 dbarmonde@dixietech.edu

Jennifer Forbes, Exec Director of Marketing, Dixie Technical College (435) 674-8602 jforbes@dixietech.edu

Custom Signage, Decals, & Plaques

Request for Proposals

Purpose

Dixie Technical College is requesting proposals from qualified firms to create and install interior signage consisting of interior and exterior stainless steel channel letters, vinyl quotes, etched glass, decals, and plaques. This is our newly constructed permanent campus. Multiple awards may be awarded.

Issuing Unit and Solicitation Number

Dixie Technical College (formerly Dixie Applied Technology College) is both the issuing procurement unit and conducting procurement unit for this RFP (referred to as “the College”). The reference number for this RFP is **#DT121817**. This solicitation number must be referred to on all bids, correspondence, and documentation submitted to the College relating to this RFP.

Scope of Work

INSTITUTIONAL BACKGROUND: Located in St. George, UT, Dixie Technical College (Dixie Tech) is one of eight regional colleges that comprise the Utah System of Technical Colleges (USTC), part of the Utah State System of Higher Education. Dixie Tech is the premier college for skill and competency based training in Washington County.

Dixie Tech was created during a special session of the Utah State Legislature in 2001 through House Bill 1003 which created the Utah College of Applied Technology (UCAT) and its regional campuses: Bridgerland, Davis, Dixie, Mountainland, Ogden-Weber, Tooele, Southwest, and Uintah Basin. The recently renamed USTC (previously UCAT) Board of Trustees provides oversight and governs the activities of the eight campuses.

Our charge is to provide relevant skill and competency based training to prepare students for good jobs. To that end, the Dixie Tech commits to our vision, mission, and guiding principles: Forward Thinking, Future Focused, Career Ready.

In October 2017, Dixie Tech completed a major milestone – moving into a permanent campus on the site of the former St. George Airport. This 160,000 square foot building incorporates both professional and industrial programs in one location. With nearly 20 programs, and numerous certificate, industry specific training options, and community education classes, Dixie Tech will now have the facility to provide and expand its offerings to southern Utah.

Priorities. The priorities for this project include:

- **DESIGN:** Match current design aesthetic, quality of materials, and installation style.
- **DEADLINE:** Complete all fabrication and installation by January 10, 2018.
- **PRICE:** Bid quality materials and installation at a “best customer” price, including any government or educational discounts

Minimum Requirements

- A. Prices stated include all costs associated with the design, materials, installation, transportation, delivery, fuel or other surcharges, demurrage, and related costs. No other charges shall be allowed. All prices and fees are stated in U.S. dollars.
- B. The College is exempt from sales, use, and federal excise taxes on these products and or services. State of Utah tax exemption certificates shall be furnished upon request.
- C. Prices stated shall be firm.
- D. Upon acceptance of bid, supplier is to notify Executive Director of Marketing, who will oversee the project. A site inspection shall be performed to ensure proper installation of all items.
- E. Installer shall safeguard all College property and shall use every precaution necessary to prevent damage to College property. Any damage, either direct or indirect, that occurs to College property as the result of the performance of the specified services due to an act, omission, neglect, or misconduct shall be the sole responsibility of Installer. Under the direction of the College Facilities Department Contract Administrator and/or Executive Director of Marketing, Installer shall restore the damaged property to its condition prior to the damage at Installer’s expense.
- F. Installer shall be solely responsible for the safety of Installer's employees and others relative to Installer's work, work procedures, material, equipment, transportation, installation, and related activities and equipment.
- G. Installer shall possess and keep in force all licenses and permits required by this Agreement.
- H. Installer's Personnel:
 1. Installer shall provide sufficient personnel to accomplish the required services as scheduled. All personnel shall be skilled in the various tasks assigned to them and shall at all times be in safe and suitable clothing that is clean and presentable.
 2. Installer shall train employees in safety techniques, rules and regulations, and shall follow all OSHA regulations. Installer will reimburse College for any fines from OSHA that are placed upon College and are a direct result of Installer.

3. Installer shall be responsible for proper personal conduct of all of its personnel while they are on College property and providing services hereunder. Installer must ensure any person(s) performing services on or about the premises use acceptable language or behavior.

Confidentiality

In the interest of professionalism and to comply with Procurement Law, as well as for transparency and fairness, Bidders are prohibited from communications regarding this RFP with the College's conducting procurement unit staff, evaluation committee members, or any other associated individuals EXCEPT the College Purchasing Procurement Officer overseeing this RFP.

Questions and Answers

All questions asked during the bidding process will be answered, and the answers disseminated to all who request this RFP Packet. Q&A's will end two days before the end of bidding to allow for bid formulation. (For this bid Q&A's will end Monday, December 18, 2017 at 5:00 PM MDT.) Please submit your questions by email to the Purchasing Coordinator. dbarmonde@dixietech.edu

Bid Submission

All bids must be submitted *by email* to the Purchasing Coordinator and time stamped by the closing date and time. The email header will act as the time stamp. Any email submission time-stamped late will not be accepted. Submissions should be in PDF format, with each submission bearing the RFP name and number. The College reserves the right to conduct clarifying discussions with the Bidders who submit bids who are determined to be reasonably susceptible of being selected for award; however, bids may be accepted without discussion.

Bidder Information & Solicitation Checklist

Please complete and submit the "Solicitation Checklist" found on at the end of this document. It will assist you in completing and submitting your bid in a structured format to streamline the awards process. **If the Solicitation Checklist is not completed and attached, your bid will not be considered for award.** The preferred format of this document is as a PDF.

Contract Award

- The contract(s) will be awarded to the responsive and responsible bidders who meet the objective criteria described in the RFP, and who have the highest points possible when combining design, deadline, and price.
- This contract may be awarded to multiple bidders.
- By law, the College will not be allowed to negotiate any terms and conditions, mandatory minimum requirement, technical requirements *after* the closing date of the RFP.
- A bid will be rejected if it is conditional, modifies the bid requirements, contains additional terms or conditions, or fails to conform to the requirements or specifications of the RFP.
- Educational, governmental, and bulk-buying discounts should be applied to bids.
- Bids shall be based on the best combined each section of the contract.
- All costs may not be divided or evaluated on any other basis than the entire contract term. All bids must be based upon a definite calculated price.

Special Terms and Conditions:

Please see attached Special Terms and Conditions.

Invoicing and Payment

The College shall pay Offerer for all goods delivered by Offerer pursuant to this Agreement when all goods have been delivered, installed, inspected, and accepted by the College. Offerer shall submit a professional invoice for services rendered, and the College shall pay the invoiced fee within thirty (30) days after receipt of the invoice by College.

Invoices (*digital invoicing preferred*) shall be submitted to: ap@dixietech.edu

Billing & Shipping Contacts

Dixie Technical College
610 S. Tech Ridge Drive (**formerly Airport Road*)
St. George, UT 84770

435-674-8400 Main Office
435-674-8620 Purchasing/Procurement
dbarmonde@dixietech.edu Purchasing/Procurement
ap@dixietech.edu Billing/Accounts Payable

www.dixietech.edu Website

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Request for Proposals

SOLICITATION CHECKLIST

(Please submit this form with your bid)

Contact Information

Company Name (Legal)	
DBA Name (if any)	
Type of Business	
UT Sales Tax Number	
EIN or SS Number	<input type="checkbox"/> <i>W-9 Attached</i>
RFP Contact Name	
Contact Title	
Contact Cell Phone	
Contact Email	
Contact Other Info	
Company Address	
"Remit To" Address	
Other:	

Company Name: _____

DESIGN & INSTALLATION BID:

(Please mark "n/a" for line item bids you will not be submitting.)

NOTE: * Please see attached schematics as reference only.

Attach your own drawings of each item you are bidding.

Exterior Channel Letters & Fabricated Stainless Steel Letters

Item #	Item	Quantity	Unit Price	TOTAL
E-1	LOGO on Exterior Wall – Bldg A North/East Entrance <i>Fabricated Stainless Steel. 18" tall. Non Illuminated.</i>	1		
E-2	LOGO on Exterior Wall – Bldg A South, Bldg B East <i>Fabricated Stainless Steel. 13" tall. Non Illuminated.</i>	2		
E-3	CHANNEL LETTERS – Bldg B, North <i>29" tall. Single Sided. Halo Illumination. Including running electrical to sign.</i>	1		
* E-4	TESTING CENTER DOORS, Bldg A <i>Vinyl etched glass. Full Color.</i>	2		
E-5	TESTING CENTER VERTICAL, Bldg A <i>Vinyl etched glass. Full Color.</i>	1		
* E-6	TESTING CENTER Acrylic Testing Barricades with brackets <i>Full Color 32" H x 24" W</i>	18		
* E-7	STUDENT SERVICES <i>Vinyl etched glass. Full Color. 6" x 33"</i>	1		
E-8	CUSTOM PLAQUE - Building Establishment <i>Cast Aluminum. 18" x 24". Single Sided.</i>	1		
E-9	Installation			
			(E) TOTAL	\$

Donor Wall and Wall Quotes

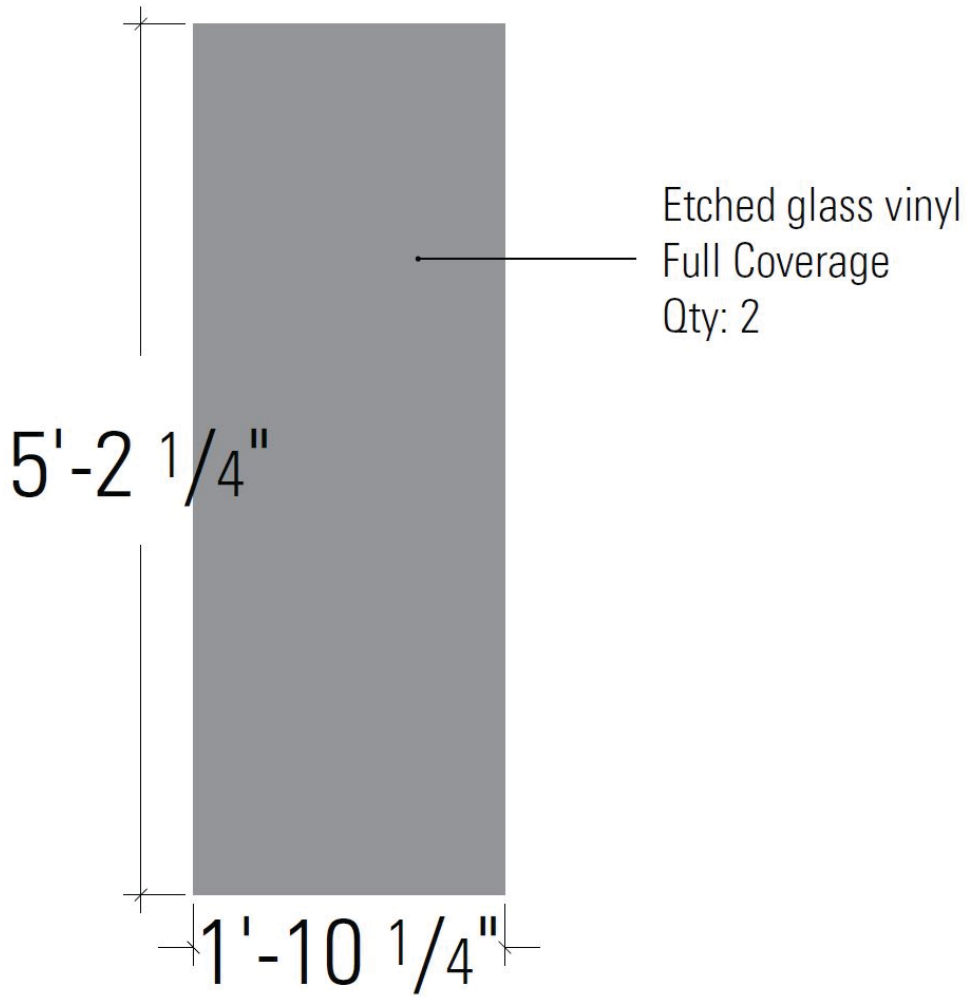
Item #	Item	Quantity	Unit Price	TOTAL
W-1	Aluminum Dimensional Lettering <i>½" Aluminum with studs.</i>	1		
W-2	Decal	1		
* W-3	Donor Wall. <i>Acrylic. 29" High.</i>	1		
W-4	Installation			
(W) TOTAL				\$

Monument Wall

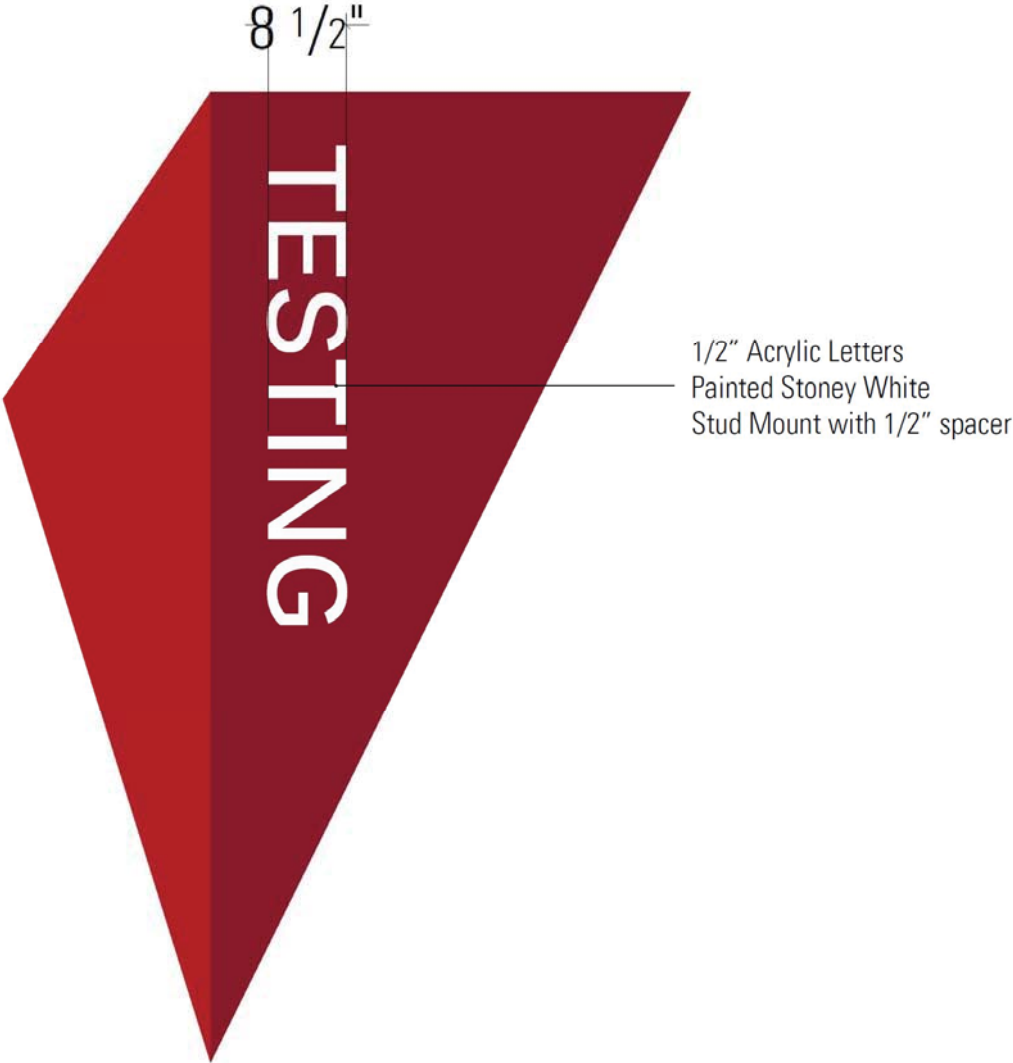
Item #	Item	Quantity	Unit Price	TOTAL
M-1	Design for Wall – 20' x 12' with College Name (meet with / call Exec Director of Marketing for more info)			
M-2	Fabrication: Concrete & metal. Halo Lighting.			
M-4	Installation			
(M) TOTAL				\$

EXAMPLES

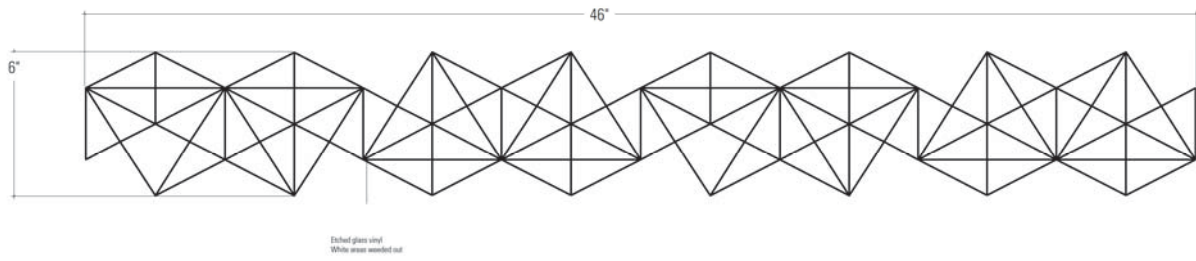
E-4: TESTING CENTER DOORS



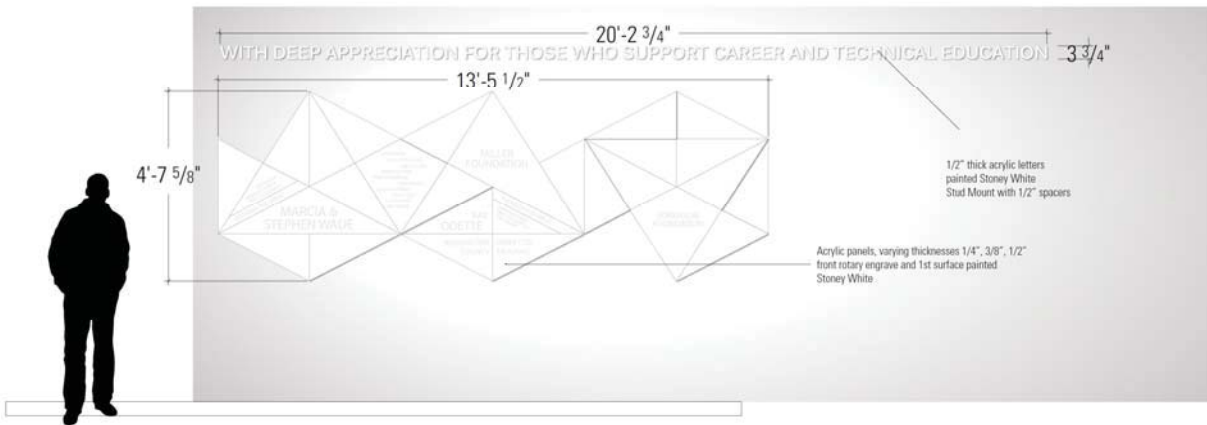
E-6: TESTING CENTER Barricades (no color, only wording)



E-7: STUDENT SERVICES



W-3: DONOR WALL



DIXIE TECHNICAL COLLEGE
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RFP EVALUATION SCORESHEET

Please return this document to the evaluation committee chairperson. This document is not subject to GRAMA pursuant to Utah Administrative Code R33-7-702(2).

Firm Name: _____

Evaluator: _____

Date: _____

Score will be assigned as follows:

- 1 = Fail, the proposal fails to address some or all of the requirements;
 fails to accurately address some or all of the requirements, or fails to demonstrate th
- 2 = Unsatisfactory, the proposal addresses the requirements or criteria in the RFP unsati
- 3 = Satisfactory, the proposal addresses all requirements or criteria in the RFP satisfact
- 4 = Good, the proposal addresses all requirements or criteria in the RFP and may exceed
- 5 = Excellent, the proposal addresses all requirements in the RFP and exceeds them

Minimum Mandatory Requirements		RFP Section	Evaluation (Pass/Fail)
1	All documents completed	Checklist	
2			
3			
4			
5			
6			

1=low 5=high

Scoreable Technical Criteria		RFP Section	Evaluator Score (1-5)	Criteria Weight	% of Tech Criteria	Points Possible	Points Earned	Minimum Required
1	Design - Fit with current installation	Priority 1		60	60.0%	60.0	0.0	
2	Deadline - Timeline	Priority 2		30	30.0%	30.0	0.0	
3	Price - Competitive (Add more below)	Priority 3		10	10.0%	10.0	0.0	
					100.0%	100.0	0.0	0.0

ASSURANCES:

Initial

- _____ We have attached drawings/renderings of each item we are bidding.
- _____ We have applied educational, governmental, and/or bulk-buying discounts.
- _____ We will install all items completely before 10 January 2018, unless otherwise agreed upon.
(Installation included - no additional charge.)
- _____ Our company is fully licensed, insured, and in possession of all current required licenses.
- _____ We have attached our company's W-9.
- _____ We have read and agree to abide by the attached "Terms and Conditions."
- _____ We will submit all questions (Q&A) through the Purchasing Coordinator to be distributed to all bidders, in accordance with procurement law, transparency, and fairness.
- _____ We agree to submit our bid electronically, with PDF as the preferred format, indicating the RFP # on all submissions to dbarmonde@dixietech.edu by the closing time of Wednesday, 20 December 2017, at 12:00 PM noon MDT. *I understand late submissions are disqualified.*

Signed:

Signature *Printed Name*

Company *Date*

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Special Terms & Conditions

SPECIAL TERMS AND CONDITIONS

1. Non-Collusion

By signing this bid/proposal, the Offeror certifies that the bid/proposal submitted has been arrived at independently and has been submitted without collusion with, and without any agreement, understanding or planned common course of action with, any other vendor of materials, suppliers, equipment or services described in the Solicitation, designed to limit independent proposing or competition.

2. Bid/Proposal Preparation Costs

Dixie Technical College (the College) is not liable for any costs incurred by the Offeror in bid/proposal preparation.

3. Assignment of Contract

The Contractor/Supplier shall not sublet, assign or transfer any part of this contract without prior written approval from Dixie Technical College. Neither shall the provision of monies due under this contract be assignable without prior written approval from the College.

4. No Third Party Beneficiaries

The parties enter into this contract for the sole benefit of the parties, in exclusion of any third party, and no third party is intended or created by the creation of this contract.

5. Non-Compete Clause

The Contractor/Supplier represents its officers and employees are free to contract with Dixie Technical College and are not subject to restrictions by the terms of their present or past employment, including, but not limited to an agreement not to compete for a period of time unless disclosure has been made. Contractor/Supplier must disclose to the College any possible conflicts in writing, before the contract is signed, and the College will evaluate whether to continue with contract execution. Dixie Technical College may elect to terminate a contract immediately with a Contractor/Supplier who is subsequently determined to be subject to such restrictions without liability to the College. If the College elects to terminate a contract for this reason, the College will supersede paragraph # 13 in Attachment A – Standard Terms and Conditions and will not provide 60-day prior notice to the Contractor/Supplier.

8. Price Guarantee, Adjustments

The contract pricing resulting from this contract will be guaranteed for 1-year. Following the guarantee period, any request for price adjustment must be for an equal guarantee period, and must be made at least 30-days prior to the effective date. Request for price adjustment must include documentation supporting the request and demonstrating a logical mathematical link between the current price and the proposed price. The College will be given the immediate benefit of any decrease in the market, or allowable discount.

9. Contract Schedule, Delays and Extensions

Completion of the contract in accordance with the schedule is the responsibility of the Contractor/Supplier. The Contractor/Supplier agrees to proceed with the performance of this contract continually and diligently in accordance with the agreed upon contract schedule and will make no charges or claims for extra compensation due to delays or hindrances within its control. Failure to comply with the contract schedule constitutes adequate justification for contract termination. The College may allow an extension of time beyond the agreed upon schedule, but by so doing does not waive any rights under the contract to secure full and complete contract performance.

10. Invoicing: Contractor/Supplier shall submit invoices to Dixie Technical College: (Email ap@dixietech.edu)

Dixie Technical College
ATTN: Purchasing
610 S. Tech Ridge Drive
St. George, UT 84770
(435) 674-8620

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The Purchase Order or Contract number shall appear on all invoices and correspondence. Billings must be itemized identifying clearly all products or services purchased. Invoices shall be submitted in a timely manner.

In the event Dixie Technical College is entitled to a cash discount, the period of computation shall commence on the delivery date or the date of a correct invoice, whichever is later. If an adjustment in payment is necessary due to damage, the cash discount period shall commence on the date final approval is authorized. The College reserves the right to adjust incorrect invoices. The College will remit payment by mail or electronic commerce.

11. Quality of Service

Contractor/Supplier represents to Dixie Technical College that it is experienced in and thoroughly familiar with all aspects of the good and services required. Contractor/Supplier will keep the College advised as to all new technology used to perform the services hereunder. No changes in service provided by the Contractor/Supplier under this Contract shall be made without the College's prior written approval.

13. Inspections

Goods furnished under this contract will be subject to inspection and test by Dixie Technical College at times and places determined by the College. If the College finds goods furnished to be incomplete or not in compliance with contract specifications, the College may reject the goods and require Contractor/Supplier to correct them without charge or deliver them at a reduced price which is equitable under the circumstances. If Contractor/Supplier is unable or refuses to correct such goods with a time deemed reasonable by the College, the College may cancel the order in whole or in part. Nothing in this paragraph will adversely affect Dixie Technical College's rights including the rights and remedies associated with revocation of acceptance under the Uniform Commercial Code.

NOTE: Address for all deliveries:
Dixie Technical College
610 S. Tech Ridge Drive
St. George, UT 84770

14. Determination of Equivalency

Determination of equivalency will be determined by Dixie Technical College evaluators.