REQUEST
FOR
PROPOSALS

October 20, 2014

Interior/Exterior Signage: Hansen Hall

Project 2014-2015

Due 11:00 AM CST/CDT
Friday, November 21, 2014

Company Name: ____________________________

Contact Information: ________________________
Printed Name & Title ________________________
Address, City, State ________________________
Phone Number _____________________________
EAST CENTRAL COLLEGE
REQUEST FOR PROPOSALS

*Please mark the outside of your return envelope:

TO: EAST CENTRAL COLLEGE
1964 Prairie Dell Road, Union MO 63084
Email: bids@eastcentral.edu
PH: (636) 583-6703 FAX: (636) 584-8602

BID: Interior/Exterior Signage:
Hansen Hall

DUE: 11:00 AM, November 21, 2014

Questions concerning this Request for Proposals must be received by fax or email no later than 10:00 AM November 10, 2014.

Proposals must be received November 21, 2014, No later than 11:00 AM CST/CDT.

DIRECT CONTACT WITH EAST CENTRAL COLLEGE BOARD OF TRUSTEES IS PROHIBITED.

INSTRUCTIONS AND CONDITIONS: Please quote the lowest net price at which you agree to furnish the service listed. Please send 3 copies of this bid response sheet and descriptive folders giving trade names, specifications, and related information on items bid. Samples may be sent to further describe the merchandise in question.

VERIFY YOUR PROPOSAL BEFORE SUBMISSION AS THEY CANNOT BE WITHDRAWN OR CORRECTED AFTER BEING OPENED. The College is exempt from the Missouri State Tax. The College is a state funded institution and requires all bids to be submitted as prevailing wage. Franklin County is listed under section 36 in the Missouri Statute. East Central College is not responsible for Request for Proposals lost in transit or received after time of quotation closing. It is the vendor’s responsibility to confirm receipt of their proposal by the Purchasing Department.

WE WILL ACCEPT ONLY SEALED WRITTEN BIDS; VERBAL QUOTES OR BIDS SUBMITTED VIA FAX, E-MAIL, OR ANY OTHER MEANS WILL NOT BE ACCEPTED.

ALL PRODUCT DESCRIPTION, FEATURES, CHARACTERISTICS AND PRICING ASSOCIATED WITH THIS SERVICE MUST BE DETAILED IN THE BID. EAST CENTRAL COLLEGE RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS, WAVE MINOR IRREGULARITIES, CONSIDER MINOR VARIATIONS TO SPECIFICATIONS THAT ARE CLEARLY DETAILED, AND ACCEPT THE LOWEST BID WHICH APPEARS TO BE IN THE BEST INTEREST OF THE COLLEGE.

East Central College reserves the right to purchase by individual item. All prices quoted shall be F.O.B. East Central College, Union, Missouri or to any East Central College off-campus location when indicated. All prices quoted shall be valid for a minimum of 90 days from closing date of request for proposal.

We agree to furnish the above material and service for delivery as specified, at prices shown opposite each item. This form must be completely filled out and signed, or it will not be accepted.

IT IS REQUIRED THAT THE VENDOR READ AND FOLLOW ALL INSTRUCTIONS ON THIS FORM. FAILURE TO DO SO IS SUFFICIENT CAUSE FOR REJECTION.

THIS IS NOT AN ORDER

Date: ____________________________

Name of Firm

Signature & Title
EAST CENTRAL COLLEGE
REQUEST FOR PROPOSALS

DUE: November 21, 2014
BID: Interior/Exterior Signage: Hansen Hall

Proposals must be received no later than 11:00 AM CST/CDT.

Please send 3 copies of the bid response sheet descriptive folders
giving trade names, specifications and related information on items quoted.

PROJECT TIMELINE

October 20, 2014 Request for Proposals released to public

October 22 &,
25 - 26, 2014 Invitation to Issue Request for Proposals advertise

November 3, 2014 Pre-bid meeting and walk thru will be held at 10:00 AM in the Theatre Lobby

November 10, 2014 Questions and inquiries concerning this Request for Proposals must be submitted not
later than 10:00 AM:

Fax: 636-584-8602
Email: melissa.popp@eastcentral.edu

November 21, 2014 Bids due by 11:00 AM, CST/CDT to:
Melissa Popp, Purchasing Manager
1964 Prairie Dell Road
Union, MO 63084
Attn: Interior/Exterior Signage: Hansen Hall

Mail an original and two copies of the bid.

November 21, 2014 RFP’s publicly opened and read aloud, 11:05 AM, Buescher Hall, 2nd Floor,
Room 262

December 1, 2014 Recommendations submitted to the College Board of Trustees for Approval and Award.

It is the responsibility of each vendor to inquire about and clarify any requirement of this solicitation that is not understood. The College will not be bound by oral explanations as to the meaning of specifications or language contained in this solicitation. All inquiries and questions deemed to be substantive in nature must be in writing and submitted as stated in timeline. Please provide business name, contact, telephone number, email address and fax number on inquiries. A copy of all queries and the respective responses will be provided in the form of an addendum to all vendors who have indicated an interest in responding to this solicitation. Your signature on the proposal cover sheet certifies that you fully understand all facets of this solicitation. Questions may be sent by FAX to 636-584-8602 or email to melissa.popp@eastcentral.edu.

ALL SERVICE DESCRIPTION, FEATURES, CHARACTERISTICS AND PRICING ASSOCIATED WITH THIS PROPOSAL MUST BE DETAILED IN THE BID.
EAST CENTRAL COLLEGE
REQUEST FOR PROPOSALS
DUE: November 21, 2014
BID: Interior/Exterior Signage: Hansen Hall

History
East Central College is accepting bids for Interior/Exterior Signage for the Hansen Hall formerly known as the AC, BC, CC buildings located on the main campus at 1964 Prairie Dell Road, Union, MO 63084. On September, 2014 the buildings were dedicated to Mr. Robert Hansen of Union, who was very instrumental in the founding of ECC and served on the Board of Trustees for many years. These buildings though seemingly under one roof, are the results of the original building being built in 1978, with additions built on in 1983 and 1998. The building houses classrooms, faculty and staff offices, and the college’s Fine Arts Department.

1. General
   1.1 Related Documents
      1.1.1 An example of existing signage and maps of new room numbering are included with bid package. See Attachment A.

   1.2 Scope
      1.2.1 Furnish all material, labor and engineering services necessary to program facility and fabricate and install all signage (consult with owner for installation methods). Furnish one sign for every door and campus evacuation map in the building, all required signs for way finding and all code required signs.

   1.3 Guidelines
      1.3.1 Signs and their installation shall comply with applicable provisions of the latest edition of the following standards and requirements of authorities having jurisdiction.
         1.3.1.1 ADAAG Americans with Disabilities Act Accessibility Guidelines; US Architectural and Transportation Barriers Compliance Board.

   1.4 Submittals
      1.4.1 Signage schedule in manufacturer’s format for verification of text/copy.
      1.4.2 Approval (by Owner) drawings showing materials, construction detail, layout, copy, size and mounting methods.
      1.4.3 Sample of two sign types for verification of materials, color, pattern, overall quality and for adherence to drawings and requirements indicated.

   1.5 Qualifications
      1.5.1 Manufacturer specializing in manufacturing the products specified in this section with minimum five years’ experience. Obtain signs from one source and a single manufacturer.
General cont’d

1.6 Substitutions
1.6.1 Bidder must obtain prior approval from the Owner to bid alternates or substitutions to the specifications.

1.7 Warranty
1.7.1 Provide manufacturers’ warranty against defects in materials or workmanship for minimum five years.

2. Products
2.1 Manufacturer
2.1.1 Signage shall be Fusion as manufactured by Takeform Architectural Graphics, One Mahar Way, Medina, NY 14103, (800)528-1398, or Owner approved equal in an addendum.

2.2 Sign Standards
2.2.1 It is the intent of these specifications to establish a sign standard for the Owner including but not limited to primary and secondary directories, wall mounted and overhead directional, flag mounted directional, primary room identification, restrooms, conference rooms, workstation ID’s and all code compliant signage. While the Owner may not obtain all signs and sign types, the signage contractor shall design and submit approval drawings for all.

2.2.2 Typography
2.2.2.1 Type style: See Attachment A. Copy shall be a true, clean, accurate reproduction of typeface(s) specified. Upper and lower case or all caps as indicated in Sign Type Drawings and Signage Schedule. Letter spacing to be normal and interline spacing shall be set by manufacturer.
2.2.2.2 Arrows, symbols and logo art: To be provided in style, sizes, colors and spacing as shown in drawings.
2.2.2.3 Grade II Braille utilizing perfectly round, clear insertion beads.

2.2.3 Color and Finishes
2.2.3.1 Typography: Approval by Owner
2.2.3.2 Message Background: Consult with Owner
2.2.3.3 Finishes are to meet current Federal ADA and any State requirements.

2.3 Signs
2.3.1 Architectural Signage System
2.3.1.1 The signage shall incorporate a decorative laminate face with applied graphics including all tactile requirements in adherence to ADA specifications.
2.3.1.2 All signs, including work station and room ID’s, overheads and flag mounts, directional and directories shall have a matching appearance and constructed utilizing the same manufacturing process to assure a consistent look throughout.
2.3.2 Materials
2.3.2.1 Sign face shall be 0.035” (nominal) standard grade, high pressure surface laminate. A painted sign face shall not be acceptable.
2.3.2.2 The substrate shall be Green 209, a natural fiber wood product with SFI certification. The sign shall incorporate balanced construction with the core sandwiched between laminated to prevent warping. An acrylic substrate shall not be acceptable. Laminate on the sign face only shall not be acceptable.
2.3.2.3 Tactile lettering shall be precision machined, raised 1/32”, matte PETG and subsurface colored for scratch resistance.
2.3.2.4 Signs shall incorporate a metal accent bar. Bars shall be anodized with a brushed satin finish. Painted bars shall not be acceptable.
2.3.2.5 Sign and backer edge shall be treated with a hot wax seal for moisture integrity.

2.3.3 Standard Colors
2.3.3.1 Face/background color shall be standard grade, high pressure laminate, all colors and finishes.
2.3.3.2 Standard tactile colors shall match manufacturer’s ADA standard color selection.

2.3.4 Construction
2.3.4.1 The signage shall be capable of accepting paper or acetate inserts to allow changing and updating as required. Insert components shall have a 0.080” thickness non-glare acrylic window and shall be inlayed flush to sign face for a smooth, seamless appearance.
2.3.4.2 The signage shall, with the exception of directories and directionals, be a uniform 8 ½” width to facilitate inserts printed on standard width paper.
2.3.4.3 The signage contractor shall provide and install all signage inserts.
2.3.4.4 Manufacturer shall provide a template containing layout, font, color artwork and trim lines to allow Owner to produce inserts on laser or ink jet printer. The template shall be in Acrobat (.pdf) or Word (.docx) format.
2.3.4.5 The signage shall include modules allowing for inserts, notice holders, occupancy sliders, marker, magnetic and cork pin boards. All modules shall be flush to sign face for a smooth, seamless appearance.
2.3.4.6 The laminates (front and back) shall be pressure laminated and precision machined together to a 90-degree angle. Edges shall be smooth, void of chips, burrs, sharp edges and marks.
2.3.4.7 The signage shall utilize an acrylic sphere for Grade II Braille inserted directly into a scratch resistant, high pressure laminate sign face. Braille dots are to be pressure fit in high tolerance drilled holes.
2.3.4.8 Braille dots shall be half hemispherical domed and protruding a minimum 0.025”.
2.3.4.9 The signage shall utilize a water based adhesive. The adhesive shall be nonhazardous and shall allow for flexing and deflection of the adhered components due to changes in temperature and moisture without bond failure.

2.3.4.10 All signs shall be provided with appropriate mounting hardware. Hardware shall be finished and architectural in appearance and suitable for the mounting surface.

2.3.5 Quantities
2.3.5.1 As indicated on examples and specifications

3. Execution
3.1 Site Visits
3.1.1 Site visits – Three site visits shall be required by the sign contractor.
3.1.1.1 Prior to submission of bid for site assessment and evaluation will be held November 3, 2014, at 10:00 AM in the Theatre Lobby.
3.1.1.2 Post award for the purpose of meeting with Owners.
3.1.1.3 Final walk through and punch list.

3.1.2 Programming
3.1.2.1 Sign contractor shall perform all wayfinding and programming. Programming shall include location plan, message schedule, fire/evacuation maps and insert graphics. All programming materials shall be submitted for approval.

3.2 Code Compliance
3.2.1 It shall be the responsibility of the successful bidder to meet any and all local, state, and federal code requirements in fabricating and installing signs.

3.3 Delivery, Storage, and Protection
3.3.1 Package to prevent damage or deterioration during shipment, handling, storage and installation. Products should remain in original packaging until removal is necessary. Store products in a dry, indoor location.

3.4 Examination
3.4.1 Installer shall examine signs for defects, damage and compliance with specifications. Installation shall not proceed until unsatisfactory conditions are corrected.

3.5 Installation
3.5.1 General: Installation locations shall be in accordance with ADA specifications. Locate signs where indicated using mounting methods in compliance with manufacturer’s written instructions.
Execution cont’d.

3.5.1.1 The signage contractor will coordinate installation schedules with the Owner.
3.5.1.2 Installation shall be performed by manufacturer’s personnel trained and certified in manufacturer’s methods and procedures.
3.5.1.3 Installer to submit CAD generated location plan noting the location of all signage and cross referenced to message schedule for Owner’s approval.
3.5.1.4 Installer to conduct a pre-installation survey prior to the manufacturing to verify message schedule copy and sign location. Each location shall be noted using low tack vinyl. Full scale renderings of directories and directional shall also be provided. Any location discrepancy or message issues shall be submitted to Owner for review.
3.5.1.5 Signs shall be level, plump, and at heights indicated with sign surfaces free from defects.
3.5.1.6 Upon completion of the work, signage contractor shall remove unused or discarded materials, containers and debris from site.

3.6 Standards Manual
3.6.1 Manufacturer shall provide a comprehensive Standards Manual in both a paper and PDF format. The manual shall include all renderings, drawings, location plan, message schedule, insert templates, mounting detail and reorder information.

3.7 References
3.7.1 Bidder shall provide a minimum of three references.
3.7.1.1 References shall include a current contact name, phone number and e-mail.
The current AC/BC/CC building has been renamed in honor of Mr. Hansen. Exterior and interior signage is needed to signify the event and provide an easy flow, highly identifiable location scheme. The scheme must be able to instantly identify where you are currently located as well as providing an understanding of the building locations and how to proceed to a different location in a logical manner. Identification must make it easy for our students, visitors, and first responders to find a room location. Emergency and mechanical areas identification must be easy to locate. Transportation/transition areas must be easy to locate.

Signage needed (type):

- Building name exterior (wall mounted, north, south, east – new)

Examples:

- Exterior doorway way finder (glass mounted replaced, post & panel – new as needed)

Examples:

- Elevator buttons – replaced

Examples:

- Doorway/rooms (wall mount – replace and new as needed)
  - Offices
  - Classrooms
  - Custodial
  - Utility
  - Access closets

Examples:

- Department (wall mounted)

Examples:

- Directional (wall mounted, floor mounted)

Examples:

- Restroom (wall mounted – replace, 2D projection (flag)/ceiling hang, both sides visible - new)

Examples:

- Safety equipment location (2D projection (flag), both sides visible - new)
  - Fire extinguishers
File pulls
Fire hoses
AED

Examples:
No smoking (wall mounted)

Examples:
Elevator (2D projection/ceiling hang, both sides visible - new)

Example:
Location - you are here (wall mount)

Examples:
Emergency exit Plan (wall mount)

Severe weather location (wall mount, added and replaced to match new scheme)

Examples: