



ACKNOWLEDGMENT OF RECEIPT
RFP #: 3092-7

Description: Marquee Signs

Please provide the requested information below as acknowledgment that you have received our Request for Proposal noted above. It is **strongly recommended** that interested Proposers complete this acknowledgment and return via Fax to MCCCCD Purchasing at **(480) 731-8149** to receive any Amendments to this Proposal. Amendments will also be posted on our Purchasing Web Page: **www.maricopa.edu/purchasing**

Proposals from firms **not** acknowledging amendments may be considered incomplete and subject to disqualification.

Name of Firm: _____

Address: _____

Fax #: _____ Tel. #: _____

e-mail: _____

Name:(Print) _____ Title: _____

Signature: _____ Date: _____



**MARICOPA
COMMUNITY
COLLEGES[®]**

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT

**REQUEST FOR PROPOSALS
RFP #3092-7**

MARQUEE SIGNS

MESA COMMUNITY COLLEGE

**PROPOSALS DUE:
3:00:00 P.M., TUESDAY, APRIL 17, 2012**

All Times in this RFP are Mountain Standard Time

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT

RFP # 3092-7

Marquee Signs

A. SCHEDULE OF EVENTS

<u>ACTIVITY</u>	<u>DATE</u>
Release RFP	April 3, 2012
Proposals Due Date	April 17, 2012
Proposed Contract Award (Estimated)	May 15, 2012

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MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT

REQUEST FOR PROPOSAL

RFP #3092-7

MARQUEE SIGNS

1. GENERAL

1.1 PURPOSE It is the intent of the Maricopa County Community College District (MCCCD or the District) to select a Contractor, which is deemed the most favorable as determined by the evaluation criteria described herein, for the design, fabrication and installation of exterior Marquee Signs, to include electronic messaging boards with hi-resolution video capabilities, at its **Mesa Community College (MCC)** campuses. The first installation is anticipated to be completed in the summer of 2012. MCCCD reserves the right to make a single or multiple awards under this solicitation.

1.2 SCOPE OF WORK The Contractor shall provide all labor, materials, supervision, insurance, cleaning supplies, equipment, and other facilities as necessary to design, fabricate and install the sign described in general in Section 5, hereinafter described as the "Prototype" sign. Awarded contract may include projects of retrofitting existing signage and /or relocation of existing signage. Separate proposals will be required for each project. Other MCCCD locations may utilize the contract throughout the contract term, however, MCCCD does not guarantee any volume of work to be performed. Each sign will require a detailed cost proposal provided by the Contractor and approved by the MCCCD location. Although the intent is to achieve some level of uniformity throughout the District, the Scope of Work shall also include the customization of the top cabinet and support pylon sections of the approved prototype design to accommodate individual MCCCD campus location preferences.

The awarded Contractor(s) shall be responsible for verifying that the approved design (including any customization) is compatible with the local sign ordinances for the applicable jurisdiction even though MCCCD may not be bound by these ordinances.

1.3 MCCCD DISTRICT MAKE-UP The Maricopa Community Colleges comprise ten colleges, two skill centers and numerous education centers dedicated to educational excellence, meeting the needs of businesses and the citizens of Maricopa County. Each college is individually accredited, yet part of a larger system, the Maricopa County Community College District. The District is one of the largest higher education systems in the world and the largest provider of health care workers and job training in Arizona, a major resource for business and industry and for individuals seeking education and job training. More than a quarter million students attend the Maricopa Community Colleges each year taking credit and non-credit courses. The Maricopa Community Colleges employs nearly 4,500 full-time faculty and staff and more than 9,000 part-time faculty and staff. Many management and staff positions (including clerical, crafts, food services, security, child care, maintenance and operations, custodial, grounds) become available throughout the year. All positions with the exception of certified safety officers are advertised individually as they occur.

1.4 HISTORY Maricopa ranks as one of the nation's largest systems of its kind and as the largest single provider of higher education in Arizona. Maricopa educates and trains more than 275,000 persons year round with approximately 88% enrolled in credit courses and 12% enrolled in basic education and non-credit special interest courses. Additionally, thousands of employees from both local and relocating businesses and industries are enrolled in customized workforce training programs with the Maricopa system. With a workforce of over 9,600 employees, MCCCDC works collectively and responsibly to meet the life-long learning needs of our diverse students and communities.

A five member governing board governs MCCCDC, elected from geographical districts in Maricopa County. The chief executive officer of MCCCDC is the chancellor; and a president heads each of the colleges. The Maricopa Community Colleges is a political subdivision of the state, and the elected governing board has the power to levy taxes. Funding comes from property taxes, state aid appropriations, student tuition, and federal, state and private grants.

The Maricopa Community Colleges have developed partnerships with more than 1,000 corporations, government agencies and non-profit organizations. Former Maricopa Community College students make up nearly 67% of the baccalaureate degree recipients at Arizona State University.

1.5 CONTRACT TERM Any subsequent contract(s) awarded as a result of this RFP will remain in effect thru June 30, 2015, unless canceled earlier. The contract may then be renewed upon mutual agreement of both parties for additional two (1) year periods, not to extend beyond June 30, 2017.

1.6 CONTRACT EXTENSION Written notice of any intent for continuation will be given by MCCCDC to the contractor sixty (60) days before the end of the contract. If the contractor does not wish to accept a one (1) year continuation, written notice must be given to MCCCDC at least sixty (60) days prior to the end of the contract period.

1.7 AVAILABILITY OF FUNDS The obligations of MCCCDC are subject to the availability of funds lawfully appropriated for its purpose by the Governing Board of the Maricopa County Community College District. A contract may be canceled without any further obligation on the part of MCCCDC, in the event that sufficient appropriated funding is unavailable

2. INSTRUCTIONS TO PROPOSERS

2.1 **SUBMITTAL** It shall be the responsibility of the Proposer to assure that Proposals as described in the PROPOSAL REQUIREMENTS section are received as follows:

Proposals must be received at the Main Reception Desk, MCCCCD, 2411 W. 14th Street, Tempe, Arizona, 85281, no later than **3:00:00 P.M., April 17, 2012.**

When delivering, Proposers should allow sufficient time to check in with Security.

The Proposal must be delivered sealed with the following information clearly visible on the packaging: RFP #3092-7, Marquee Signs, 3:00, April 17, 2012

Proposals received after this time and date shall not be considered and will be returned unopened. In an effort to help MCCCCD manage its filing/storage facilities, submit only the necessary and pertinent materials and documentation. Please refrain from submitting bulky promotional items, such as ring binders, catalogs and brochures, not pertinent to your submittal.

Proposals will be opened after the hour at: District Office, 2411 W. 14th St., Tempe, AZ - 5th Floor Purchasing Conference Room, and the Proposer's names read aloud and recorded; no award will be made at this time. Any subsequent contract will be awarded only after review of the Proposal results by the evaluation committee as described below.

2.2 **QUESTIONS** All Questions regarding this Request for Proposal should be directed to:

Len Wonsey,
Buyer II, Purchasing Department
Phone 480-731-8550
Fax: 480-731-8190
e-mail: len.wonsey@domail.maricopa.edu

2.3 **SITE VISITS** N/A

2.4 **EXTENDED CONTRACT** The Maricopa County Community College District (MCCCCD) has entered into Cooperative Purchasing Agreements with Arizona State University, Maricopa County, and other public entities. MCCCCD is also an active member of the Strategic Alliance for Volume Expenditures (SAVE) Cooperative agreement. Under these Cooperative Purchasing Agreements, and with the concurrence of the successful Proposer, these organizations, or any other campus within MCCCCD, may access any subsequent agreement/contract resulting from a solicitation done by MCCCCD. If the Proposer does not want to grant such access, it must be stated in the Proposal. In the absence of a statement to the contrary, MCCCCD will assume that access is granted by the Proposer to any subsequent agreement/contract.

2.5 **PROPOSAL FORM** **All Proposals must be submitted in writing.** No oral or telephone Proposals, modifications, or amendments will be considered. Facsimile (fax machine) or computer

transfer submittals will not be accepted. A Proposer by submitting a proposal represents that the RFP has been read and understood and that the Proposal is made in accordance therewith. All documents submitted with the Proposal which require a signature must be signed by an individual authorized to submit a formal Proposal. Proposals that are not signed may be rejected.

2.6 PROPOSAL EVALUATION This RFP does not constitute a commitment by the District to award a contract. The District reserves the right to waive any informalities and to reject any or all Proposals and/or to cancel this RFP when MCCCCD determines it is in the best interest of the District to do so. MCCCCD shall have the right to reject a Proposal not accompanied by any data required by the RFP. Proposals which are in any way incomplete or irregular as well as conditional Proposals may not be accepted. The award shall be made on the Proposal that serves the best interest of the District and may not be evaluated solely on a monetary basis. **No contract award shall exist until executed in writing.** MCCCCD reserves the right to negotiate with any and all Proposers on all aspects of this RFP.

It is agreed that the discovery of any significant inaccuracy in information given by the Proposer shall constitute good and sufficient cause for rejection of the Proposal.

2.7 MODIFICATION OR WITHDRAWAL OF A PROPOSAL Prior to the time and date designated for receipt of Proposal, Proposals may be modified or withdrawn only by notice to MCCCCD. Modification or withdrawal must be in writing, signed and received by MCCCCD prior to the time designated for receipt of Proposals by MCCCCD at the address provided herein. Withdrawn Proposals may be resubmitted up to the time designated for the receipt of Proposals provided that they are then fully in conformance with these general terms and conditions.

2.8 MCCCCD MODIFICATION TO RFP Any interpretation, correction, or change of this Request for Proposal will be made by written Amendment issued by MCCCCD. Interpretations, corrections, or changes made in any other manner will not be binding, and Proposers shall not rely upon such interpretations, corrections, and changes. Amendments will be forwarded to all Proposers who have completed and mailed or faxed the attached Acknowledgment of Receipt to MCCCCD Purchasing, except if there is a Mandatory Pre-proposal meeting, in which case only attendees will be faxed the amendment. **Since failure to submit any amendments with a Proposal may be cause for rejection, Proposers are strongly encouraged to return the Acknowledgment.**

2.9 AWARD WITHOUT DISCUSSION The District reserves the right to make an award without further discussion of the Proposals received. **It is therefore critical that all Proposals be submitted initially in the most favorable terms possible, both economically and technically.**

2.10 NON-COLLUSION. MCCCCD encourages free and open competition. Whenever possible, specifications, Bid or Proposal invitations and conditions are designed to accomplish this objective, consistent with the necessity to satisfy the District's needs and the accomplishment of a sound economical operation. The Proposer's signature on this document guarantees that the prices offered have been established without collusion with other eligible Proposers and without effort to preclude MCCCCD from obtaining the lowest possible competitive price.

2.11 COST OF PREPARING PROPOSALS Any and all costs associated with the preparation of responses to this RFP including site visits, oral presentations and any other costs shall be entirely the responsibility of the Proposer and shall not be reimbursable in any manner by the District.

2.12 PROPRIETARY INFORMATION In the event any Proposer shall include in the Proposal any information deemed "proprietary" or "protected", such information shall be separately packaged from the balance of the Proposal and clearly marked as to any proprietary claim. The District discourages the submission of such information and undertakes to provide no more than reasonable efforts to protect the proprietary nature of such information. The District, as a public entity, cannot and does not warrant that proprietary information will not be disclosed. The District shall have the right to use any or all information included in the Proposals submitted unless the information is expressly restricted by the Proposer. Pricing is not considered proprietary information.

2.13 DEVIATIONS FROM RFP Proposers must specifically provide a separate listing, by section number, of each circumstance in which the Proposal submitted differs from any terms or specifications of the RFP. Failure to list such a deviation will result in that terms of the Proposal submitted being disregarded in favor of the correlative term(s) of the RFP. Deviations must be clearly detailed and included with the Proposal Submittal. MCCCCD will make the sole determination as to the suitability of the deviation.

2.14 PROPOSAL REQUIREMENTS **The complete proposal response to the RFP must include one (1) Original - clearly marked as such, and Eight (8) copies each of:**

- 1) The completed and signed Price Sheet included with this RFP.
- 2) The completed and signed Signature Page included with this RFP.
- 3) **All Materials to satisfy the requirements of Section 2.15.4 PROPOSAL SCORING to follow.**
- 4) An exceptions/comments sheet (if any exception is taken with the RFP, or additional comments are necessary).
- 5) Signed amendments, if any. Amendments submitted after the original Proposal is submitted must also be sealed.

2.15 PROPOSER EVALUATION

2.15.1 MCCCCD reserves the right to make pre-award investigations of Proposer's facilities and equipment, to determine Proposer's abilities to perform the requirements of any contract. MCCCCD may make investigations to determine the ability of the Proposer to perform the services in an excellent manner, to include contacting references provided as well as independently obtained.

2.15.2 Proposers may, after Proposal opening date and prior to award, be required to make oral and/or visual presentations at the request of the District. The District will schedule the

time and location for any presentations. Oral presentations will be evaluated and may be subjected to a points earned scoring matrix.

2.15.3 MCCCCD reserves the right to consider historic information in the evaluation process, including past performance on similar contracts at MCCCCD locations.

2.15.4 PROPOSAL SCORING Proposals will be scored on the following basis, not necessarily listed in order of importance, by a Eight (8) member evaluation committee on a points earned basis. It is the responsibility of the Proposer to provide CLEAR AND CONCISE information specifically addressing the information in the sequence and format prescribed as followed: (Provide one Original and Eight (8) copies of all information for the committee).

1. Adherence to Proposal Specifications. Proposer should submit detailed scale drawings (1/2" = 1'0") of the proposed sign which is described in general in Section 5, (front, side, top, and rear views) to include all dimensions faces, footing, construction, lighting, electronic messaging board, etc., and installation method. Exact text for each sign to be determined by MCCCCD locations at time of required design. Exceptions/deviations to the specifications will be weighed in this section.

2. Detailed specifications. Specifications of all materials and parts to be included in the project, and durability of these materials to withstand local conditions including heat, wind and monsoons. All materials included in proposed signage must be new or specifically identified as "used" or "existing".

3. Creativity of design. Visual appeal of proposed prototype sign design. Mesa Community College (MCC) is interested in creative solutions to its Marquee sign needs, bearing in mind that the purchase and maintenance is funded by taxpayer dollars, and the locations are institutions of higher learning. Proposed designs must incorporate MCC colors and campus look.

4. Innovation in functionality of electronic message center. Proposers are to include in this section as well as on the Price Sheet, a menu of options for enhancement to the message center capabilities/performance.

5. Innovation in design flexibility. Abilities to customize the top cabinet and support pylon sections for use by various MCC locations.

6. Project Timeline. Proposer shall submit an estimated project timeline for all design and production steps thru final testing of the prototype sign submitted.

7. Dates of Installation, addresses, current contact name and phone number, and project descriptions (including photographs) for a minimum of three (3) installation sites of signs similar to the sign proposed in this RFP. These must include electronic messaging. The evaluation process may include the inspection of any local sites.

8. Warranty information. Length, scope, and detailed description of contractor's process for warranty repair work. Include in this section the sources and availability (in days) of replacement parts for the proposed sign.

9. Total Cost for the prototype sign (not including taxes), from initial consultation with the location thru final test, and including shipping and warranty. (Enclose in a separate envelope)

3. GENERAL TERMS AND CONDITIONS

3.1 **PARTIES TO AGREEMENT** The contract shall be between the Maricopa County Community College District, (MCCCD or the District), and the successful Proposer, hereafter referred to as Contractor.

3.2 **CONTRACT AWARD** Any contract (s) awarded will consist of: all sections and attachments to this RFP including amendments, if any are generated prior to the RFP due date; the Proposal submitted by prospective Contractor; and executed Purchase Order(s) issued from MCCCD Purchasing Department. By submitting a Proposal, it is representation that the Proposer is familiar with, and has the ability to perform, all contract requirements.

3.3 **LICENSE AND PERMITS** The Contractor shall be financially responsible for obtaining all required permits, licenses, and bonding to comply with all pertinent municipal, county, state and federal laws.

Each Bidder shall be an Arizona licensed Contractor and be appropriately licensed for the intended work at the time of bid submission. It is the Contractor's responsibility to assure that the State of Arizona Registrar of Contractor's license proposed for this Project allow the Contractor to perform the full scope of work if it is not a B-01 or B-02 General Commercial Contractor license. In general interpretation, a Specialty Commercial Contracting license will allow a minor amount of subcontracted work to trades outside the specialty license if that work is both directly related to the main work of the Project, does not represent a significant percentage of the total contract value (usually 15% or less) and is, in itself, not significant. Examples of what has been allowed is subcontracting of concrete work for concrete patching or concrete pole bases for an exterior electrical lighting contract, or extension of or new electrical circuits from existing circuit breakers needed in an HVAC renovation Project. Examples of what has not been allowed to be subcontracted under a Specialty Commercial Contractor license would be providing new electrical panels in the same HVAC renovation Project, installing new lay-in ceiling tile throughout a large area when only a small portion was needed in the immediate area of a small replacement air handler, etc.) Contractor must submit the name(s) and AZ ROC license number of all Sub-contractors to be used on this Project.

No municipal building permit is required for any District work.

3.4 **CONTRACT ASSIGNMENT** This Contract, in part or in whole, **shall not** be assigned **without prior written permission of the MCCCD Purchasing Department.**

3.5 **SUB-CONTRACTING** The Contractor should utilize its own equipment and personnel on MCCCD's projects as much as possible. Reliance on subcontractors should be limited. Where subcontractors are used, the Contractor shall be fully responsible for the performance of the subcontractor, and use requires written approval.

3.6 **LIABILITY FOR TAXES** The Contractor assumes complete liability for all taxes applicable to the operations, income, and transactions of the Contractor. The District shall not be liable and will not make reimbursement to the Contractor for any tax imposed either directly or indirectly upon the Contractor by any authority by reason of the contract or otherwise.

3.7 PROVISION OF SUPPLIES, MATERIALS AND LABOR The Contractor shall furnish all supplies, equipment, materials, vehicles, and all management and labor necessary for the efficient and sound performance of all requirements of this contract.

3.8 CATASTROPHE If, because of riots, war, public emergency or calamity, fire, earthquake, Act of God, government restriction, labor disturbance or strike, business operations at the District shall be interrupted or stopped, performance of this contract, with the exception of moneys already due and owing, shall be suspended and excused to the extent commensurate with such interfering occurrence; and the expiration date of this contract may by mutual agreement of both parties be extended for a period of time equal to the time that such default in performance is excused.

3.9 CONFLICT OF INTEREST The District may cancel this contract under ARS 38-511 for a violation of that statute.

3.10 INSURANCE When required, the Contractor shall maintain during the term of this Contract the following insurance policies issued by companies licensed in Arizona with a current A. M. Best rating of A:VII or better. Prior to commencing work or services, Contractor shall furnish the District Risk Manager with certificates of insurance evidencing the required coverages, conditions and limits required by this Contract. The insurance policies, except Workers' Compensation and Professional Liability, shall be endorsed to name the Maricopa County Community College District, its agents, officers, officials, employees, and volunteers as additional insureds. In the event any insurance policy(ies) required by this Contract is (are) written on a "claims made" basis, coverage shall extend for two years past completion and acceptance of the Contractor's work or services and must be evidenced by annual certificates of insurance. The insurance policies shall be endorsed stating that they shall not expire, be cancelled, suspended, voided or materially changed without 30 days written notice by certified mail to the District Risk Manager. The Contractor's insurance must be primary, and any insurance or self-insurance maintained by the District shall not contribute to it. If any part of this Contract is subcontracted, these insurance requirements also apply to all subcontractors.

1. **Commercial General Liability** insurance with a limit of not less than \$1,000,000 per occurrence for bodily injury, property damage, personal injury, products and completed operations, and blanket contractual coverage, including but not limited to, the liability assumed under the indemnification provisions of this Contract.

2. **Automobile Liability** insurance with a combined single limit for bodily injury and property damage of not less than \$1,000,000 each occurrence with respect to the Contractor's owned, hired, and non-owned vehicles.

3. **Workers' Compensation** insurance with limits statutorily required by any Federal or state law and **Employer's Liability** insurance of not less than \$100,000 for each accident, \$100,000 disease for each employee, and \$500,000 disease policy limit.

3.11 INDEMNIFICATION To the fullest extent permitted by law, the Contractor shall defend, indemnify, and hold harmless the District, its agents, officers, officials, employees, and volunteers from and against all claims, damages, losses, and expenses (including but not limited to attorney fees and court costs) arising from the acts, errors, mistakes, omissions, work or service of the

Contractor, its agents, employees, or any tier of Contractor's subcontractors in the performance of this Contract. The amount and type of insurance coverage requirements set forth above will in no way be construed as limiting the scope of indemnification in this paragraph.

3.12 COMPLIANCE WITH LAWS The Contractor shall at all times comply with the Federal Immigration Reform and Control Act of 1986 (and by any subsequent amendments thereto) and shall indemnify and hold harmless the District from any and all costs or expenses whatsoever arising out of the Contractor's compliance or noncompliance therewith.

3.13 ADVERTISING No advertising or publicity concerning MCCCCD using the Contractors services shall be made without prior written approval of such advertising or publicity by MCCCCD.

3.14 DELIVERY/FOB All prices shall be F.O.B. Destination and shall include all delivery and unloading at the destination identified in this IFB.

3.15 NON-DISCRIMINATION The parties agree to comply with all applicable state and federal laws, rules, regulations and executive orders governing equal employment opportunity, immigration, nondiscrimination, including the Americans with Disabilities Act, and affirmative action.

3.16 CONTRACT TERMINATION MCCCCD may terminate this contract for failure to perform according to the Contract. For termination, MCCCCD may consider such factors as: insufficient insurance coverage, failure to keep wage payments to employees current, quality of service is unsatisfactory to MCCCCD, or actual or possible bankruptcy, insolvency or reorganization. This may include any cessation or diminution of service included but not limited to failure to maintain adequate personnel, whether arising from labor disputes, or otherwise any substantial change in ownership or proprietorship of the Contractor which in the opinion of MCCCCD is not in its best interest or failure to comply with the terms of this contract. MCCCCD may terminate contractor for a combination of factors that results in poor contract performance.

MCCCCD shall provide ten (10) days written notice of non-compliance, and unless within ten (10) days non-compliance has been cured, MCCCCD may terminate the contract by giving thirty (30) days notice in writing by registered or certified mail of its intention to cancel this contract for non-compliance. Contractor will have no further recourse against MCCCCD.

3.17 FERPA If Contractor has access to students' educational records, Contractor shall limit its employees' access to the records to those persons for whom access is essential to the performance of this contract. At all times during this contract, Contractor shall comply with the terms of the Family Educational Rights and Privacy Act of 1974 in all respects. (20 U.S.C. § 1232g; 34 CFR Part 99).

3.18 LEGAL WORKER REQUIREMENTS: As mandated by Arizona Revised Statutes § 41-4401, MCCCCD is prohibited after September 30, 2008 from awarding a contract to any contractor who fails, or whose subcontractors fail, to comply with Arizona Revised Statutes §23-214-A. That statute requires that employers verify the employment eligibility of their employees through the federal E-verify system. An "employer" is an independent contractor, a self-employed person, the

State of Arizona or any of its political subdivisions, or any individual or type of organization that transacts business in the State of Arizona, that has a license issued by an agency in the State and that employs one or more employees in the State. (See A.R.S. §23-211-4.) Therefore, in signing or performing any contract for MCCCCD, the Contractor fully understands that:

A. It warrants that both it and any subcontractors it may use comply with all federal immigration laws and regulations that relate to their employees and with A.R.S. § 23-214-A;

B. Any breach of that warranty is material and is subject to penalties up to and including immediate termination of the contract; and

C. MCCCCD or its designee is authorized by law to randomly inspect the records relating to an employee of the Contractor or any of its subcontractors who works on the contract to ensure compliance with the warranty made in Paragraph A above.

3.19 CERTIFICATION Pursuant to Arizona Revised Statutes §35-397, Contractor certifies that it does not have a scrutinized business operation in either Sudan or Iran.

3.20 PAYMENT Payment will be requested by submitting an invoice referencing the Purchase Order number. MCCCCD shall make every effort to process payment within thirty (30) days after receipt of a correct invoice, unless a good faith dispute exists as to any obligation to pay any or all of the invoice. **IN NO INSTANCE, HOWEVER, SHALL SUPPLIES OR SERVICES BE PROVIDED BY THE CONTRACTOR WITHOUT A SIGNED PURCHASE ORDER HAVING BEEN ISSUED BY MCCCCD PURCHASING.** Payment may be withheld for supplies or services provided without a valid Purchase Order.

Down Payment invoices, if any, with detailed substantiation, must be submitted for approval (not to exceed 25% of the Total Cost) by the MCCCCD location.

4. GENERAL CONTRACTOR REQUIREMENTS

4.0 The Contractor agrees to utilize only TRAINED, experienced, responsible and capable people in the performance of the work. Employees shall perform their duties with safe work habits. The Contractor shall ensure that employees are trained on OSHA requirements. MCCCCD may require that the Contractor remove from the job site, employees who endanger persons or property.

4.1 The Contractor shall protect MCCCCD property from damage or loss arising from work performed under this contract, and shall immediately reimburse or make repairs or replacements to the satisfaction of MCCCCD.

4.2 The Contractor shall take all necessary precautions for the safety of students, employees or the public and comply with all applicable provisions of Federal, State, Tribal and Municipal Safety requirements and Building Codes, Regulations, Ordinances or Statutes.

4.3 The Contractor shall confine his equipment, materials and operations of his workmen to the area limited by the Site Coordinator or an authorized designee. The Contractor shall perform the work so as to minimize disruption of the normal operations of the site.

4.4 No alcohol, weapons, or illegal drugs are allowed on MCCCCD property, nor is any worker to be allowed on the site while under the influence of alcohol or drugs.

4.5 The Contractor assumes all risk as to the nature of the Project and difficulties that may be due to any unfavorable conditions that may be encountered in the work whether apparent on inspection or discovered after work begins.

4.6 No disconnection of a utility shall be made by the Contractor or any subcontractor without forty-eight (48) hours notice to the site Buildings & Grounds Director.

4.7 Upon completion of service, all debris shall be promptly removed from the site and the Contractor shall leave the site in a neat and orderly condition.

4.8 No one except authorized employees of the Contractor are allowed on MCCCCD property. Employees are not to be accompanied in the work area by acquaintances, family members or any other persons who are not authorized Contract employees.

4.9 The Contractor will assure that all Contractor employees are properly documented and are legally eligible to work in the United States. If MCCCCD becomes aware that any Contractor employee does not meet these requirements, the Contractor shall immediately remove the employee from the premise and provide a replacement. If Contractor persists in using undocumented, or employees ineligible to work legally in the United States, it shall be grounds to terminate the Contract.

4.10 The Contractor is required to provide MCCCCD with assurances that every effort has been made, to the extent provided by law, that all persons proposed by the Contractor for employment under the terms of this contract have not been convicted of any felony, sex crime, crime of moral turpitude, or any crime against a child, including but not limited to sexual misconduct with a minor, child abuse and/or child abduction.

5. PROJECT SPECIFICATIONS

5.0 The following specifications are offered to approximate the desired level of quality and performance levels expected for the selected prototype marquee signage and are not intended as restrictive requirements. Proposals for signs which deviate from these suggested specifications shall clearly indicate the deviations and be detailed and fully explained in the bid submittal documents. Specifications for the top cabinet and support pylon are for the prototype sign, and may require design customization to satisfy individual MCCCCD locations.

5.1 GENERAL:

5.1.1 The sign prototype is to be approximately 15'-0" tall, 3'-0" deep, and 10'-0" wide, double-sided, with a top cabinet, electronic message board, and sign support pylon with a concrete foundation.

5.1.2 The sign frame shall be fabricated from steel tubes, welded to provide a rigid frame, and adequately engineered to support the sign and all sign components.

5.1.3 The support pylon shall be steel pipe with a minimum embedment as required by the designers to provide a suitable and stable support.

5.1.4 The sign foundation shall have a 4" thick concrete slab with minimum 2500 psi concrete at 28 days extending at least 4" beyond the base of the sign at all points. The sign foundation shall be engineered to adequately support the sign structure.

5.2 PROTOTYPE TOP CABINET:

5.2.1 The prototypical sign has the top cabinet reserved for the graphic logo of the individual community college campus. The official college logo shall be incorporated into the cabinet design with push-through graphics. Update existing marquees and have MCC logo be lighted. New sign logo needs to be illuminated.

5.2.2 The graphics are to be 3/4" routed clear acrylic with a white translucent backup providing halo illumination. The front surfaces of the graphics are to be duranodic # 220-69 vinyl.

5.2.3 The exterior finish of the cabinet shall be finish textured and painted with a color suitable for the design and logo graphics as approved by the college.

5.2.4 The cabinet face is to be routed minimum .125 aluminum. The cabinet filler is to be .063/.080 aluminum or similar material.

5.2.5 The cabinet is to be internally illuminated with T8 fluorescent fixtures with electronic ballasts, rated for exterior use. Provide a disconnect/separate fuse and all internal power distribution within the sign from a single point of connection.

5.3 ELECTRONIC MESSAGE BOARD:

5.3.1 The message center is to be a full color, fully animated LED unit with hi-resolution video capabilities. Suggested matrix size is between 80x48 to 80x256. Data input capabilities via computer terminal fiber ethernet preferred. A wireless internet, or a remote wireless computer input can be used if fiber connection cannot be made or as a backup to the fiber connection. Refer to Electronics Specifications for LED Display for specific design and display characteristics.

5.3.2 The cabinet is to be .063/.080 aluminum painted satin black.

5.3.3 The message center is to be protected from windborne obstacles by louvers perpendicular to the surface, not visible from normal viewing angles.

5.4 PROTOTYPE SUPPORT PYLON:

5.4.1 The support cover is to be .063/.080 aluminum with a textured finish and color to match the design requirements of the individual college.

5.4.2 The sign support surface shall incorporate the official Maricopa Community Colleges graphic logo. The design standards for the Maricopa logo are downloadable from www.dist.maricopa.edu/marketing click on Maricopa Logos, then use Horizontal of the print versions.

5.4.3 The graphic is to be ¾" routed clear acrylic with a white translucent backup providing halo illumination. The logo has blue #230-167 vinyl on the first surface with a weeded white outline.

5.4.4 The graphics are to be backlit with T8 fluorescent fixtures.

5.4.5 The address numerals are to be .125 aluminum painted a color to match the design requirements of the college.

5.5 INSTALLATION:

5.5.1 Signs are to be installed perpendicular to the roadway on campus property at each location. Maintain a 30' vision triangle at all driveway entrances. The individual college shall determine the specific location. A survey will be provided, as needed, to verify property lines.

5.5.2 The Contractor shall be responsible for complying with the applicable sign ordinances of the municipality in which the signs are located regardless of the need to procure a sign permit. No permits or reviews are required.

5.5.3 Complete shop drawings are to be provided for review and approval prior to each sign installation. Approval to install designs is the responsibility of each college campus representative.

5.5.4 Each campus shall provide the following:

- a. Power and data conduits to within 5' of each sign location with power and data conductors as specified by the sign company.**
- b. Graphic logos for the top cabinet display.**
- c. Color selections for sign components except electronic LED display.**

5.6 ELECTRONICS SPECIFICATIONS for LED DISPLAY

5.6.1 Diodes:

- a. Provide Red, Green & Blue LED diodes with a configuration of not more than 15-20 mm on center both horizontally and vertically.**
- b. Readable Angle to be 120 degrees horizontal (+/- 60 degrees) and 50 degrees vertical (+/- 25 degrees). Viewable angle to be 90 H x 90 V.**
- d. Color Wavelengths: Red 630 nm, Green 530 nm, and Blue 465 nm.**
- d. Density: 4,652 diodes per square meter or 432 diodes per square foot.**
- e. Life rated at 100,000 hours.**

5.6.2 Pixels:

- a. Provide one each red, green, and blue in a cluster of three.**
- b. Dimensions: 14 mm x 8.6 mm cluster on 15-20 mm/ 1" pitch (center-to-center spacing).**
- c. Density: 1550 pixels per square meter or 144 pixels per square foot.**
- d. Brightness: 3,865 NIT; 5,990 raw; 5,545 color-corrected NIT.**
- e. Power: 27 watts maximum; 10 watts average per pixel.**

5.6.3 Modules:

- a. Pixel Configuration: 8 high x 16 wide.**
- b. Module Size: 203 mm x 406 mm or 8" x 16"**
- c. Module Weight: 8 Kg or 1.9 Lbs.**
- d. Power: 34 watts maximum; 14 watts average.**

- e. **Power Frequency: 120/240 volts; 50/60 Hz.**

5.6.4 Additional Requirements:

- a. **Displays to generate 16.7 million colors; 256 levels of red, green and blue intensity.**
- b. **Provide multiple levels of auto-dimming to compensate for changing ambient light conditions.**
- c. **Provide 60+ frames per second for graphics and animations.**
- d. **Provide 30 frames per second video display rate.**

5.6.5 Display Configurations:

- a. **LED Display: Double face, full color (24 bit; 256x256x256 = 16.7 million colors displayable) LED display, 25.4 mm maximum center-to-center LED pixel spacing.**
- b. **Suggested Matrix between 80x48 to 80x256.**
- c. **Visual opening not less than 5'-11" high and 17'-2" length.**
- d. **Cabinet dimensions not to exceed 5'-11" x 17'-2"**
- e. **Provide complete software package for sign graphics with appropriate license, permission, etc. including on-site training for software applications.**

5.7 Minimum Warranty Requirements:

5.7.1 12-month unlimited warranty on all sign construction and materials.

5.7.2 Failures during this initial period shall be repaired or replaced, at Vendor's discretion, free of charge to MCCCCD. This includes ground freight, parts, factory labor, and any required on-site labor within a maximum of five (5) working days.

**RFP #3092-7
PRICE SHEET**

Having carefully examined the Request for Proposal #3092-7, together with any amendments to such RFP, the undersigned proposes to provide all labor, materials, Warranty, supervision, insurance, plant, equipment, and other facilities as necessary to design, fabricate and install the Prototype exterior Marquee Sign described herein, at the price shown below.

PROTOTYPE TOTAL COST \$ _____

Applicable Taxes \$ _____

PROPOSERS ARE ENCOURAGED TO PROVIDE EXTENDED SERVICE CONTRACT PRICING AND SAMPLE CONTRACT.

PROMPT PAYMENT DISCOUNT _____

COMPANY: _____ PHONE: _____

ADDRESS: _____ FAX: _____

CITY, STATE, ZIP: _____

SIGNATURE: _____ DATE: _____

NAME(Print): _____ TITLE: _____

SIGNATURE PAGE

This page must be completed and signed and included with your Proposal

SIGNATURE _____

(PRINTED NAME) _____

TITLE _____

COMPANY _____

ADDRESS _____

CITY, STATE, ZIP _____

TELEPHONE _____

FAX NUMBER _____

E-MAIL _____

CONTRACTORS LICENSE NO(S) (if applicable):

TYPE	NUMBER
_____	_____
_____	_____

Is your firm a:

Corporation* Partnership Individual Joint Venture

* If a corporation, answer the following:

(a) Where incorporated: _____

(b) Date incorporated: _____

Have your Articles ever been suspended or revoked? Yes No

If yes, when, for what reason, and when were they reinstated:

Has your firm or its parent or subsidiaries ever been debarred or suspended from providing any goods or services to the Federal Government or other public entities? Yes No

If yes, when, for what reason, and when were they reinstated:

Acknowledgements:

Acknowledgement of Addenda No.	Date
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_____	_____
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_____	_____
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Appendix A

PROPOSER'S STATEMENT

Interested Proposers are asked to review and provide, as completely and accurately as possible, a **written response** on each applicable section below:

TYPE OF BUSINESS ORGANIZATION

Please check the appropriate box(es).

The Proposer represents that it operates as:

_____ A CORPORATION incorporated under the laws of
the State of _____

_____ An INDIVIDUAL

_____ A PARTNERSHIP

_____ A NON-PROFIT ORGANIZATION

_____ A JOINT VENTURE

Federal Employer Identification
Number: _____

PARENT COMPANY and IDENTIFYING DATA

A "parent" company, for the purposes of this provision, is one that owns or controls the activities and basic business policies of the Proposer. To own the company means that the "parent" company must own more than 50 percent of the voting rights in that company. A company may control a Proposer as a "parent" even though not meeting the requirements for such ownership if the "parent" company is able to formulate, determine or veto basic policy decisions of the Proposer through the use of dominant minority voting rights, use of proxy voting or otherwise.

The Proposer:

_____ IS _____ IS NOT owned or controlled by a "parent" company.

If the Proposer **IS** owned or controlled by a "parent" company, Proposer shall provide the name, address, phone and fax numbers, and Federal I.D. No. of the company.

PROPOSER'S STATEMENT (continued)

PROPOSER REFERENCES

Private Business Contracts

MCCCD requires a **minimum of three (3) current and local references** for which you are providing same or similar products and services specified herein. Please indicate below the businesses for which you have provided such **during the past two (2) years:**

1. Company Name: _____

Address: _____

Phone #: _____ Fax #: _____

Contact Person: _____

Contract Period: From: _____ To: _____

Describe Services: _____

2. Company Name: _____

Address: _____

Phone #: _____ Fax #: _____

Contact Person: _____

Contract Period: From: _____ To: _____

Describe Services: _____

3. Company Name: _____

Address: _____

Phone #: _____ Fax #: _____

Contact Person: _____

Contract Period: From: _____ To: _____

Describe Services: _____

PROPOSER REFERENCES (continued)

Federal, State or Other Political Subdivision Contracts

MCCCD is also interested in speaking with public agencies or educational institutions for whom you have provided such products and services covered herein:

1. Company Name: _____

Address: _____

Phone #: _____ Fax #: _____

Contact Person: _____

Contract Period: From: _____ To: _____

Describe Services: _____

2. Company Name: _____

Address: _____

Phone #: _____ Fax #: _____

Contact Person: _____

Contract Period: From: _____ To: _____

Describe Services: _____

3. Company Name: _____

Address: _____

Phone #: _____ Fax #: _____

Contact Person: _____

Contract Period: From: _____ To: _____

Describe Services: _____

PROPOSER'S STATEMENT (continued)

ADDITIONAL BUSINESS INFORMATION

Standard Business Hours

1. Days of week available for services: _____

2. Business hours of operation: _____

3. On-call/Emergency service hours: _____

Phone Number(s): _____

Web Address: _____

FAX Number: _____

General Information

4. Business License Number: _____

5. Number of years in business under current name: _____

6. Number of offices in the State of Arizona: _____

7. Business Classification (check applicable category)

Minority Owned Business (MBE) _____

Woman Owned Business (WBE) _____

Does your firm hold this certification from any other agencies or companies?

No: _____ Yes: _____ With Whom? _____

ADDITIONAL BUSINESS INFORMATION (continued)

8. Name and address of office assigned to handle the MCCCCD account:

9. Account Manager Information:

Name: _____

Phone: _____

Pager: _____

10. Contractors License Number(s):

TYPE	NUMBER
_____	_____
_____	_____

11. Do you ever sub-contract any of your services?

_____ NO

_____ YES

If YES, which services?: _____

ATTACH ADDITIONAL SHEETS IF NECESSARY TO FURTHER DESCRIBE THE EXPERIENCE AND QUALIFICATIONS OF YOUR FIRM FOR PROVIDING THE PRODUCTS/SERVICES UNDER THE CONTRACT.