



**Request for Proposals
20RFP082
LED Marquee Signs**

Date	Event
December 10, 2019 December 17, 2019	Advertise/Issue Dates
December 18, 2019	Questions Due by 5:00 PM
December 20, 2019	Questions and Answers posted on our website
January 10, 2020	RFP due date at 2:00 pm CST
February 24, 2020	AISD Board Meeting for review/approval

Deliver Sealed Proposals to:

Contact Person:

<p>Austin ISD Contract and Procurement Services 4000 S IH- 35 Frontage Rd, 4th Floor Austin, Texas 78704</p> <p>Please allow time for parking</p>	<p>Alyssa Barrera Contract and Procurement Services alyssa.barrera@austinisd.org</p>
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- Questions must be submitted via e-mail to the procurement contact person listed above. **In the e-mail subject line, type: *Questions 20RFP082 – LED Marquee Signs***
- Q & A and Addenda will be posted on our website: www.austinisd.org/cp/bids
- Proposals are due no later than 2:00 pm on the date indicated. Your proposals must be delivered by mail or hand delivery in an envelope or carton. Proposals received after the specified time shall not be considered.
- **Please submit the following:**
 - One (1) hard copy marked “original” – include signed “required” forms
 - One (1) digital copy on a flash drive – include signed “required” forms
- FAX, e-mail or other electronic proposals **will not be accepted.**
- Proposals must be plainly marked with **name and address of the Offeror and the RFP number and Title above**



Checklist and Submission Guidelines

Check when Completed	Task to be Completed by Respondent
	Pricing Proposal
	Proposer Questionnaire
	Signature Page
	Signed and dated Addenda
	Hard Copy Submission AISD requires one (1) marked “original” and one (1) marked
	Electronic Copy: AISD requires submission of one (1) electronic PDF copy via USB

Order for Submission	Document
1	Cover Sheet
2	Table of Contents
3	Pricing Proposal
4	Proposer Questionnaire
5	Signature Page
6	Signed and Dated Addenda

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II. Introduction

Pursuant to Texas Education Code §§ 44.031 and Texas Government Code Chapter 2269, the Austin Independent School District (herein after referred to as “AISD” or the “District”) is issuing this Request for Proposals (“RFP”) from qualified firms to provide LED marquee signs, as well as installation in the form of construction job order contracting services, at various District locations.

The exact nature and extent of services required will vary and no specified minimum amount of work will be guaranteed to the successful contractor(s).

A. Receipt and Opening of Proposals

Proposals will be opened immediately following the deadline for receipt, but will not be read aloud. Proposals received after the designated time and date will not be considered. Sole responsibility lies with the Proposer for their proposal arriving on time at the designated place. No responsibility for the premature opening of a proposal which is not addressed and identified shall be attached to the District or its agents and authorized representatives.

B. Withdrawal of Proposals

The Proposer may withdraw their proposal, either personally or by written request, at any time prior to scheduled closing time for receipt of proposal. After the opening of proposals, proposals may not be withdrawn for a period of ninety (90) days from the date submitted and will be subject to the District's acceptance during that time.

C. Proprietary Information

In the event the 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, 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.

D. Award of Contract

This Request for Proposal 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 the Request for Proposal. The award shall be made on proposal (s) that serves the best interest of the District and will

not be evaluated solely on a monetary basis. No contract award shall exist until executed in writing.

The District reserves the right to select one or more best value proposers, based on the evaluation criteria set forth in this RFP. Selection by the District does not guarantee any minimum volume or amount of business, nor does it guarantee that any purchase order will be issued. Vendors selected under this RFP will, without any promise of exclusivity, be considered approved vendors for the potential supply of products covered by this RFP.

E. Type of Contract

The District expects to award one or more contracts under this RFP. One or more contracts will be awarded for the provision of signage goods, products and non-construction services, which will include job order contract pricing and provisions for any installation services that constitute construction services.

F. Bonding

Any construction services performed will be subject to requirements for statutory payment and performance bonds, as required under Chapter 2253 of the Texas Government Code. Bonding requirements will be determined on a per-job order basis.

III. Scope of Service and Performance Requirements

Sample services and sample pictures are provided below. Bidders are not required to be able to perform all types of service, but should explain their capabilities of the examples provided below in Section C of the Proposer Questionnaire.

- **Installation**
- **Service & Repair**

Sample Pictures:

- **LED Signage & Marquees**
Sample Pictures:



IV. Proposer Questionnaire

Provide all requested information. Failure to provide required information may cause the proposal to be deemed non-responsive.

A. Description of Firm Personnel

- Describe your firm and your specific experience history for the past 10 years, including a list of clients by type and name of institution, location and types of products and services provided.
- Identify the key staff (exclusive of support or administrative staff) in the firm who will have primary responsibility for this account.
 - Describe their current responsibilities with the firm.
 - Describe the role each will play if a contract is awarded to the firm.
- Provide any additional information that substantiates that the firm has other capacity or staff to perform the scope of duties, above and beyond identified key personnel

B. Past Experience

- Give the names, addresses, and telephone numbers of at least (3) current professional client references that you currently have under contract.
- List all accounts of similar scope and size in the past 10 years. Identify the timing, type and size of each of these engagements along with the name, location and type of institution and your role.
- In the past 5 years, has your firm been involved in or currently under formal investigations or informal inquiries from any federal or state regulatory agency. If so, please disclose the nature of the investigation and/or inquiry and its current status.
- Identify any other competitive government contracts that your firm provides for institutions in Texas.

C. Services Available

- Explain why your company should be selected.
- Describe any website, software, catalogs or ordering systems your company would utilize specific to AISD's needs.
- Provide installation rates including weekend and holiday, and bulk discounts.
- Provide a list of any and all cooperatives to which your company is a member.
- Provide lead time on ordering and warranty items must be included.

V. Pricing Proposal

PROPOSED PRICING FOR CONSTRUCTION SERVICES (Installation)

The actual pricing for construction services performed under any awarded job order contracting agreement will be based on the mutually agreed quantities applied to the last column: “Total including overhead and profit” rates contained in the R.S. Means Facilities Construction Cost Book, 2018 Version, as adjusted by application of the appropriate (1) city cost index and (2) the coefficient proposed by proposer and accepted by Owner. The Coefficient factors shall be firm for the duration of the Contract award. The R.S. Means prices contained in the Unit Price Book are firm for the Initial Term of the Agreement and may be replaced each optional renewal year, with the unit prices in the most current Unit Price Book published at the time of renewal. Itemized detail worksheets must be provided with each job order.

Your proposal needs to break down the following cost breakdowns when applicable:

- Sign/Materials Cost
- Permitting
- Engineering
- Concrete/Masonry/Electrical
- Proposed Coefficient for Installation Construction Services:
 - Standard Hour Coefficient: _____
 - Weekend/Holiday Rate: _____
 - Delivery/Freight Rate: _____
 - Installation Rate: _____
 - Warehousing Rate: _____
 - Non-Standard Hour Coefficient: _____
 - Discount/Markup: _____
 - Non-Pre-Priced Items: _____
 - Total cost to the District to acquire the vendor’s goods and services: _____

VI. General Quality of Responsiveness of Proposer

- Completeness and thoroughness of proposal.
- Grasp of scope of work to be performed.
- Description of approach to be taken
- Evidence of good organizational management practices
- Qualifications of personnel
- Experience and past performance

VII. Specific Areas That Will Be Evaluated and Scored

In determining best value, the District shall consider the following factors:

Item	Detailed Description	Points
I. Proposal Format	The adequacy and completeness of the plan offered addressing the Scope of Service.	10 Points
II. Vendor Capabilities	Reputation of the Vendor and its goods and services: The demonstrated ability of the Vendor to provide services, including references. The professional, technical and managerial qualifications of the firm and the personnel to be assigned to this account. Vendor's past relationship with the District and other educational entities	25 Points
III. Proposed Products	Quality of the Vendor's goods and services, and the extent to which the goods and services meet the District's needs. Quality of items as well as their ability to meet specifications and sustainability requirements and preferences. Quality of warranties offered.	25 Points
IV. Financial Proposal	Purchase Price: Unit pricing including Delivery rate including weekend and holiday rates, install, freight, warehousing, and bulk discounts. Total long term cost to the District to acquire the vendor's goods and services.	40 Points

In considering the above factors, the District may take into consideration its billing and ordering policies, lead times, and financial standing.



VIII. Signature Page

A Proposer by submitting a bid represents that the RFP has been read and understood 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. Please refrain from submitting non-requested bulky promotional items, such as ring binders, catalogues and brochures, not pertinent to the submittal. The Proposer by his or her signature (below) agrees to the General Conditions and Terms and Conditions without modification.

COMPANY: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____

EMAIL: _____

FEDERAL EMPLOYER ID NUMBER: _____

PRINT NAME: _____

SIGNATURE: _____

POSITION: _____

DATE: _____

IX. Acknowledgement of Addenda

Only those responses to inquiries which are made by formal written Addenda shall be binding. Oral and other interpretations or clarifications will be without legal effect, and shall not be binding on AISD. The Offeror must acknowledge receipt of all Addenda in its Proposal. However, each Offeror will be bound by the terms of all Addenda, and its Proposal will be construed to include the information contained in the Addenda, whether or not Offeror has received them or acknowledged receipt

Offeror must print, date and sign all addenda cover sheets and attach them to their bid package.