



Colby Community College-Safety and Security Signage Update

(Submission deadline is 12 p.m. CDT on June 11, 2021)

Purpose:

The purpose of this request for proposal (RFP) is to invite prospective vendors to submit a proposal for replacing exterior signage throughout the Colby Community College (CCC) campus. Currently, there is a substantial amount of signage that is not consistent, does not provide property security information, or accurate directions. The purpose of this RFP is to provide consistent, accurate signage that details safety and security information throughout campus.

Overview:

Proper signage is a critical aspect of providing a safe environment for students on the CCC campus. There are many areas throughout campus that are not properly labeled and lack the proper safety and security information that is needed. In order to provide a consistent, collegiate feel across campus and provide the necessary safety and security information, CCC is replacing all signage on campus. Signage must be consistent with the CCC color theme, provide security information, and proper locations of buildings on campus.

Project Timeline:

The following is a tentative schedule that will apply to this RFP, but may change in accordance with the organization's needs or unforeseen circumstances. Changes will be communicated by email to all invited bidders.

Issuance of RFP	May 21, 2021
RFP Closes	June 11, 2021
Complete Initial Evaluation	June 16, 2021
Final Award Notification	June 22, 2021
Project Completion Deadline	August 13, 2021

Scope of Work:

The selected vendor will be responsible for the replacement, installation, or overlay of the signage detailed throughout the RFP.

What is CCC responsible for?

- CCC will provide a detailed overview of what signage is to be replaced.
- CCC will be responsible for providing the proper QR code that details security access on campus.
- CCC will be responsible for providing the appropriate color scheme for campus signage.

What is the vendor responsible for?

- The vendor is responsible for scheduling completing a physical walk prior to bid submission with Nikol Nolan (nikol.nolan@colbycc.edu or 785.460.5490) to verify scope of project.

- The vendor is responsible for ensuring that the signage is being coordinated and communicated to ensure compliance with the College.
- The vendor is responsible for the replacement, installation, and/or overlay of the current signage.
- The vendor is responsible for completing all of the campus signage on or before August 13, 2021.
- The vendor is responsible for disposing of all materials or signage no longer utilized.
- The vendor is responsible for ensuring all measurements are accurate and appropriate for replacement, the College is providing measurements as a guide.

Signage Overview:

Signage Number	Location	Height	Width	Notes
1.	North and South Entrances	4'	9'6'	Two Sided
2.	Bedker/Union Parking Lot	12'	6'	Two Sided, Broken Foundation
3.	Sidewalk S. of Union	7'	2'	
4.	Health Science/Ferguson/Library/Union Directions	30"	5'	Two Sided
5.	West Entrance (Ag/Dorms/Gym)	7'	5'	Broken Foundation
6.	DH Clinic Sign	5'	5'	Two Sided
7.	E end of Thomas Hall Parking Lot	38'	5'	Two Sided
8.	East Entrance, North End	5'	5'	Broken Foundation
9.	West side of Thomas Hall	30'	5'	Two Sided
10.	Circle Drive	5'	5'	Two Sided
11.	East Side of Thomas Hall	7'	2'	Two Sided
12.	North Side of Union	7'	2'	Two Sided, Broken Foundation

Proper Color Scheme and Needed Documents:

All Campus Signs Must Include the Following:

- *Colby Community College*
- *Power Trojan (as detailed below)*
- *QR Code to our Security Link-* <https://www.colbycc.edu/student-life/security/>

Parking Lot Signs (11 total) Must Include the Following:

- *Parking Lot Location*
- *Power Trojan (as detailed below)*
- *QR Code to our Security Link-* <https://www.colbycc.edu/student-life/security/>

Required Power Trojan Logo:



Color: Blue (PMS 286). **Online Equivalent:** RGB: R: 0 G: 56 B: 168 / RGB #0038a8

CMYK Equivalent: C:100% M 66% Y: 0% K: 34%

Signage Replacement Overview:

**Additional Sign Needs*

Tall/Intermediate Sign at “Five Points” area by Original Gym/Ferguson

Tall/Main Sign at SLAC/Tennis Center Entrance



1.



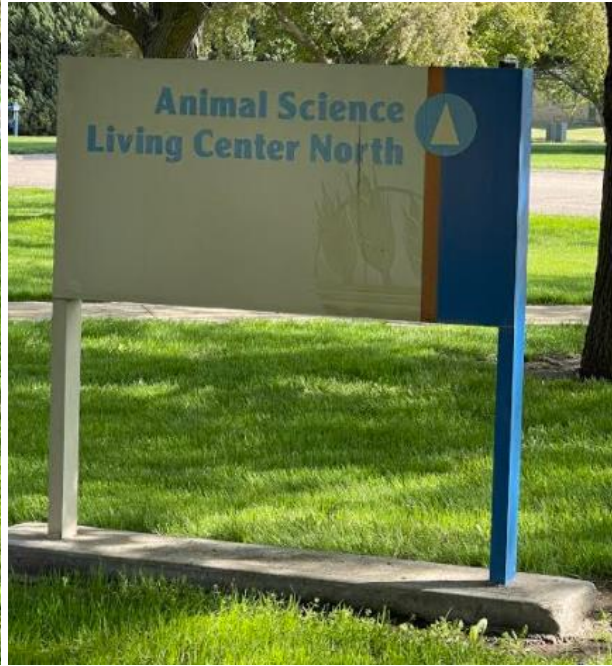
2.



3.



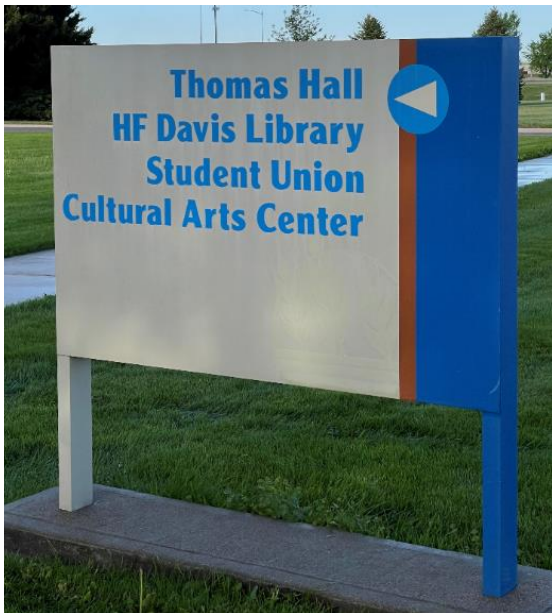
4.



5.



6.



7.



8.



9.





10.



11.



12.

Parking Lot Signs (11 total)



Requirements:

The vendor is responsible for ensuring all signage is consistent with the aforementioned requirements. Bid should reflect the cost of delivery and installation. All applicable workman's compensation, liability, and builders risk insurance needs are required to be provided by the vendor.

A warranty on the signage is required. Please provide the details of the warranty. Preference will be provided to vendors with a longer warranty.

Exclusions:

Any project exclusions or any portion of the proposal that cannot be provided must be disclosed in an area labeled *exclusions*.

Communication:

Verbal communication shall not be effective unless formally confirmed in writing by a specified procurement official in charge of managing this RFP process. In no case shall verbal communication govern over written communication.

Vendors' Inquiries. Applicable terms and conditions herein shall govern communications and inquiries between Colby Community College and vendors as they relate to this RFP. Inquiries, questions, and requests for clarification related to this RFP are to be directed electronically by submitting an e-mail to the Vice President of Student Affairs, Nikol Nolan at following address:

Nikol.Nolan@colbycc.edu

Proposal Submission:

All sealed bids need to be finalized and submitted by 12:00 p.m. on June 15, 2021, to Thomas Hall (CCC's Main Campus), attention: Nikol Nolan. Electronic submissions via email (Nikol.Nolan@colbycc.edu) will be accepted or submissions can be mailed to 1255 S Range, Colby, KS 67701 Attention: Nikol Nolan.

Vendors are required to prepare and submit, at their own cost, one signed original proposal. Submission must include the Vendor's full response including all attachments, product services and specifications where applicable. Electronic submission must be PDF or Microsoft Word format.

Selection and Notification:

The Board meeting will be held on Monday, June 21, 2021, to select a vendor. The selected vendor will be notified after approval has been received from the Board of Trustees.

Statement of Disclosure:

The board reserves the right to reject any or all bids, to accept that bid which appears to be in the best interest of the college, to waive any informalities in any part of any bid, and to reject any or all bids received after the date and time specified. Any bid may be withdrawn prior to the scheduled time for the opening of bids. The bidder to whom the award is made may be required to enter into a written contract with the college and provide a performance or public works bond as required by law or the Board of Trustees (where applicable).