

# Alabama A&M University



## **Signage & Graphic Design Services**

Invitation to Bid (ITB) SGD-1-2023

**Bid Submission Deadline: 2 P.M. CST, November 2, 2023**

## PURPOSE

The Alabama A&M University is seeking qualified firms to submit proposals to provide graphic design and signage services, for campus signage. Graphic design services are responsible for creating a positive and professional image for AAMU materials including the creation of publicity materials for special events. signage services shall be used in a wide range of uses throughout the year.

Although there is no guarantee of the number of Services that AAMU will purchase during the term of the contract. Orders shall be placed when needed. AAMU's goal is to select one or more providers who can assist us with providing consistent appearance and quality for all materials in a timely manner as-needed, while coordinating these efforts under the guidance of AAMU staff.

## SCOPE OF SERVICES

### A. Signage Products

Signage shall include the following:

- Paper / Plastic Wall Signage
- Pylon Signs
- Outdoor Light Boxes
- Monument Signs
- Outdoor Fabric Signs
- Outdoor Fabric Banners
- Outdoor Fabric Banners
- ADA Signs
- Post & Panel Signs
- Feather Banners / Pole Banners / Fabric Banners
- Metal Signs
- Vinyl Banners
- Outdoor Floor Graphics
- Wall Graphics
- Murals
- Engraved Signs and Plaques
- Cast Metal Plaques
- Dimensional Lettering
- Parking Signs / Street Signs

### 1) Pickup/Delivery Services

Supplier shall offer pickup or delivery service to end users, including overnight delivery of all proofs and finished products, within two (2) business days of completion, requiring it for free or for a fixed delivery fee.

## 2) Service Standards

Standard turn-around time is dependent on the size and scope of each particular request with a mutually agreed upon delivery date provided for each project. All work developed by the Proposer must be approved by the AAMU before production. The design colors that are originally approved must be representative of what the artwork displays.

## 3) Customer Service

The successful Proposer is required to provide the AAMU with the highest degree of customer service. This will include, but not be limited to, communication directly with representatives for each publication at the AAMU's request and providing full color proofs prior to job completion.

## B. Graphic Design

The successful Proposer will be responsible for a range of original graphic design layouts and creative design services.

### 1) Electronic Submission of Jobs

The designs must be submitted electronically. The AAMU primarily utilizes Windows based programs and would like the successful Proposer to be able to receive, edit and enhance graphic design requests from AAMU employees. Proposer is required to own and use up to date graphic design software. All projects are subject to the final approval of the AAMU staff member designated to that particular project. The successful Proposer will provide the AAMU staff member with PDF files of each project upon completion.

### 2) Ownership of Designs

In addition, the AAMU shall own all designs, photographs and any other product which is part of the design, artwork, electronic or otherwise, produced by the graphic design firms. If purchasing stock graphics/photos, awarded Proposer must pass on the purchasing rights, without additional cost, to the AAMU for reuse. All AAMU documents stored at or reproduced by the awarded Proposer shall remain the property of the AAMU, and shall be returned to the AAMU with each job's invoice or upon conclusion of the contract term.

## 3. POST AWARD

Vendor shall assign an Account Manager to the AAMU's account who is able to maintain open and timely communication with AAMU staff at all times and who can be reached during normal business hours. The Account Manager will be solely responsible and accountable for the quality of work. The Account Manager must be directly reachable by telephone or email.

### GRAPHIC DESIGN SERVICES COST PROPOSAL

Please state set-up fee rates on the Proposal Form included in the bid packet. Future annual price increases for paper and plastic after the base term of the Agreement period, if any, will be capped at 3.0%, to be determined by the U.S. Bureau of Labor Statistics, Employment Cost Index. Each graphic design service shall be assigned by written Job Order/Quote.

**PROPOSAL FORM**

To: Alabama A&M University in Normal AL

Date: \_\_\_\_\_

In compliance with your Advertisement for Bids and subject to all the conditions thereof, the undersigned

\_\_\_\_\_  
(Legal Name of Bidder)

hereby proposes to furnish and perform all work required for the services of

**WORK:** Graphic Design and Signage Services

in accordance with Specifications, prepared by Alabama A&M University.

**BIDDER'S REPRESENTATION:** The Bidder declares that it has examined the scope of the Work, having become fully informed, and that it has examined the Specifications (including all Addenda received) for the Work and the other Bid and Contract Documents relative thereto, and that it has satisfied itself relative to the Work to be performed.

**ADDENDA:** The Bidder acknowledges receipt of Addenda Nos. \_\_\_\_\_ through \_\_\_\_\_ inclusively.

**BASE BID:** For services complete as shown and specified:

Item	Set-up Cost (\$)
Paper / Plastic Wall Signage	
Pylon Signs	
Outdoor Light Boxes	
Monument Signs	
Outdoor Fabric Signs	
Outdoor Fabric Banners	
ADA Signs	
Post & Panel Signs	
Feather Banners / Pole Banners / Fabric Banners	
Metal Signs	
Vinyl Banners	
Outdoor Floor Graphics	
Wall Graphics	
Murals	
Engraved Signs and Plaques	
Cast Metal Plaques	
Dimensional Lettering	
Parking Signs / Street Signs	
Delivery Fee	
Overhead %	
Profit %	

**CERTIFICATIONS:** The undersigned certifies that he or she is authorized to execute contracts on behalf of the Bidder as legally named, that this proposal is submitted in good faith without fraud or collusion with any other bidder, that the information indicated in this document is true and complete, and that the bid is made in full accord with State law. Notice of acceptance may be sent to the undersigned at the address set forth below.

By submitting this bid, the bidder is hereby certifying that they are in full compliance with ACT No. 2006-557, they are not barred from bidding or entering into a contract pursuant to 41-4-116, and acknowledges that the authority may declare the contract void if the certification is false.

By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the state of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

Legal Name of Bidder \_\_\_\_\_

Mailing Address \_\_\_\_\_

\* By (Legal Signature) \_\_\_\_\_

\* Name (type or print) \_\_\_\_\_ (Seal)

\* Title \_\_\_\_\_

Telephone Number \_\_\_\_\_

\* If other than the individual proprietor, or an above named member of the Partnership, or the above named president, vice-president, or secretary of the Corporation, attach written authority to bind the Bidder. Any modification to a bid shall be over the initials of the person signing the bid, or of an authorized representative.