

REQUEST FOR PROPOSALS

RFP# BV2425-001 MAIN CAMPUS SIGNAGE

SECTION 1: GENERAL INFORMATION

1.1 Introduction: BridgeValley Community & Technical College (hereinafter referred to as “BVCTC”) is soliciting bids pursuant to West Virginia Code §5A-3-10b to provide and install signage at its South Charleston campus, located at 2001 Union Carbide Drive, Charleston, WV 25301

1.2 Instructions to bidders: See Exhibit A for bidder instructions.

1.3 General terms and conditions: See Exhibit B.

1.3 Schedule of Events:

Release of RFP: January 2, 2025

Question Deadline: January 21, 2025

Addendum/Response to Questions: January 25, 2025

Proposal Due Date: January 31, 2025 @ 3 PM

Target Award Date: February 10, 2025

1.4 Posting of Information: This RFP and any addenda, including answers to questions, will be posted at <https://www.wvhepc.edu/resources/purchasing-and-finance/> and <https://www.bridgevalley.edu/offices/operations/purchasing-information.html>

1.5 Proposals shall remain in effect ninety (90) days from the submission date.

1.6 Expenses: The state will not be held liable for any expenses incurred by any bidder responding to this RFP including expenses to prepare or deliver the proposal or attend any oral presentation.

1.7 Award: It is anticipated that a single contract will be awarded for all services. However, the state reserves the right to configure the contract in whatever manner is in its’ best interests.

SECTION 2: BACKGROUND INFORMATION

BridgeValley Community and Technical College was formed in 2014 with the merger of Bridgemont and Kanawha Valley Community and Technical Colleges. BridgeValley is accredited by the Higher Learning Commission. The service region for the multi-campus institution that includes Fayette, Kanawha, Clay, and Putnam counties.

SECTION 3: SCOPE OF SERVICES

This RFP may contain mandatory provisions identified by the use of the words “must, will and shall”. Failure to comply with a mandatory term in the RFP will result in bid disqualification.

3.1 The vendor shall provide a detailed proposal to manufacture and install signage at the main campus building at 2001 Union Carbide Drive, Charleston, WV 25303. The sign should measure 364.69 in. (l) x 72 in. (w) Signage must adhere to Bridge alley's brand guidelines. Below is a depiction of the desired signage:

SECTION 4: VENDOR INFORMATION AND QUALIFICATIONS

Provide a statement/response to each of the following:

4.1 Identify and provide a statement of qualifications of individuals to be assigned direct responsibility for the services and description of vetting process to validate

subject matter expertise.

4.2 Describe the experience that key personnel have, their length of service with the firm, as well as other relevant skills.

4.3 Describe the Firm's size, illustrating its ability to fulfill the terms of the RFP.

4.4 Describe any related experience.

4.5 Provide a complete description of how the work will be conducted including all quality assurances that are provided in the firm's process for this type of work and detail the amount of time and effort that will be required of the entities' personnel. Include in this description an explanation of the tools/technology used to coordinate requested items.

4.6 Provide a proposed schedule that ensures completion of the services.

4.7 Provide the names, telephone numbers and mailing addresses of at least three higher education clients and the contact person from whom references may be obtained for both the firm and the key personnel assigned to the engagement. References should be from clients comparable to the type and scope of services solicited in this RFP.

SECTION 5: BIDDER RESPONSE AND EVALUATION CRITERIA

5.1 Economy of Preparation: Proposals should be prepared simply and economically, providing a straightforward, concise description of the bidder's ability to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.

NOTE: ALL PRICES ARE TO BE PROVIDED IN A SEPARATE EMAIL OR SEALED ENVELOPE LABELED AS PRICING INFORMATION.

5.2 Proposals should be limited to 50 pages. Additional material may be presented as exhibits to the main proposal.

5.3 The proposal will be evaluated on a one hundred (100) point scale with points assigned as outlined below.

Vendors failing to score at least 70% or 49 points for Sections 6.4.1 and 6.4.2 will not be considered to have met the minimum acceptable score. Any vendor not meeting the minimum acceptable score will NOT have their prices opened and will NOT be considered for award of the bid.

5.3.1 Qualifications, Experience and Company Background – 40 points

Responses to Section 4 will be reviewed and evaluated here.

5.3.2 Services – 30 points

Responses to Section 2 and 3 will be reviewed and evaluated here.

5.3.3 Price – 30 points – The low bid will receive the full 30 points. Each higher bid will receive a percentage of the 30 points on a ratio basis compared to the low bid cost.

5.4 Award will be made to the bidder receiving the highest point total.

5.5 In the event that mutually acceptable terms cannot be reached within a reasonable period of time, with the highest ranked bidder, the state reserves the right to undertake negotiations with the next highest ranked bidder and so on until mutually acceptable terms can be reached.

5.6 Award will also be contingent upon approval from the West Virginia Regional Technology Park of the proposed signage.

