

Clark County-Springfield Transportation Coordinating Committee  
Bid Specification  
Ohio Historic National Road – Interpretive Signage Project

## **BID SOLICITATION**

Clark County-Springfield Transportation Coordinating Committee  
Ohio Historic National Road – Interpretive Signage Project

### **For Service Provision**

February 1, 2010 – June 30, 2010

Offered by

**Clark County-Springfield Transportation Coordinating Committee**  
**3130 E. Main St., Suite 2A**  
**Springfield, Ohio 45505**  
**937-521-2135**

**Deadline for Bid Submission is Tuesday, January 22, 2010**  
**REQUESTS TO EXTEND DEADLINE WILL NOT BE GRANTED**

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**Purpose**

The Clark County-Springfield Transportation Coordinating Committee (hereinafter CCSTCC) in coordination with the Ohio National Road Association (hereinafter ONRA) is soliciting bids for a production firm that can provide twenty (20) full color, all-weather interpretive kiosk-style signs to be placed along the Historic National Road in Ohio. Firm selection criteria will be based upon qualifications, experience, schedule availability, cost per unit and overall merit of the bid.

**Background**

In 2007 and 2008, the CCSTCC and ONRA contracted with a graphic arts consultant to provide content for all-weather interpretive kiosks to be placed along the Historic National Road in Ohio. Today, twenty (20) are ready to be commissioned and forty (40) more are in production.

**Objective of the Project**

To obtain twenty (20) interpretive signs and unit price for additional signs as needed.

**Anticipated Procurement Timetable**

<b><u>Date</u></b>	<b><u>Event/Activity</u></b>
January 1, 2010	CCSTCC releases Bid Specifications to potential bidders; Q&A period opens - Bidders may submit inquiries for project clarification
January 13, 2010	Q&A Period Closes 1:00 p.m. (for inquiries for Bid clarification) - No further inquiries for Bid clarification will be accepted
January 15, 2010	CCSTCC provides Final Q&A clarification document
January 22, 2010	<b>Deadline for Bidders to Submit Bid to CCSTCC (2:00 p.m.)</b> - This is the bid opening date, beginning of the CCSTCC process of bid review
January 26, 2010	Bid Review Team makes final recommendation.
February 2, 2010	Letter of intent to award contract issued by CCSTCC.
February 8, 2010	Service provision begins.
March 15, 2010	Shipment of work to date.
May 7, 2009	Final shipment sent.

CCSTCC reserves the right to revise this schedule in the best interest of the Clark County-Springfield Transportation Coordinating Committee and/or to comply with the Clark County procurement procedures and regulations and after providing reasonable notice.

### **Internet Question & Answer Period; Bid Clarification Opportunity**

Bidders may ask clarifying questions regarding this Bid via email during the Q&A Period. To ask a question, bidders must submit all questions in writing, via email, to [lagresta@clarkcountyohio.gov](mailto:lagresta@clarkcountyohio.gov) prior to the closing time and date for the Question & Answer Period.

CCSTCC will not respond to any questions submitted after **1:00 p.m.** on the date the Q&A period closes.

CCSTCC responses to all questions asked via email will be posted on the Internet website dedicated to this Bid, ([www.clarktcc.com/](http://www.clarktcc.com/) & [www.ohionationalroad.org/](http://www.ohionationalroad.org/)) for reference by all bidders. Bidders asking questions will also receive personalized or individual email responses. Clarifying questions asked and CCSTCC responses to them comprise the “CCSTCC Q&A Document” for this Bid.

Should bidders experience technical difficulties accessing either the CCSTCC or ONRA website where the Bid and its related documents are published, they may contact [lagresta@clarkcountyohio.gov](mailto:lagresta@clarkcountyohio.gov).

### **Contract Period**

CCSTCC is seeking to contract with a bidder to commission twenty (20) interpretive signs for the period February 1, 2010 to June 30, 2010. It is expected that the bidder submit all completed interpretive signs by May 7, 2010 and by no means exceed the contract period date, June 30, 2010. Unit-price signage purchases may extend this contract through June 30, 2011 and all following transactions will be initiated by the CCSTCC.

### **Termination Clause**

CCSTCC may terminate any contract entered into when it is determined by CCSTCC in its best interest to do so, by giving at least thirty (30) days advance notice, in writing, to the Contractor. The Contractor shall be entitled to receive just and equitable compensation for any services satisfactorily performed hereunder through the date of termination.

## **BIDDER SELECTION CRITERIA**

### **Overview of Criteria**

Bidder selection will be based on the following criteria:

- A. Qualifications
- B. Experience in providing similar services
- C. Schedule availability
- D. Cost per unit
- E. Overall merit of the bid

## **SCOPE OF WORK & SPECIFICATIONS OF DELIVERABLES**

### **Scope of Work/Tasks**

- A. *Review of Sign Content for 20 signs.*** All signs are created in Adobe InDesign Creative Suite 3. They will be submitted to the bidder in either an InDesign or Portable Document File format.
- B. *Request and Verification of all needed subfiles or graphics needed.*** Should the bidder need better quality image files (.tif or .jpg) to provide a clear image on the interpretive signs they may request them from the CCSTCC.
- C. *Provide a sample.*** Prior to commission of all signs, one sign must be commissioned as a sample for review by the CCSTCC.
- D. *Commission twenty (20) interpretive signs.*** Ship the CCSTCC on scheduled shipping dates.
- E. *CCSTCC signage inventory.*** CCSTCC staff will verify that all interpretive signs have been received and that all hardware parts to each sign are present.
- F. *Additional unit price orders.*** CCSTCC reserves the right to purchase additional signs through this contract at the unit price through June 30, 2011.

### **Specification of Deliverables**

The following guidelines are the specifications that the CCSTCC is looking for in the production of each sign. The CCSTCC would like the design and fabrication of one 24"x36"x1/2" high pressure laminate sign, eight inserts, mounted on two 3"x3"x4.5' dark bronze anodized aluminum posts with mounting plates and hardware. Content and graphic references will be provided. The signs should also be weather and vandal proof. The photo on the following page is an example of one of the completed signs.



## **BID CONSTRUCTION AND OTHER REQUIREMENTS**

### **Bid Deadline & Submission Location**

The bid is due by 2:00pm on January 12, 2010 to the CCSTCC offices located at 3130 East Main Street (National Road), Suite 2A, Springfield, Ohio 45505.

### **Bid Construction**

All Bids must have the following construction or they will be subject to disqualification:

1. ***Statement of Qualifications.*** This can be a letter document the firms experience and capabilities.
2. ***3 professional project references with contact information.***
3. ***Sample Materials/ Photos of previous work.***
4. ***Anticipated Project Schedule.***
5. ***Attachment A Bidder Assurances Form.***
6. ***Attachment B Bid Fee Form Completed.*** This must include the unit-cost for this project and additional signs.

### **Bid Fee Form – Attachments A & B**

All bids must use these forms. This requirement allows for uniformity in bids.

### **Declaration of Material Assistance Requirements**

Any bidder responding to any CCSTCC Bid, or any other procurement opportunity, is required to provide certification that the bidder has not provided material support or resources to any organization listed on the “Terrorist Exclusion List” (TEL) maintained by the U.S. Department of State. The Declaration of Material Assistance Form, which can be accessed at

[http://www.homelandsecurity.ohio.gov/DMA\\_Terrorist/HLS\\_0038\\_Contracts.pdf](http://www.homelandsecurity.ohio.gov/DMA_Terrorist/HLS_0038_Contracts.pdf) must be printed, completed, and signed by the interested proposer’s authorized representative, and returned to CCSTCC as a component of the bidder technical proposal/bid. Failure to properly complete the form or to provide it as part of the proposal submitted to CCSTCC may result in the disqualification of the bidder’s proposal from consideration.

Bidders may access the TEL from the Ohio Homeland Security Office website, located at [http://www.homelandsecurity.ohio.gov/DMA\\_Terrorist/terrorist\\_exclusion\\_list.pdf](http://www.homelandsecurity.ohio.gov/DMA_Terrorist/terrorist_exclusion_list.pdf) or via e-mail to [dma-info@dps.state.oh.us](mailto:dma-info@dps.state.oh.us) for the current list of excluded organizations and additional information.

### **Subcontractor Identification and Participation Information**

Any bidders proposing to use a subcontractor for any part of the work described in this Bid must clearly identify the subcontractor(s) and their tasks in their proposals. The proposal must include a letter from the proposed subcontractor(s), signed by a person authorized to legally bind the subcontractor, indicating the following:

1. The subcontractor’s legal status, federal tax ID number, and principle business address;
2. The name, phone number, and fax number of a person who is authorized to legally bind the subcontractor to contractual obligations;
3. A complete description of the work the subcontractor will do;
4. A commitment to do the work, if the bidder is selected;
5. A statement that the subcontractor has read and understands the Bid, the nature of the work, and the requirements of the Bid.

### **Bid Clarifications**

CCSTCC reserves the right to request clarifications from bidders of any information in their Bid and may request such clarification as it deems necessary at any point in the proposal review process.

**Caveats**

**CCSTCC is under no obligation to issue a contract as a result of this solicitation if, in the opinion of CCSTCC and the bid review team, none of the proposals are responsive to the objectives and needs of CC-STCC. CC-STCC reserves the right to not select any bidder should CC-STCC decide not to proceed. Changes in this RFP of a material nature will be provided via the agency website. All bidders are responsible for obtaining any such changes without further notice by CC-STCC.**

**ATTACHMENT A**  
**Bidder Assurances Form**

**Purpose:** The Clark County-Springfield Transportation Coordinating Committee (CCSTCC) requires the following information on bidders who submit proposals or bids in response to this solicitation or other competitive opportunity in order to facilitate the development of the contract (or finalization of a purchase) with the selected bidder. CCSTCC reserves the right to reject any proposal if this information is not provided fully, accurately, and by the deadline set by CC-STCC. Further, some of this information (as identified below) **must** be provided in order for CCSTCC to accept and consider a proposal/bid. **Failure to provide such required information will result in the proposal’s immediate disqualification.**

**Instructions:** Provide the following information regarding the bidder submitting the proposal or bid. Bidders must print this attachment, complete and sign it and include it in their proposals. It is mandatory that the information provided is certified with an original signature from a person with authority to represent the bidder. Bidders are to provide this completed and signed form as a component of their original proposal, according to instructions in the RFP for proposal/bid composition.

**Bidders must provide all information**

<b>1. CC-STCC RFP #:</b>	<b>2. Proposal Due Date:</b>
<b>3. Bidder Name:</b>  (legal name of the bidder – person or organization – to whom contract/purchase payments would be made)	<b>4. Bidder Federal Tax ID #:</b>  (this number MUST correspond with the name in Item #3)
<b>5. Bidder Corporate Address:</b>	<b>6. Bidder Remittance Address: (or “same” if as same as Item #5)</b>
<b>7. Print or type information on the bidder representative/contact person <u>authorized to answer questions on the proposal/bid:</u></b> <b>Bidder Representative:</b> <b>Representative’s Title:</b> <b>Address:</b> <b>Phone #:</b> <b>Fax #:</b> <b>E-Mail:</b>	
<b>8. Print or type the name of the bidder representative <u>authorized to address contractual issues, including the authority to execute a contract on behalf of the bidder, and to whom legal notices regarding contract termination or breach, should be sent</u> (if not the same individual as in #7, provide the following information on each such representative and specify their function):</b> <b>Bidder’s Representative:</b> <b>Representative’s Title:</b> <b>Address:</b> <b>Phone #:</b> <b>Fax #:</b> <b>E-Mail:</b>	

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I recognize that I must give assurances for each item below. If I cannot, I will explain why the assurances were not met or this proposal will be automatically rejected. The assurances are:

1. We affirm that, as applicable, no party listed in Division I or J of Section 3517.13 of the Ohio Revised Code or spouse of such party has made, as an individual, within the past two previous calendar years, one or more contributions totaling in excess of \$1,000 to the Governor of Ohio, to his campaign committees, to any member of the Clark County Board of Commissioners or their individual campaign committees.
2. I am authorized by my Board of Directors, Trustees, other legally qualified officer, or as the owner of this agency or business to submit this proposal.
3. We are not currently on any Federal, State of Ohio, or local Debarment List.
4. We included in our proposal a copy of our most recently completed financial audit confirming that we are fiscally solvent.
5. We have, or will have: all of the fiscal control and accounting procedures needed to ensure that contract funds will be used as required by law and contract.
6. We have additional funding sources and will not be solely dependent on any funds awarded through a contract as a result of this Bid.
7. **We will meet all applicable Federal, State and Local compliance requirements.** These include, but are not limited to:
  - Records accurately reflect actual performance.
  - Maintaining record confidentiality, as required.
  - Reporting financial, participant, and performance data, as required.
  - Complying with Federal and State non-discrimination provisions.
  - Meeting requirements of **Section 504 of the Rehabilitation Act of 1973.**
  - Meeting all applicable labor laws, including Child Labor Law standards.
  - Drug Free Workplace

**We will not:**

- Use contract funds to assist, promote or deter union organizing.
- Use contract funds in the construction, operation or maintenance of any part of a facility to be used for sectarian instruction or religious worship.

**I hereby assure that all of the above are true:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Title

**ATTACHMENT B**  
**Bid Fee Form**

**Company Name:** \_\_\_\_\_

Item	Unit Cost	Units	Sub Total
Signage Materials & Hardware		20	
Signage Printing		20	
Signage Labor		20	
Signage Shipping		20	
Other			
<b>TOTAL</b>			

*Additional Signage Single Unit Cost (All inclusive)	
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*\* Cost through June 30, 2011*