



REQUEST FOR PROPOSAL (RFP-2023001)

Mount Rogers Community Services is currently soliciting proposals for exterior facility signage at 14 separate locations. The signage will range in several types, sizes, and illumination options. All signage specifications can be found in scope of work for RFP-2023001.

RFP-2023001 (MRCS Exterior Facility Signage)

Issued: March 17th, 2023

Proposals are due by 4:00 p.m. on April 4th, 2023

Proposal packages can be obtained from the link below. If anyone should have a problem obtaining bid package from the internet, please contact Procurement Manager/Bid Officer and other arrangements can be made.

https://www.mountrogers.org/wp-content/uploads/RFP_2023001.pdf

Proposals should be delivered or mailed to receptionist and labeled as follows:

Mount Rogers Community Services (RFP-2023001)
770 West Ridge Road
Wytheville, Va. 24382
Attention: Procurement Officer

***Mount Rogers CS reserves the right to reject any or all bids.**

Proposals received after deadline will be rejected.

Signature:

TABLE OF CONTENTS

	<u>PAGE</u>
I. <u>COVERSHEET</u>	1
II. <u>TABLE OF CONTENTS</u>	2
III. <u>INVITATION FOR BIDS (RFP) #RFP-2023001</u>	3
IV. <u>SCOPE OF WORK/SPECIFICATIONS</u>	4
V. <u>PREBID CONFERENCE</u>	5
VI. <u>RFP INSTRUCTIONS & REQUIREMENTS</u>	6
VII. <u>GENERAL/SPECIAL TERMS AND CONDITIONS</u>	7
VIII. <u>PRICING SCHEDULE</u>	8
IX. <u>METHOD OF PAYMENT</u>	9
X. <u>ATTACHMENTS</u>	10
XI. <u>AWARD OF SOLICITATION</u>	11

**REQUEST FOR PROPOSAL
(RFP-2023001)**

Issue Date: 3/17/2023

RFP# 2023001

Title: Exterior Signage for 14 Mount Rogers Community Services Facilities

Commodity Code: 80166, 80184, 80186, 80189

Issuing Agency:

Mount Rogers Community Services (MRCS)
770 West Ridge Road
Wytheville, Va. 24382

Using Agency And/or Location
Where Work Will Be Performed:

See Scope of Work

Period of Contract: From April 4th, 2023 Through June 30, 2023 (*The contract shall have all items completed by the end of MRCS fiscal year, ending on the last day of June).

Proposals Will Be Received Until April 4th, 2023 @ 4:00 pm

For Furnishing the Goods/Services Described Herein and Then Opened in Public.

All Inquiries for Information Should Be Directed To: paul.jones@mountrogers.org Phone: (276) 223-3200 x3279.

IF PROPOSALS ARE MAILED, SEND DIRECTLY TO ISSUING AGENCY SHOWN ABOVE. IF BIDS ARE HAND DELIVERED, DELIVER TO:

<u>770 West Ridge Road</u>	<u>E.W. Cline JR</u>	<u>1st</u>	<u>Main Receptionist</u>
Street Address	Building	Floor	Room No.

In compliance with this Request For Proposals (RFP) and all conditions imposed in this RFP, the undersigned firm hereby offers and agrees to furnish all goods and services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation, and the undersigned firm hereby certifies that all information provided below and, in any schedule, attached hereto is true, correct, and complete.

* Virginia Contractor License No. _____
Class: _____ Specialty Codes: _____

* DSBSD-certified Small Business No. _____

Name and Address of Firm:

Zip Code: _____

Date: _____
By: _____
(Signature In Ink)

eVA Vendor ID or DUNS #: _____

Name: _____
(Please Print)

Fax Number: () _____

Title: _____

E-mail Address: _____

Telephone Number: () _____

Note: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, sexual orientation, gender identity, political affiliation, or veteran status or any other basis prohibited by state law relating to discrimination in employment. Faith-based organizations may request that the issuing agency not include subparagraph 1.e in General Terms and Condition C. Such a request shall be in writing and explain why an exception should be made in that invitation to bid or request for proposal.

SCOPE OF WORK

Issue Date: 3/17/2023

RFP# 2023001

SCOPE OF WORK:

Exterior signage replacement/new for 14 MRCS facilities. MRCS facilities are located in Bland, Carroll, Grayson, Smyth and Wythe Counties as well as the city of Galax. Work consists of the installation of signage for 13 separate facilities. The signs will be consistent with MRCS logo/branding but will be different in size, type, and illumination. An attachment to this solicitation is the **Scope of Work Spreadsheet**. This spreadsheet contains all details needed for the submittal of proposals.

1. Please provide pricing estimate for each facility sign.
2. Please provide 3 references and examples from previous work completed (drawings/photos/dimensions, etc.).
3. Please provide Lead Time and any projected maintenance this should include any repairs that could be forecasted for future cost.

Note: Pricing shall be listed in the provided Pricing Schedule Document.

Signature: _____

PREBID CONFERENCE

Issue Date: 3/17/2023

RFP# 2023001

PREBID CONFERENCE: N/A.

NO PREBID Conference will be held for this procurement.

Signature: _____

INSTRUCTIONS / REQUIREMENTS

Issue Date: 3/17/2023

RFP# 2023001

BID INSTRUCTIONS:

-All items listed under required attachments need to be included in proposal. Please make sure all items have been signed that require a signature or initial.

-Proposals shall be submitted in a suitable mailing envelope and addressed/label appropriately(see cover sheet).

Required Attachments:

1. Request For Proposal/Coversheet (signed/initialed).
2. Request For Proposal RFP-2022001 (signed/initialed).
3. Invitation to Bid (Document)
4. Scope of Work/Specifications (signed/initialed).
5. Pre-Bid Conference (signed/initialed).
6. Request For Proposal Instructions & Requirements (signed/initialed).
7. General/Special Terms & Conditions (signed/initialed).
8. Pricing Schedule- (signed/initialed/Use for cost calculations).
9. Method of Payment (signed/initialed).
10. Attachments with listed attachments (signed/initialed).

No additional attachments required only items 1-9 (signed/initialed).

Questions: Any questions concerning conditions, specifications or requirements shall be directed to the MRCS Procurement Officer via email: paul.jones@moungrogers.org

Signing below signifies all required attachments are included. If you have excluded any of the attachments (1-9) please list which ones and the reason why below.

Not Included in bid package:

Signature: _____

GENERAL / SPECIAL TERMS & CONDITIONS

Issue Date: 3/17/2023

RFP# 2023001

GENERAL TERMS & CONDITIONS: N/A for this procurement.

General terms and conditions can be provided upon request or can be obtained from link below:

<https://dgs.virginia.gov/procurement/policy-consulting--review/policy/>
(APASM - APPENDIX B, SECTION I)

***Mount Rogers CS reserves the right to reject any or all bids.**

Any questions please contact MRCS Procurement Officer.

Email: paul.jones@mountrorgers.org

SPECIAL TERMS & CONDITIONS: N/A for this procurement.

Special Terms and conditions can be provided upon request or can be obtained from link below:

<https://dgs.virginia.gov/procurement/policy-consulting--review/policy/>
(APASM - APPENDIX B, SECTION I)

***Mount Rogers CS reserves the right to reject any or all bids.**

Any questions please contact MRCS Procurement Officer.

Email: paul.jones@mountrorgers.org

Signature: _____

SCOPE OF WORK SPREADSHEET

Note: Please provide pricing, (drawings/photos/dimensions) along with 3 references. Also provide, Lead Time and any projected maintenance and repairs that could be forecasted for future cost. Pricing can be listed in the provided Pricing Schedule Document.

Issue Date: 3/17/2023

Page 1 of 2
RFP# 2023001

Location	Address	Size/Type/Description
CARROLL CENTER	3545 CARROLLTON PIKE, WOODLAWN	Free standing 6x8 wrisco, double-sided, between building and road if allowed
E. W. CLINE JR. BUILDING	770 W. RIDGE ROAD, WYTHEVILLE	Building signs - All signs to be weather and heat proof - 4x6 Wrisco wall mount Administrative Offices Downstairs, Counseling Center Services Upstairs, Retaining Wall 4 1/2 x5 Wrisco, 8x5 Wrisco sign to indicate counseling center upstairs (brick to the left), Parking lot entrance and exit signs - repaint and reletter
EVERGREEN	1089 TERRACE DRIVE, MARION	Free standing 6x8 wrisco, double-sided, between building and road if allowed, directional sign for parking at back entrance
GRAHAM'S FORGE BLDG	4419 E. LEE HIGHWAY, MAX MEADOWS	Non-lit double-sided monument sign - Medium to large 8x8 approximately
GRAYSON YOUTH AND FAMILY SERVICES	108 BEDWELL ST., INDEPENDENCE	Non-lit double-sided monument sign - Medium to large 8x8 approximately
RIVERCHASE	121 BROAD STREET, MARION	Building sign above main entrance, possibly hanging sign 2-sided hanging outwards, Small "V" shaped monument non-lit sign 6x6 approximately, parking sign for the lot across the street
SMYTH COUNTY IDC	271 MOUNTAIN EMPIRE ROAD, ATKINS	Keep masonry and power wash it, Wrisco sign with new metal frame 8.5x5.5 approximately
TREMOUGH CENTER	120 TREMOUGH DRIVE, WYTHEVILLE	Non-lit double-sided monument sign - Medium to large 8x8 approximately
TWIN COUNTY/GALAX CAMPUS	816 GLENDALE ROAD, GALAX	Triangle or "V", Push-through lighted XL monument sign 12x12 approximately (each side), directional signs, entrance signs with services, staff entrance building signs, clings on entry doors
TWIN COUNTY/GALAX IDC	494 INDUSTRIAL PARK DRIVE, HILLSVILLE	Keep masonry and power wash it, Wrisco sign with new metal frame 8.5x5.5 approximately
WEST RIDGE MEDICAL CENTER	710 W. RIDGE ROAD, WYTHEVILLE	Remove all signage on the exterior of the building, refurbish existing road sign with permanent MRCS sign and semi permanent signage for renters that can be removed if they vacate the building (take off green cap on sign and install finishing cap, paint sign navy, MRCS and address on top of sign with renters below), faux stone overlay of existing sign to match Wythe Campus sign, signage for doors to include renters
WYTHE CRISIS CARE CENTER	750 WEST RIDGE ROAD, WYTHEVILLE	Wall-mounted wrisco, 8x5 approximately
WYTHE HOUSE	2095 N. FOURTH STREET, WYTHEVILLE	Non-lit double-sided monument sign - Medium to large 8x8 approximately
WYTHE YOUTH AND FAMILY SERVICES	540 W. MAIN ST., WYTHEVILLE	Tall monument sign, pushed back from road for visibility, double-sided, non-lit

Signature: _____

PRICING SCHEDULE

Issue Date: 3/17/2023

RFP# 2023001

Pricing Schedule: MRCS Exterior Signage (14) Facilities

Facility	Description	Cost
CARROLL CENTER	Free standing 6x8 wrisco, double-sided, between building and road if allowed	\$
E. W. CLINE JR. BUILDING	Building signs - All signs to be weather and heat proof - 4x6 Wrisco wall mount Administrative Offices Downstairs, Counseling Center Services Upstairs, Retaining Wall 4 1/2 x5 Wrisco, 8x5 Wrisco sign to indicate counseling center upstairs (brick to the left), Parking lot entrance and exit signs - repaint and reletter	\$
EVERGREEN	Free standing 6x8 wrisco, double-sided, between building and road if allowed, directional sign for parking at back entrance	\$
GRAHAMS FORGE BLDG	Non-lit double-sided monument sign - Medium to large 8x8 approximately	\$
GRAYSON YOUTH AND FAMILY SERVICES	Non-lit double-sided monument sign - Medium to large 8x8 approximately	\$
RIVERCHASE	Building sign above main entrance, possibly hanging sign 2-sided hanging outwards, Small "V" shaped monument non-lit sign 6x6 approximately, parking sign for the lot across the street	
SMYTH COUNTY IDC	Keep masonry and power wash it, Wrisco sign with new metal frame 8.5x5.5 approximately	\$
TREMOUGH CENTER	Non-lit double-sided monument sign - Medium to large 8x8 approximately	\$
TWIN COUNTY/GALAX CAMPUS	Triangle or "V", Push-through lighted XL monument sign 12x12 approximately (each side), directional signs, entrance signs with services, staff entrance building signs, clings on entry doors	\$
TWIN COUNTY/GALAX IDC	Keep masonry and power wash it, Wrisco sign with new metal frame 8.5x5.5 approximately	\$
WEST RIDGE MEDICAL CENTER	Remove all signage on the exterior of the building, refurbish existing road sign with permanent MRCS sign and semi permanent signage for renters that can be removed if they vacate the building (take off green cap on sign and install finishing cap, paint sign navy, MRCS and address on top of sign with renters below), faux stone overlay of existing sign to match Wythe Campus sign, signage for doors to include renters	\$
WYTHE CRISIS CARE CENTER	Wall-mounted wrisco, 8x5 approximately	\$
WYTHE HOUSE	Non-lit double-sided monument sign - Medium to large 8x8 approximately	\$
WYTHE YOUTH AND FAMILY SERVICES	Tall monument sign, pushed back from road for visibility, double-sided, non-lit	\$

Signature: _____

METHOD OF PAYMENT

Issue Date: 3/17/2023

RFP# 2023001

METHOD OF PAYMENT:

Payments will be made from Mount Rogers Community Services when goods/services have been delivered or a percentage of payment(50%) can be made when goods are ordered and remainder of payment to be made when goods arrive on site. Invoices shall be submitted to Mount Rogers Community Services, 770 West Ridge Road, Wytheville, Va. 24382. Payment for invoices will be in check form and mailed to the address supplied by contractor/vendor.

Signature: _____

ATTACHMENTS

Issue Date: 3/17/2023

RFP# 2023001

ATTACHMENTS:

Please provide pricing, (drawings/photos/dimensions) along with 3 references. Also provide, Lead Time and any projected maintenance and repairs that could be forecasted for future cost. Items 1-10 listed on RFP Instructions & Requirements sheet signed/initialed).

Signature: _____

AWARD OF SOLICITATION

Issue Date: 3/17/2023

RFP# 2023001

AWARD CRITERIA:

An award will be made to the responsive and responsible bidder meeting the requirements of the proposal. Evaluation of this proposal will involve the below criteria. Mount Rogers Community Services reserves the right to reject any and all bids in whole or in part, to waive any informality, and to delete items prior to making an award.

<u>FOR GOODS</u>	<u>POINT VALUE</u>
1. Price.	30
2. Design elements to match existing MRCS signage.	25
3. Lead Time.	25
4. Durability, maintenance & repairability of signs.	10
5. References.	10
TOTAL	<u>100</u>

Signature: _____