



# VCU Procurement Services

June 26th, 2023

Fast Signs  
Attn: Rob White 532  
E Main St Richmond,  
Virginia 23219-2408

RE: Contract #: 776490AZ-01  
Extension

## Business Services And Treasurer

Procurement Services  
University Purchasing

10 South 6<sup>th</sup> Street, Suite 200  
P.O. Box 980327  
Richmond, Virginia 23298-0327

804 828-1077  
Fax: 804 828-7837  
TDD: 1-800-828-1120  
[www.vcu.edu/procurement](http://www.vcu.edu/procurement)

Dear Mr. White:

Your firm's contract with Virginia Commonwealth University (VCU) for Wall Graphics and Signage expires on 6/30/2023. VCU wishes to extend this contract through July 28, 2023 to provide additional time to conduct the RFP process.

Your signature constitutes your firm's acceptance of this extension, to include the optional use language and the eVA registration requirement provisions below.

### OPTIONAL USE CONTRACT:

This contract is an optional use, requirements based contract. VCU is in no way required to make purchases from the Contractor and may, in its sole discretion, purchase the identical and/or similar goods/services from other sources. Services shall be provided in accordance with the contract through July 28, 2023.

Pricing remains the same as the previous contract period.

— Attached is the revised pricing in accordance with the contract terms.

— By signing and submitting this contract renewal letter Contractor certifies that it will maintain the insurance coverages required at the time the contract was awarded. At renewal, Contractor shall have a new Certificate of Insurance listing VCU as the "Additional Insured", citing the contractor's name and contract number, mailed to VCU Risk Management, P.O. Box 843040, Richmond, VA.

Please return this document to me as soon as possible. Your response may be emailed to me at [bschuler@vcu.edu](mailto:bschuler@vcu.edu).

Sincerely,

Brian Schuler  
Senior Buyer

Contract #: 776490AZ-01

**RESPONSE:**

Fast Signs  
Name of Firm





Signature

John R White  
Name Printed

Garrett Ford

Title

President

Date

6/27/23



# VCU Procurement Services

January 19, 2023

Fast Signs  
Attn: Rob White  
532 E Main St  
Richmond, Virginia  
23219-2408  
RE: Contract #: 776490AZ-01  
Extension

**Business Services  
And Treasurer**

Procurement Services  
University Purchasing

10 South 6<sup>th</sup> Street, Suite 200  
P.O. Box 980327  
Richmond, Virginia 23298-0327

804 828-1077  
Fax: 804 828-7837  
TDD: 1-800-828-1120  
[www.vcu.edu/procurement](http://www.vcu.edu/procurement)

Dear Mr. White:

Your firm's contract with Virginia Commonwealth University (VCU) for Wall Graphics and Signage expires on 2/15/2023. VCU wishes to extend this contract through June 30, 2023 to provide additional time to conduct the RFP process.

Your signature constitutes your firm's acceptance of this extension, to include the optional use language and the eVA registration requirement provisions below.

**OPTIONAL USE CONTRACT:**

This contract is an optional use, requirements based contract. VCU is in no way required to make purchases from the Contractor and may, in its sole discretion, purchase the identical and/or similar goods/services from other sources. Services shall be provided in accordance with the contract through June 30, 2023.

- Pricing remains the same as the previous contract period.
- Attached is the revised pricing in accordance with the contract terms.
- By signing and submitting this contract renewal letter Contractor certifies that it will maintain the insurance coverages required at the time the contract was awarded. At renewal, Contractor shall have a new Certificate of Insurance listing VCU as the "Additional Insured", citing the contractor's name and contract number, mailed to VCU Risk Management, P.O. Box 843040, Richmond, VA.

Please return this document to me as soon as possible. Your response may be emailed to me at [bschuler@vcu.edu](mailto:bschuler@vcu.edu).

Sincerely,

Brian Schuler  
Senior Buyer

Contract #: 776490AZ-01

**RESPONSE:**

Fast Signs  
Name of Firm

  
Signature

John R White  
Name Printed

President  
Title

1-26-2023  
Date





# VCU Procurement Services

Date: January 3rd, 2022

Fast Signs

RE: Contract #: : 7764902AZ-01  
Renewal No.: 3 of 3

**Procurement Services**  
University Purchasing

912 W Grace Street, 5<sup>th</sup> Floor  
Box 980327  
Richmond, Virginia 23284

804 828-1077  
Fax: 804 828-7837  
TDD: 1-800-828-1120  
[www.vcu.edu/procurement](http://www.vcu.edu/procurement)

Dear Mr. White:

Your firm's contract with Virginia Commonwealth University (VCU) for Signage expires on February 15, 2022. VCU intends to exercise the renewal of this contract in accordance with Contract 7764902AZ-01:

Your signature constitutes your firm's acceptance of this renewal, to include the optional use language and the eVA registration requirement provisions below.

## **OPTIONAL USE CONTRACT:**

This contract is an optional use, requirements based contract. VCU is in no way required to make purchases from the Contractor and may, in its sole discretion, purchase the identical and/or similar goods/services from other sources. Any estimates/quantities identified on a purchase order issued against this contract do not represent a purchase commitment by VCU. Services shall be provided in accordance with the contract for the renewal period: February 16, 2022 through February 15, 2023.

- Pricing remains the same as the previous contract period.
- Attached is the revised pricing in accordance with the contract terms.
- By signing and submitting this contract renewal letter Contractor certifies that it will maintain the insurance coverages required at the time the contract was awarded. At renewal, Contractor shall have a new Certificate of Insurance listing VCU as the "Additional Insured", citing the contractor's name and contract number, mailed to VCU Risk Management, Box 843040, Richmond, VA.

Please return this document to me no later than February 15, 2022. Your response emailed to me at [bschuler@vcu.edu](mailto:bschuler@vcu.edu). If you have any questions, please contact me at (804) 628-2878.

Sincerely,

Brian Schuler,  
Senior Buyer

Contract #: 7764902AZ-01

**RESPONSE:**

Fast Signs

\_\_\_\_\_  
Name of Firm

*John R. White*  
\_\_\_\_\_  
Signature

John R. White  
\_\_\_\_\_  
Name Printed

President  
\_\_\_\_\_  
Title

1/6/2022  
\_\_\_\_\_  
Date



# VCU Procurement Services

Date: February 11, 2021

Fast Signs

RE: Contract #: : 7764902AZ-01  
Renewal No.: 2 of 3

**Procurement Services**  
University Purchasing

912 W Grace Street, 5<sup>th</sup> Floor  
Box 980327  
Richmond, Virginia 23284

804 828-1077  
Fax: 804 828-7837  
TDD: 1-800-828-1120  
[www.vcu.edu/procurement](http://www.vcu.edu/procurement)

Dear Mr. White:

Your firm's contract with Virginia Commonwealth University (VCU) for Signage expires on February 15, 2021. VCU intends to exercise the renewal of this contract in accordance with Contract 7764902AZ-01:

Your signature constitutes your firm's acceptance of this renewal, to include the optional use language and the eVA registration requirement provisions below.

## OPTIONAL USE CONTRACT:

This contract is an optional use, requirements based contract. VCU is in no way required to make purchases from the Contractor and may, in its sole discretion, purchase the identical and/or similar goods/services from other sources. Any estimates/quantities identified on a purchase order issued against this contract do not represent a purchase commitment by VCU. Services shall be provided in accordance with the contract for the renewal period: February 16, 2021 through February 15, 2022.

- Pricing remains the same as the previous contract period.
- Attached is the revised pricing in accordance with the contract terms.
- By signing and submitting this contract renewal letter Contractor certifies that it will maintain the insurance coverages required at the time the contract was awarded. At renewal, Contractor shall have a new Certificate of Insurance listing VCU as the "Additional Insured", citing the contractor's name and contract number, mailed to VCU Risk Management, Box 843040, Richmond, VA.

Please return this document to me no later than February 15, 2021. Your response emailed to me at [apzarembe@vcu.edu](mailto:apzarembe@vcu.edu). If you have any questions, please contact me at (804) 828-1072.

Sincerely,

Abigail Zarembe, CUPO  
Senior Buyer

Contract #: 7764902AZ-01

**RESPONSE:**

Fast Signs

Name of Firm

Signature

Name Printed

Title

Date

*John R. White*

John R. White

President

2/11/2021



# VCU Procurement Services

Date: March 10, 2020

Fast Signs

RE: Contract #: 7764902AZ-01  
Renewal No.: 1 of 3

**Procurement Services**  
University Purchasing

912 W Grace Street, 5<sup>th</sup> Floor  
Box 980327  
Richmond, Virginia 23284

804 828-1077  
Fax: 804 828-7837  
TDD: 1-800-828-1120  
[www.vcu.edu/procurement](http://www.vcu.edu/procurement)

Dear Mr. White:

Your firm's contract with Virginia Commonwealth University (VCU) for Signage expired on February 15, 2020. VCU intends to exercise the renewal of this contract in accordance with Contract 7764902AZ-01:

Your signature constitutes your firm's acceptance of this renewal, to include the optional use language and the eVA registration requirement provisions below.

## **OPTIONAL USE CONTRACT:**

This contract is an optional use, requirements based contract. VCU is in no way required to make purchases from the Contractor and may, in its sole discretion, purchase the identical and/or similar goods/services from other sources. Any estimates/quantities identified on a purchase order issued against this contract do not represent a purchase commitment by VCU. Services shall be provided in accordance with the contract for the renewal period: February 16, 2020 through February 15, 2021.

- Pricing remains the same as the previous contract period.
- Attached is the revised pricing in accordance with the contract terms.
- By signing and submitting this contract renewal letter Contractor certifies that it will maintain the insurance coverages required at the time the contract was awarded. At renewal, Contractor shall have a new Certificate of Insurance listing VCU as the "Additional Insured", citing the contractor's name and contract number, mailed to VCU Risk Management, Box 843040, Richmond, VA.

Please return this document to me no later than March 13, 2020. Your response emailed to me at [apzaremba@vcu.edu](mailto:apzaremba@vcu.edu). If you have any questions, please contact me at (804) 828-1072.

Sincerely,

Abigail Zaremba, CUPO  
Senior Buyer




Contract #: 7764902AZ-01

**RESPONSE:**

Fast Signs TREXLO Enterprises, LLC

Name of Firm

  
Signature

John R. White  
Name Printed

President  
Title

03/10/2020  
Date



# VCU Procurement Services

## COMMONWEALTH OF VIRGINIA STANDARD CONTRACT

**Contract Number: 7764902AZ-01**

This contract entered into date by Fast Signs, hereinafter called the "Contractor" and Commonwealth of Virginia, Virginia Commonwealth University, called the "Purchasing Agency".

**WITNESSETH** that the Contractor and the Purchasing Agency, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

**PERIOD OF THE PERFORMANCE:** From February 16, 2018 through February 15, 2020 with three (3) successive one (1) year renewal options.

**SCOPE OF CONTRACT:** The Contractor shall provide the goods to the Purchasing Agency as set forth in the Contract Documents.

The contract documents shall consist of:

- (1) This signed form;
- (2) The Request for Proposals #7764902AZ-dated 11/06/17 including
- (3) The Contractor's Proposal dated 12/05/2017; and

All of which documents are incorporated herein by reference. Any conflict or inconsistency between the incorporated documents shall be resolved by giving precedence in the following order 1.) This signed form, 2.) 7764902AZ, 3.) Contractor's proposal.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

**CONTRACTOR:**

Fast Signs TREXLO Enterprises, DBA FASTSIGNS  
 By: John R White Name Printed: JOHN R White  
 Date: 2/16/2018 Title: PRESIDENT

**PURCHASING AGENCY:**

Virginia Commonwealth University  
 By: Brenda Mowen Name Printed: Brenda Mowen  
 Date: 2/9/18 Title: Director of Procurement



**VCU** Procurement Services

# Request for Proposals

RFP #: 7764902AZ

RFP Title #: Wall Graphics and Signage

Issuing Agency: Virginia Commonwealth University

Issue Date: November 6<sup>th</sup>, 2017

Closing Date: December 6<sup>th</sup>, 2017 @ 11:00 AM



A VASCUPP Member Institution

**Request for Proposals RFP #7764902AZ**

**Issue Date:** November 6<sup>th</sup>, 2017

**Title:** Wall Graphics and Signage

**Send all Proposals To:** Virginia Commonwealth University  
RFP #7764902BA  
Attention: Abigail P. Zaremba  
912 W Grace St, 5th floor  
Richmond, Virginia 23284-0327

**Proposals Shall Be Received Until: December 6th, 2017 @ 11:00 AM**

**Direct ALL inquiries concerning this RFP to: Abigail P. Zaremba**  
**apzaremba@vcu.edu**

**Questions concerning this RFP must be received via email no later than: November 20<sup>th</sup>, 2017 @ 2:00 PM**

This Request for Proposals & any Addenda are posted on the eVa website at: <http://www.eva.virginia.gov>

HARD-COPY, ORIGINAL PROPOSALS MUST BE RECEIVED IN VIRGINIA COMMONWEALTH UNIVERSITY'S DEPARTMENT OF PROCUREMENT SERVICES ON OR BEFORE THE DATE AND TIME DESIGNATED ON THIS SOLICITATION. ELECTRONIC SUBMISSIONS AND FACSIMILE SUBMISSIONS WILL NOT BE ACCEPTED IN LIEU OF THE HARD-COPY, ORIGINAL PROPOSAL. VENDORS ARE RESPONSIBLE FOR THE DELIVERY OF THEIR PROPOSAL. PROPOSALS RECEIVED AFTER THE OFFICIAL DATE AND TIME WILL BE REJECTED. THE OFFICIAL DATE AND TIME USED IN RECEIPT OF RESPONSES IS THAT TIME ON THE CLOCK OR AUTOMATIC TIME STAMP IN THE DEPARTMENT OF PROCUREMENT SERVICES.

**IF PROPOSALS ARE HAND DELIVERED OR SENT BY FEDEX, UPS, OR ANY OTHER PRIVATE COURIER, DELIVER TO THE ADDRESS NOTED ABOVE: VIRGINIA COMMONWEALTH UNIVERSITY, RFP #7764902AZ, ATTENTION: Abigail P. Zaremba, 912 W. GRACE ST., 5<sup>TH</sup> FLOOR, RICHMOND, VA 23284-0327. IF USING US MAIL (NOT RECOMMENDED): IF PROPOSALS ARE MAILED VIA US MAIL, MAIL TO VIRGINIA COMMONWEALTH UNIVERSITY, RFP#7764902AZ, ATTN: Abigail P. Zaremba, BOX 980327, RICHMOND, VA 23298-0327. THE RFP NUMBER, DATE AND TIME OF PROPOSAL SUBMISSION DEADLINE, AS REFLECTED ABOVE, MUST CLEARLY APPEAR ON THE FACE OF THE RETURNED PROPOSAL PACKAGE.**

In Compliance With This Request for Proposals And To All Conditions Imposed Therein and Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Goods/Services Described Herein In Accordance With The Attached Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiation. Furthermore, The Undersigned Agrees Not To Start Any Work Relative To This Particular Solicitation Until A Resulting Formal Signed Purchase Order Is Received By The Contractor From University's Department of Procurement Services. Any Work Relative To This Request for Proposals Performed By The Contractor Prior To Receiving A Formal Signed Purchase Order Shall Be At The Contractor's Own Risk And Shall Not Be Subject To Reimbursement By The University.

**Signature below constitutes acknowledgement of all information contained through links referenced herein.**

**NAME AND ADDRESS OF COMPANY:**

_____	Date: _____
_____	By (Signature In Ink): _____
_____ Zip Code _____	Name Typed: _____
E-Mail Address: _____	Title: _____
Telephone: ( ____ ) _____	Fax Number: ( ____ ) _____
<b>Toll free, if available</b>	<b>Toll free, if available</b>
DUNS NO.: _____	FEI/FIN NO.: _____

REGISTERED WITH eVA: ( ) YES ( ) NO	SMALL BUSINESS: ( ) YES ( ) NO
VIRGINIA DSBSD CERTIFIED: ( ) YES ( ) NO	MINORITY-OWNED: ( ) YES ( ) NO
DSBSD CERTIFICATION #: _____	WOMEN-OWNED: ( ) YES ( ) NO

**A Pre-Proposal conference will not be held.**

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## **I. PURPOSE:**

The intent and purpose of this Request for Proposals (RFP) is to seek proposals for Wall Graphics and Signage goods/services for VCU Athletics and other departments on campus as needed.

The initial contract term shall be for two (2) year(s), with the option of up to three (3) one (1) year renewals, to be executed upon mutual signed agreement of both parties.

It is the intent of this solicitation and resulting contract(s) to allow for cooperative procurement, at the contractor's discretion. Accordingly, any public body, public or private health or educational institution or lead-issuing institution's affiliated foundations may access any resulting contract(s) if authorized by the contractor.

Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor(s), the resultant contract(s) may be extended to the entities indicated above to purchase at contract prices in accordance with contract terms. Upon request, the Contractor shall notify the lead-issuing institution in writing of any entities accessing the contract. No modification of this contract or execution of a separate contract is required to participate. The Contractor shall provide usage reports for all entities accessing the Contract upon request. Participating entities shall place their own orders directly with the Contractor(s) and shall fully and independently administer their use of the contract(s) to include contractual disputes, invoicing and payments without direct administration from the lead-issuing institution. The lead-issuing institution shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the contract. It is understood and agreed that the lead-issuing institution is not responsible for the acts or omissions of any entity, and will not be considered in default of the Agreement no matter the circumstances.

Use of this contract(s) does not preclude any participating entity from using other contracts or competitive processes.

Additional information on cooperative procurement is available at:

[http://documents.procurement.vcu.edu/purchasing/pdf\\_docs/forms/RFP\\_Website\\_Link\\_Cooperative\\_Procurement.pdf](http://documents.procurement.vcu.edu/purchasing/pdf_docs/forms/RFP_Website_Link_Cooperative_Procurement.pdf)

## **II. GOVERNING RULES:**

This solicitation is issued in accordance with the provisions of:

- A. Purchasing Manual for Institutions of Higher Education and their Vendors (<https://vascupp.org/hem.pdf>)
- B. Rules Governing Procurement of Goods, Services, Insurance, and Construction by a Public Institution of Higher Education of the Commonwealth of Virginia (<https://vascupp.org/rules.pdf>)

## **III. OPTIONAL USE CONTRACT:**

The resulting contract(s) will be an optional use contract. VCU is in no way required to make purchases from the Contractor and may in its sole discretion purchase the identical and/or similar goods/services from other sources. Any estimates/quantities contained herein do not represent a purchase commitment by VCU.

## **IV. THE UNIVERSITY:**

Information is available at:

[http://documents.procurement.vcu.edu/purchasing/pdf\\_docs/forms/RFP\\_Website\\_Link\\_The\\_University.pdf](http://documents.procurement.vcu.edu/purchasing/pdf_docs/forms/RFP_Website_Link_The_University.pdf)

## **V. BACKGROUND:**

Over the last several months, VCU Athletics has completed several graphics/signage projects. VCU Athletics seeks to also address future needs by establishing a term contract with multiple vendors.

## **VI. STATEMENT OF NEEDS:**

This Section describes VCU's requested goods and/or services and the areas to be addressed in Offeror's Proposal. Proposal response must be written in the same order as outlined below. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities. Emphasis should be placed on completeness and clarity of content. Failure to submit all information requested may result in the elimination of the Proposal from consideration. Proposals that are substantially incomplete or lack key information may be rejected by VCU. Please note that utilization of the words "shall" or "must" indicates a mandatory requirement.

### **A. General Requirements:**

1. The Contactor shall furnish, install, and provide all labor, tools, parts, materials, and supervision to ensure proper inside delivery and installation of all graphics/signage specified herein.
2. The Contractor shall be responsible for removal of existing signage/graphics and installation of any new signage. All items shall be assembled and ready for use, unless otherwise requested by VCU.
3. The Contractor should provide a catalog, website link, or pricelist of all products requested in Part 2 of the Pricing Schedule. Catalog, website, or pricelist pricing shall not be any higher than Offeror's most favored level of pricing.
4. The Contractor shall be responsible for taking all measurements prior to submitting their proposals, unless otherwise specified by VCU.
5. The Contractor shall be required to provide creative designs as needed.

## **VII. PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS:**

### **A. Instructions are as follows:**

1. In order to be considered for award, proposal submissions must contain, at minimum, the following:
  - a) Company Qualifications and Experience
  - b) Responses to all requirements listed in the Statement of Needs above
  - c) A list of three (3) references for whom similar services were provided, preferably institutions of higher education, or similarly-sized organizations.
  - d) Pricing Schedule as required in Section VIII
  - e) Samples: (If samples are not provided your proposal may be rejected as incomplete at VCU's discretion.)
    - (a) One (1) Vinyl Banner – As this is a sample please send small samples.
    - (b) One (1) Floor Decal - As this is a sample please send small samples.
  - f) Contractor Capabilities as required in Attachment IV, as well as any capabilities not listed.
  - g) SWaM documentation as required in Section IX.
  - h) Each firm should indicate in its proposal the firm's design capabilities.

- i) Information on the warranty associated with the product the firm is proposing and any extended warranty (include the price) that might be available.
2. Complete and return page 2 of the RFP. Proposals shall be signed by an authorized representative of the Offeror. By submitting a Proposal, Offerors certify that all information provided in response to the Request for Proposals is true and accurate. Failure to provide information required by this Request for Proposals will ultimately result in rejection of the Proposal.
3. Complete and return signed addenda acknowledgments (if applicable).
4. Submit one (1) original hard copy (paper) document of the entire Proposal, including all attachments and all proprietary information (see #7 below). Submit one (1) unsecured, electronic copy (on a disc or flash drive) of the entire Proposal including all attachments and **EXCLUDING ANY PROPRIETARY INFORMATION**. This disc or flash drive must be clearly marked on the outside that it **excludes** proprietary information.
5. Submit an unsecured electronic copy (on a disc or flash drive) of the entire Proposal, including all attachments and proprietary information.
6. All information requested must be submitted. Failure to submit all information requested may result in the University requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by the University, at the University's sole discretion.
7. If applicable, the outside of the Proposal must be marked to clearly denote proprietary information is contained in the documents. **Written notice of proprietary information must be submitted as the first page of the Offeror's Proposal.** Notice must specifically identify the applicable portions of the Offeror's Proposal that contain data or materials to be protected and shall state the reasons why protection is necessary. In addition, the specific (i.e. specific words, figures or paragraphs) proprietary or trade secret material submitted, must be identified on the applicable page(s) within the Offeror's Proposal, by some distinct method, such as highlighting, underlining, etc. **The classification of an entire Proposal document, line item prices and/or total Proposal prices as proprietary or trade secrets is not acceptable and may result in rejection and return of the Proposal, at the University's sole discretion.**
8. Invoicing and Payment: Firm must complete Appendix II which is available at: [http://documents.procurement.vcu.edu/purchasing/pdf\\_docs/forms/RFP\\_Website\\_Link\\_Appendix\\_2.pdf](http://documents.procurement.vcu.edu/purchasing/pdf_docs/forms/RFP_Website_Link_Appendix_2.pdf)
9. Communications regarding this Request for Proposals (RFP) shall be formal from the date of the issuance for this RFP, until either a Contractor has been selected or the University Procurement Services Department rejects all proposals. Formal communications shall be directed to the University Procurement Department only. Informal communications including but not limited to, request for information, comments or speculations, regarding this RFP to any University employee other than Procurement Services Department representative may result in the offending Offeror's Proposal being rejected.
10. Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to conduct an oral presentation of their proposal to VCU. Oral presentations are an option and may or may not be required. Should an oral presentation be required, VCU will designate the date and location for the presentation; the date is critical and alternative dates will not be available. Offerors who are invited to conduct an oral presentation shall include the individual(s) who would be the primary point of contact for VCU, on the Offerors presentation team. VCU reserves the right to rescore proposals following oral presentations.
11. The version of the solicitation issued by the Virginia Commonwealth University Purchasing Department as amended by any addenda is the mandatory controlling version of the document. Any modification of or additions to the solicitation by the Offeror shall not modify the official version of the solicitation issued by the Virginia Commonwealth University Purchasing

Department unless accepted in writing by the University. Such modifications or additions to the solicitation by the Offeror may be cause for rejection of the proposal; however, Virginia Commonwealth University reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal. If the modifications or additions are not identified until after the award of the contract, the controlling version of the solicitation document shall still be the official state form issued by the Purchasing Department.

12. **Exceptions:** Firm must note any exceptions to any of the requirements and/or any of the terms and conditions stated in this RFP in *Appendix III: Exceptions*.

13. Additional information is available at:  
<http://go.vcu.edu/procurement-purchasing>

14. Please refer to the link below to review the Zone Map. Please identify which zones you are willing to service. Note Offeror must offer the same pricing to all zones serviced. If no zones are identified in your proposal as being excluded, the pricing provided will apply to all zones in the Commonwealth.

<https://vascupp.org/VASCUPPzonemap.pdf>

**VIII. PRICING SCHEDULE:**

<b>PART I: Hourly Rates</b>			
Provide hourly rates for services. Rates shall be <b>fully burdened onsite, hourly rates</b> that include all billables (e.g. travel, lodging, overhead, administrative costs, etc.).			
<b>Hourly Rates</b>			
1.	Basic Graphic Designer	<b>HR</b>	\$ _____
2.	Advanced Graphic Designer	<b>HR</b>	\$ _____
3.	Installation Services	<b>HR</b>	\$ _____
4.	Installation Supervisor	<b>HR</b>	\$ _____
5.		<b>HR</b>	\$ _____
6.		<b>HR</b>	\$ _____
7.		<b>HR</b>	\$ _____
<b>PART 2:</b> Catalog Offerings: Discount off List			

Using the format below, provide an Item Category and the corresponding discount off of list. Fully define each Item Category within your proposal response.

Discount off List - Item Category		
1.	Vinyl Wall Graphics	%
2.	Fabric Wall Graphics	%
3.	Rigid Wall Graphics	%
4.	Window Graphics	%
5.	Mesh Graphics	%
6.	Floor Decals	%
7.	Vehicle Wraps	%
8.	Turf Graphics	%
9.	Stadium Section Covers	%
10.	Vinyl Banners	%
11.	Street Skin	%
12.	Concrete Wall Decals	%
13.	Windscreens	%
14.	Concrete and Asphalt Decals	%
15.		%
16.		%
17.		%



18.		%
19.		%
20.		%

**PART 3: Generic Graphics**

Using the format below, itemize material costs associated not addressed in Part 2. Include detailed descriptions for each item listed.

Generic Graphics		
1.		\$ _____ Per Square Foot
2.		\$ _____ Per Square Foot
3.		\$ _____ Per Square Foot
4.		\$ _____ Per Square Foot
5.		\$ _____ Per Square Foot
6.		\$ _____ Per Square Foot
7.		\$ _____ Per Square Foot
8.		\$ _____ Per Square Foot
9.		\$ _____ Per Square Foot
10.		\$ _____ Per Square Foot
11.		\$ _____ Per Square Foot
12.		\$ _____ Per Square Foot
13.		\$ _____ Per Square Foot
14.		\$ _____ Per Square Foot

**IX. SMALL, WOMEN-OWNED, AND MINORITY-OWNED BUSINESS COMMITMENT (SWaM):**

It is the policy of the Commonwealth of Virginia that 42% of its purchases be made from small businesses to contribute to the establishment, preservation, and strengthening of small businesses, and businesses owned by women and minorities, and to encourage their participation in VCU procurement activities. The Commonwealth encourages Contractors to provide for the participation of small businesses and businesses owned by women and minorities through partnerships, joint ventures, subcontracts or other contractual opportunities.

**Offerors must submit complete Appendix I (see section XIV: Attachments) unless offeror is a DSBSD certified small business. DSBSD certified small businesses must include their certification number on the coversheet of this RFP, but are not required to complete Appendix I.**

**Use of Subcontractors:** If the Offeror intends to use subcontractors to perform any portion of the work described in this RFP, the Offeror must clearly so state. VCU is placing an increased emphasis on its SWaM (Small, Women, and Minority Owned) business program and is interested in identifying any potential opportunities that may be available to engage SWaM vendors to be certified by the Virginia Department of Small Business and Supplier Diversity (DSBSD) through new or existing contracts.

**Identify and list any such opportunities that your firm would commit to if awarded this Contract in Appendix 1- Participation in VCU Procurement Transactions Small Businesses and Businesses Owned by Women and Minority.** The Offeror's response must include a description of which portion(s) of the work will be sub-contracted out and the names and addresses of potential Subcontractor(s) under the Contract.

**SWaM REPORTING AND DELIVERY REQUIREMENTS:**

Unless the Contractor is a DSBSD certified small business, the Contractor shall submit quarterly reports on the direct involvement of Department of Small Business and Supplier Diversity (DSBSD) certified SWaM Businesses in the performance of the Contract. The report shall specify the actual dollars spent to date with Small Businesses, Women-Owned Businesses, and Minority-Owned Businesses based upon the Contractor's commitment for utilization of DSBSD SWaM Businesses.

The Contractor shall provide this information to:

Virginia Commonwealth University  
Procurement Services Office  
Attn: SWaM Coordinator  
912 W. Grace Street, POB 980327  
Richmond, VA 23284  
Email: [swamreporting@vcu.edu](mailto:swamreporting@vcu.edu)

Failure to submit the required information will be considered a contract compliance issue and will be addressed accordingly. In addition, failure to submit the required information will result in invoices being returned without payment.

**X. EVALUATION AND AWARD CRITERIA:**

Proposals will be evaluated based upon the information provided in the Offeror’s Proposal using the criteria specified below. Negotiations shall be conducted with Offerors so selected. After negotiations have been conducted with each Offeror so selected, the VCU shall select the Offeror which, in its opinion, has made the best offer, and shall award the contract to that Offeror. The University may cancel this Request for Proposals or reject Proposals at any time prior to an award, and is not required to furnish a statement of the reason why a particular Proposal was not deemed to be the most advantageous (Governing Rules Section 49.D). Should the University determine in writing and in its sole discretion that only one Offeror has made the best proposal, a Contract may be negotiated and awarded to that Offeror. The award document will be a Contract incorporating by reference all the requirements, terms and conditions of the RFP, and the Offeror’s response thereto. VCU reserves the right to award to multiple offerors, should such an award benefit the University.

Notice of Award(s) or Notice of Intent to Award may be accessed electronically at <http://www.eva.virginia.gov>.

**EVALUATION CRITERIA**

- |                                  |     |
|----------------------------------|-----|
| 1. Qualifications and Experience | 20% |
| 2. Pricing Schedule              | 20% |
| 3. Contractor Capabilities       | 20% |
| 4. Quality of work (samples)     | 20% |
| 5. Design Capabilities           | 10% |
| 6. SWaM Status/Utilization*      | 10% |

*\*Offeror’s status as a Virginia certified SWaM Business or the Offeror’s plans to utilize Virginia DSBSD-certified SWaM Businesses in the Offeror’s performance of the contract.*

**XI. GENERAL TERMS AND CONDITIONS:**

General Terms and Conditions can be viewed at:

<http://procurement.vcu.edu/document-library/business-with-vcu/>

**XII. SPECIAL TERMS AND CONDITIONS:**

- A. **ADDITIONAL USERS OF CONTRACT:** It is the University’s intent to provide other Virginia Association of State College and University Purchasing Professionals (VASCUPP) with access to the University’s Agreements and to provide Contractors with opportunities to do business with other VASCUPP institutions of higher education.

To that end and if agreeable with the Contractor, the following Colleges and Universities listed are the VASCUPP institutions and may have access to any agreement resulting from this solicitation: College of William and Mary, University of Virginia, George Mason University, Virginia Military Institute, James Madison University, Old Dominion University, Virginia Polytechnic Institute & State University and Radford University. Upon written request from a VASCUPP institution, the Contractor may allow access to the Contract. Although the University desires to provide access on such contract to VASCUPP, the Contractor is not required to provide such access. A firm’s willingness to provide this access to VASCUPP members will not be a consideration in awarding this contract. Although the VASCUPP Agencies may have access to any resulting Agreement, VASCUPP is not bound to use the Agreement and any use of the Agreement is strictly optional.

If the VASCUPP institutions choose to access the Agreement and the Contractor agrees to such access, the terms and conditions of the Agreement will be in full force and effect as between the VASCUPP institutions and the Contractor. VCU will have no responsibility for the resolution of any

contractual disputes, or for payment for services rendered which may arise from a VASCUPP institution accessing the Agreement. The Contractor understands and agrees that it shall not have any recourse against VCU with respect to any claim it may have against another VASCUPP institution that accessed this Agreement.

- B. ADVERTISING: In the event a contract is awarded for supplies, equipment, or services resulting from this proposal, no indication of such sales or services to Virginia Commonwealth University will be used in product literature or advertising. The Contractor shall not state in any of the advertising or product literature that the Commonwealth of Virginia or any agency or institution of the Commonwealth has purchased or uses its products or services.
- C. ASBESTOS: Whenever and wherever during the course of performing any work under this contract, the Contractor discovers the presence of asbestos or suspects that asbestos is present, he shall stop the work immediately, secure the area, notify the Building Owner and await positive identification of the suspect material. During the downtime in such a case, the Contractor shall not disturb any surrounding surfaces but shall protect the area with suitable dust covers. In the event the Contractor is delayed due to the discovery of asbestos or suspected asbestos, then a mutually agreed extension of time to perform the work shall be allowed the Contractor but without additional compensation due to the time extension.
- D. AUDIT: The Contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or State auditors shall have full access to and the right to examine any of said materials during said period.
- E. AVAILABILITY OF FUNDS: It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
- F. AWARD: Selection shall be made of two or more Offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with Offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each Offeror so selected, the agency shall select the Offeror which, in its opinion, has made the best proposal, and shall award the contract to that Offeror. The Commonwealth reserves the right to make multiple awards as a result of this solicitation. The Commonwealth may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous. (Governing Rules Section 49-D). Should the Commonwealth determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the Contractor's proposal as negotiated.

Notice of Award(s) or Notice of Intent to Award may be accessed electronically at <http://www.eva.virginia.gov> for a minimum of 10 days.

- G. BEST AND FINAL OFFER (BAFO): At the conclusion of negotiations, the Offeror(s) may be asked to submit in writing, a best and final offer (BAFO). After the BAFO is submitted, no further negotiations shall be conducted with the Offeror(s). The Offeror(s) proposal will be re-evaluated to combine and include the information contained in the BAFO. The decision to award will be based on the final evaluation including the BAFO.
- H. CANCELLATION OF CONTRACT: The purchasing agency reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon sixty (60) days written notice to the Contractor. In the event the initial contract period is for more than twelve (12) months, the resulting contract may be terminated by either party, without penalty, after the initial twelve (12)

months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

- I. COMMUNICATIONS: Communications regarding this Request for Proposals (RFP) shall be formal from the date of issue for this RFP, until either a Contractor has been selected or the University Purchasing Department rejects all proposals. Formal communications shall be directed to the University Purchasing Department.

Informal communications including but not limited to, request for information, comments or speculations, regarding this RFP to any University employee other than a Purchasing Department representative may result in the offending Offeror's proposal being rejected.

- J. CRIMINAL BACKGROUND CHECK:

The Contractor is required to comply with Virginia Commonwealth University's ("VCU") employment policies on criminal conviction investigations.

<http://www.policy.vcu.edu/sites/default/files/Criminal%20Conviction%20Investigations.pdf>

The Contractor shall perform criminal conviction investigations on all prospective candidates for full time or part time placement at VCU, including newly hired, re-hired, seasonal, and or temporary employees.

- K. DELIVERY AND STORAGE: It shall be the responsibility of the Contractor to make all arrangements for delivery, unloading, receiving and storing materials in the building during installation. The Owner will not assume any responsibility for receiving these shipments. Contractor shall check with the Owner and make necessary arrangements for security and storage space in the building during installation.

- L. DRUG FREE WORKPLACE: The Contractor acknowledges and certifies that it understands that the following acts by the Contractor, its employees and/or agents performing services on state property are prohibited:

1. The unlawful manufacture, distribution, dispensing, possession or use of alcohol or other drugs; and
2. Any impairment or incapacitation from the use of alcohol or other drugs (except the use of drugs for legitimate medical purposes).
3. The Contractor further acknowledges and certifies that it understands that a violation of these prohibitions constitutes a breach of contract and may result in default action being taken by the Commonwealth in addition to any criminal penalties that may result from such conduct.

- M. ELECTRONIC COPIES OF PROPOSALS:

The successful Contractor may be required to provide the VCU Department of Procurement Services with a copy of the Contractor's entire original proposal (to include all attachments), and all subsequent correspondence (i.e. responses to requests for clarification and documents generated through the negotiation process) in an unsecured electronic format (i.e. email, disc – CD or DVD or flash drive). **The Contractor SHALL NOT INCLUDE ANY PREVIOUSLY IDENTIFIED PROPRIETARY INFORMATION IN THE ELECTRONIC FORMAT; VCU will post the Contractor's original proposal, and all subsequent correspondence on the VCU Department of Procurement Services Website, VCU shall not be responsible for the Contractor's failure to exclude proprietary information submitted in the unsecured electronic format).**

- N. ELECTRONIC DATA INTERCHANGE: University Purchasing has a great interest in utilizing Electronic Data Interchange (EDI) to improve efficiency of operation in the transmission of purchasing related information. Vendors are encouraged to provide a statement indicating their current EDI capabilities and/or future plans to establish/improve their EDI capabilities.

- O. EXTRA CHARGES NOT ALLOWED: The proposal price shall be for complete installation ready for Commonwealth's use, and shall include all applicable freight and installation charges; extra charges will not be allowed.



P. IDENTIFICATION OF PROPOSAL: The proposal package should be identified as follows:

From:

Name of Offeror	Due Date	Time
Street or Box Number	RFP No.	
City, State, Zip Code +4	RFP Title	

Purchase Officer or Buyer:

The package should be addressed as directed on Page 2 of the solicitation.

If a proposal is not clearly identified, the Offeror takes the risk that the proposal may be inadvertently opened and the information compromised which may cause the proposal to be disqualified. Proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other proposals should be placed in the envelope.

Q. INDEMNIFICATION: Contractor agrees to indemnify, defend and hold harmless the Commonwealth of Virginia, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the Contractor/any services of any kind or nature furnished by the Contractor, provided that such liability is not attributable to the sole negligence of the using agency or to failure of the using agency to use the materials, goods, or equipment in the manner already and permanently described by the Contractor on the materials, goods, or equipment delivered.

R. INSPECTION OF JOB SITE: My signature on this solicitation constitutes certification that I have inspected the job site and am aware of the conditions under which the work must be accomplished. Claims, as a result of failure to inspect the job site, will not be considered by the Commonwealth.

S. INSTALLATION: All items must be assembled and set in place, ready for use. All crating and other debris must be removed from the premises.

T. LATE PROPOSALS: To be considered for selection, proposals must be received by the issuing office by the designated date and hour. The official time used in the receipt of proposals is that time on the automatic time stamp machine in the issuing office. Proposals received in the issuing office after the date and hour designated are automatically disqualified and will not be considered. The University is not responsible for delays in the delivery of mail by the U.S. Postal Service, private couriers, or the intrauniversity mail system. It is the sole responsibility of the Offeror to insure that its proposal reaches the issuing office by the designated date and hour.

U. IDENTIFICATION CARDS:

All Contractor employees authorized to work at VCU, must obtain a VCU identification card. Information on obtaining a card is available at <http://vcucard.vcu.edu/myid.html>. Contractor's employees must wear their VCU identification when they are on VCU property.

V. POLICY OF EQUAL EMPLOYMENT: Virginia Commonwealth University is an equal opportunity/affirmative action employer. Women, Minorities, persons with disabilities are encouraged to apply. The University encourages all vendors to establish and maintain a policy to insure equal opportunity employment. To that end, Offerors should submit along with their proposals, their policy of equal employment.

W. PRIME CONTRACTOR RESPONSIBILITIES: The Contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime Contractor. The Contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.

X. PROPOSAL ACCEPTANCE PERIOD: Any proposal in response to this solicitation shall be valid for sixty (60) days. At the end of the sixty (60) days, the proposal may be withdrawn at the written request of the Offeror. If the proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is cancelled.

Y. PROTEST:

Any Offeror who desires to protest the award or decision to award a Contract shall submit the protest in writing to:

Director of Procurement Services  
Virginia Commonwealth University  
912 West Grace, 5<sup>th</sup> Floor  
Richmond, VA 23284

VCU will announce the award utilizing the Commonwealth of Virginia's e-Procurement system (eVA). The protest must be received no later than ten (10) days after the award or the announcement of the decision to award, whichever occurs first. However, if the protest of any actual or potential Offeror depends in whole or in part upon information contained in public records pertaining to the procurement transaction that are subject to inspection under the Rules Governing Procurement of Goods, Services, Insurance, and Construction by a Public Institution of Higher Education of the Commonwealth of Virginia Governed by Subchapter 3 of the Restricted Higher Education Financial and Administrative Operations Act, Chapter 4.10 (§23-38.88 et seq) of Title 23 of the Code of Virginia, §34, then the time within which the protest shall be submitted shall expire ten (10) days after those records are available for inspection by such Offeror under §34, or at such later time as provided in this section.

VCU Notices of Award(s) or Notices of Intent to Award may be accessed electronically at <http://www.eva.virginia.gov>.

No protest shall lie for a claim that the selected Offeror is not a responsible Offeror. The written protest shall include the basis for the protest and relief sought.

The VCU Director of Procurement Services shall issue a decision in writing within ten (10) days of receipt stating the reasons for the action taken. This decision shall be final unless the Offeror appeals within ten (10) days of receipt of the written decision by instituting legal action as provided in Section 54 of the Governing Rules.

Nothing in this clause shall be construed to permit a proposer to challenge the validity of the terms or conditions of the RFP. "Days" as used in this paragraph refer to calendar days. If a deadline falls on a Saturday or Sunday, the next business day shall be considered to be the deadline.

Z. REFERENCES: Offerors shall provide a list of at least 3 references where similar goods and/or services have been provided. Each reference shall include the name of the organization, the complete mailing address, the name of the contact person and telephone number.

	ORGANIZATION	ADDRESS	CONTACT PERSON	TELEPHONE
1.				
2.				
3.				

AA. RENEWAL OF CONTRACT: This contract may be renewed by the Commonwealth upon written agreement of both parties for three (3) successive one (1) year periods, under the terms of the current contract, and at a reasonable time (approximately 90 days) prior to the expiration.

BB. SPECIAL EDUCATIONAL OR PROMOTIONAL DISCOUNTS: The Contractor shall extend any special educational or promotional sale prices or discounts immediately to the Commonwealth during the term of the contract. Such notice shall also advise the duration of the specific sale or discount price.

CC. SUBCONTRACTS: No portion of the work shall be subcontracted without prior written consent of the purchasing agency. In the event that the Contractor desires to subcontract some part of the

work specified herein, the Contractor shall furnish the purchasing agency the names, qualifications and experience of their proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.

**DD. WARRANTY:** All materials and equipment shall be fully guaranteed against defects in material and workmanship for a period of 120 days following date of delivery. Should any defect be noted by the owner, the Purchasing Office will notify the Contractor of such defect or nonconformance. Notification will state either (1) that the Contractor shall replace or correct, or (2) the owner does not require replacement or correction, but an equitable adjustment to the contract price will be negotiated. If the Contractor is required to correct or replace, it shall be at no cost to the Commonwealth and shall be subject to all provisions of this clause to the same extent as materials initially delivered. If the Contractor fails or refuses to replace or correct the deficiency, the office issuing the purchase order may have the materials corrected or replaced with similar items and charge the Contractor the costs occasioned thereby or obtain an equitable adjustment in the contract price.

**EE. WORK ESTIMATES (TIME AND MATERIAL CONTRACTS):** Under this time and material contract, the Contractor shall furnish the agency with a non-binding written estimate of the total costs to complete the work required. The estimate must include the labor category(ies), the Contractor's hourly rates specified in the contract, and the total material cost. Material costs shall be billed at the Contractor's actual invoice costs (Contractor shall furnish copies of all invoices for materials) or discount off the list price, whichever is specified in the contract. If the agency determines that the estimated price is not fair and reasonable, the agency has the right to ask the Contractor to reevaluate the estimate. If the revised estimate is determined to be not fair and reasonable, the agency reserves the right to obtain additional quotes from other vendors. A work order will be issued to the Contractor, as the authority to proceed with the work, which will incorporate the Contractor's estimate and the terms and conditions of the contract. The Contractor and his/her personnel shall log in with the designated contract administrator each day before and after work to confirm labor hours.

**FF. WORK SITE DAMAGES:** Any damage to existing utilities, equipment or finished surfaces resulting from the performance of this contract shall be repaired to the Commonwealth's satisfaction at the Contractor's expense.

### **XIII. CONTRACT ADMINISTRATION:**

Upon award of the contract VCU shall designate, in writing, the name(s) of the Contract Administrator(s) who shall work with the contractor in formulating mutually acceptable plans and standards for the delivery, installation and on-going service and/or maintenance that may be required.

- A. The Contract Administrator shall use all powers under the contract to enforce its faithful performance. The Contract Administrator shall determine the amount, quality and acceptability of work and shall decide all other questions in connection with the work.
- B. All direction and orders from VCU shall be transmitted through the Contract Administrator, or his designee. However, the Contract Administrator shall have no authority to order changes in the work which alter the concept or scope of the work or change the basis for compensation to the contractor.



**Attachment IV: Contractor Capabilities**

Please indicate with an "X" if these requirements can be performed in house, or if they must be outsourced.

Capabilities	In-House	Outsourced
Ability to print direct up to 98 inches		
Ability to color match		
Ability to provide samples within 96 hours of request		
In-house designer on staff that is required to mock up facility renderings and prepare files for print		
Ability to coordinate with VCU's in-house designers		
Ability to work weekend and nights as need to complete jobs within deadline (without increases quote/passing costs to VCU)		
Ability to install all provided graphics.		
Ability to monitor customer service levels, including problem resolution procedures and timeline for correcting potential errors.		
Ability to take all prior measurements.		

**December 6, 2017**

**FROM:**

TREXLO ENTERPRISES, LLC DBA FASTSIGNS

2361 Greystone Court

Rockville, VA 23146

**Purchasing Officer or Buyer:** Abigail P. Zaremba

**Due Date:** December 6, 2017 @ 11:00AM

**RFP#:** 7764902AZ

**RFP Title:** Wall Graphics and Signage

Request for Proposals RFP #7764902AZ

Issue Date: November 6<sup>th</sup>, 2017

Title: Wall Graphics and Signage

Send all Proposals To: Virginia Commonwealth University  
RFP #7764902BA  
Attention: Abigail P. Zaremba  
912 W Grace St, 5th floor  
Richmond, Virginia 23284-0327

Proposals Shall Be Received Until: December 6th, 2017 @ 11:00 AM

Direct ALL inquiries concerning this RFP to: Abigail P. Zaremba  
apzaremba@vcu.edu

Questions concerning this RFP must be received via email no later than: November 20<sup>th</sup>, 2017 @ 2:00 PM

This Request for Proposals & any Addenda are posted on the eVa website at: <http://www.eva.virginia.gov>

HARD-COPY, ORIGINAL PROPOSALS MUST BE RECEIVED IN VIRGINIA COMMONWEALTH UNIVERSITY'S DEPARTMENT OF PROCUREMENT SERVICES ON OR BEFORE THE DATE AND TIME DESIGNATED ON THIS SOLICITATION. ELECTRONIC SUBMISSIONS AND FACSIMILE SUBMISSIONS WILL NOT BE ACCEPTED IN LIEU OF THE HARD-COPY, ORIGINAL PROPOSAL. VENDORS ARE RESPONSIBLE FOR THE DELIVERY OF THEIR PROPOSAL. PROPOSALS RECEIVED AFTER THE OFFICIAL DATE AND TIME WILL BE REJECTED. THE OFFICIAL DATE AND TIME USED IN RECEIPT OF RESPONSES IS THAT TIME ON THE CLOCK OR AUTOMATIC TIME STAMP IN THE DEPARTMENT OF PROCUREMENT SERVICES.

IF PROPOSALS ARE HAND DELIVERED OR SENT BY FEDEX, UPS, OR ANY OTHER PRIVATE COURIER, DELIVER TO THE ADDRESS NOTED ABOVE: VIRGINIA COMMONWEALTH UNIVERSITY, RFP #7764902AZ, ATTENTION: Abigail P. Zaremba, 912 W. GRACE ST., 5<sup>TH</sup> FLOOR, RICHMOND, VA 23284-0327. IF USING US MAIL (NOT RECOMMENDED): IF PROPOSALS ARE MAILED VIA US MAIL, MAIL TO VIRGINIA COMMONWEALTH UNIVERSITY, RFP#7764902AZ, ATTN: Abigail P. Zaremba, BOX 980327, RICHMOND, VA 23298-0327. THE RFP NUMBER, DATE AND TIME OF PROPOSAL SUBMISSION DEADLINE, AS REFLECTED ABOVE, MUST CLEARLY APPEAR ON THE FACE OF THE RETURNED PROPOSAL PACKAGE.

In Compliance With This Request for Proposals And To All Conditions Imposed Therein and Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Goods/Services Described Herein In Accordance With The Attached Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiation. Furthermore, The Undersigned Agrees Not To Start Any Work Relative To This Particular Solicitation Until A Resulting Formal Signed Purchase Order Is Received By The Contractor From University's Department of Procurement Services. Any Work Relative To This Request for Proposals Performed By The Contractor Prior To Receiving A Formal Signed Purchase Order Shall Be At The Contractor's Own Risk And Shall Not Be Subject To Reimbursement By The University. Signature below constitutes acknowledgement of all information contained through links referenced herein.

NAME AND ADDRESS OF COMPANY:

TREXLO ENT. LLC DBA FASTSIGNS Date: 12-5-17  
2361 Greystone Ct By (Signature In Ink): John R. White  
Rockville, VA Zip Code 23146 Name Typed: John R. White  
E-Mail Address: Rob.White@FASTSIGNS.com Title: President  
Telephone: (804) 719-5900- X 402 Fax Number: (804) 719-5908  
Toll free, if available Toll free, if available  
DUNS NO.: 186218657 FEI/FIN NO.: 81-1051524  
REGISTERED WITH eVA: (X) YES ( ) NO SMALL BUSINESS: (X) YES ( ) NO  
VIRGINIA DSBSD CERTIFIED: (X) YES ( ) NO MINORITY-OWNED: ( ) YES (X) NO  
DSBSD CERTIFICATION #: 722887 WOMEN-OWNED: ( ) YES (X) NO

A Pre-Proposal conference will not be held.



**RFP #: 7764902AZ**

**RFP Title: Wall Graphics and Signage**

**Issuing Agency: Virginia Commonwealth University.**

**Closing Date: November 6<sup>th</sup>, 2017**

**TREXLO Enterprises, LLC DBA FASTSIGNS Central Virginia**

**SWAM Certification # 722887**

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# PROPOSAL

## Qualifications and Experience.

### QUALIFICATIONS:

TREXLO Enterprises, LLC, DBA **FASTSIGNS Central Virginia**, consist of four retail locations in Richmond and Fredericksburg Virginia and one Central Production Center/Showroom located two miles west of the Short Pump area of Richmond (2361 Greystone Court, Rockville, VA 23146). The Central Production Center/Showroom produces all of the signage for the four retail centers. The four retail centers serviced by this central production center are:

FASTSIGNS Center #13, 10869 W. Broad Street, Glen Allen VA 23060

FASTSIGNS Center #27, 11523 Midlothian Turnpike, North Chesterfield, VA 23235

FASTSIGNS Center #49, 532 East Main Street, Richmond, VA 23219

FASTSIGNS Center #375, 4500 Plant Road Suite C, Fredericksburg, VA 22407

**FASTSIGNS Central Virginia** ranks among the premier operations within a worldwide network of over 650 locations. Locally owned and operated by Rob White, we have proudly served the Richmond/Fredericksburg and central Virginia markets for over 29 years. With an active client database of over 20,000 local institutions and businesses, we are passionately engaged every day in helping our customers send positive visual messages to the world!

For the past decade it has been our privilege to partner with VCU Athletics as an annual sponsor, and to support the rising tide of VCU in national scope and prominence. We also have been entrusted to fulfill large graphics and signage projects at multiple points throughout the campus and athletic facilities. We are pleased and grateful for this long track record of partnership and support.

FASTSIGNS has been routinely achieving the General Requirements listed in the Statement of Needs in the course of our work with VCU. We pledge that these requirements will be upheld as we move into larger scale collaboration and create a powerful future together.

TREXLO Enterprises, LLC purchased the **FASTSIGNS Central Virginia** in 2016, and quickly began to indoctrinate a VALUES based culture based on the VALUES of:

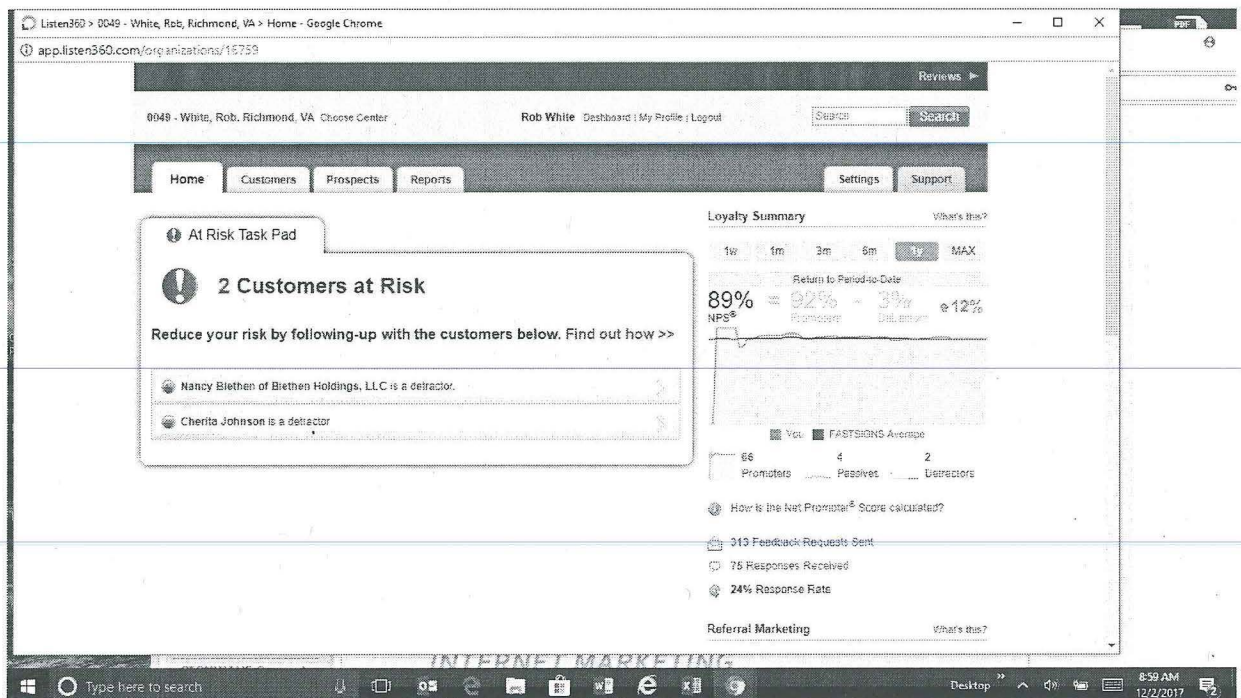
- Truth/Integrity
- EXCELLENCE
- Love of Life/Passion for what we do/Respect for others
- Customer Focus

These VALUES are discussed at every weekly meeting in depth and serve as the foundation for **FASTSIGNS Central Virginia's** standards, business decisions and best practices. **(EXHIBIT A)** All business decisions are made through filtering the situation through the **TREXLO VALUES**, which empowers all **FASTSIGNS Central Virginia** team members to participate in the decision making process. As an example, if a situation arises where the interest of the customer conflicts with the short term interest of FASTSIGNS Central Virginia, the **TREXLO VALUES** direct the employee to favor the interest of the customer (**Customer Focus**) verses in the short term interest of FASTSIGNS. This

VALUES focus keeps the emphasis and vision on the long terms interest of the company and the customer.

**Customer Service Measurement System:**

**FASTSIGNS of Central Virginia** measures adherence to the company's VALUE of Customer Focus in part by the use of an independent Customer Satisfaction Measurement system. This system is absolutely independent and is administered by a 3<sup>rd</sup> party company called, **Listen360**. 24% of **FASTSIGNS Central Virginia's** customers respond to the survey that is administered after every "COMPLETED" order. The survey itself is a customer loyalty survey based on the Net Promoter Score (NPS) survey system, which was developed by Fred Reichheld and published in his book, "**The Ultimate Question: Driving Good Profits and True Growth**". The key question to the survey is "**One a scale of "0" to "10" how likely are you to recommend FASTSIGNS?"**". As you can see from the below, screen shot, **FASTSIGNS Central Virginia's** senior leadership including Rob White- President, is notified immediately via email when a customer completed the survey and classifies any rating below "8" as a "Customer at Risk". The below screen shot was taking from FASTSIGNS portal on December 2, 2017. This system allows FASTSIGNS of Central Virginia's owner to have a real time pulse of the customer service delivery and to address any issues immediately, as is dictated by the **TREXLO/FASTSIGNS of Central Virginia's** VALUES The below screen shot shows that 2 customers (**FASTSIGNS Central Virginia** Downtown Richmond Office #49) out of the 75 responses in the last three months are termed "At Risk". (See below)



### **Production and Installation capabilities**

This **FASTSIGNS Central Virginia** Production Center is housed in a stand-alone building of 10,000 square feet. There is approximately 9,000 square feet of Production and Warehousing area and 1,000 square feet of office/showroom. **FASTSIGNS Central Virginia** has 10 full time employees in Production/Installation departments. All of these employees are skilled, experienced, and cross trained to work in all areas of Production, which include Printing, Fabrication, Installation. The substrates and materials used in this Production Center range from Printed Vinyl to Wood and synthetics, Acrylic, High Density Urethane, Aluminum and Aluminum Composite materials. The advantage of having one central production center is centralization and concentration of production assets and expertise.

The team of in-house, full time, employees on the **FASTSIGNS Central Virginia** Production team use various pieces of automation to perform their duties and hone their skills. This equipment includes:

- 1) One HP FB700 Flat Bed UV Printer. This printer prints directly onto sheets up to 96 inches wide and will print on banner material, Corrugated Plastic material and 1 mill PVC sheets.
- 2) Four HP Inkjet, Latex printers. These four Printers print sheets of vinyl, paper, banner material, and fabric. HP360, HP365 and HP565
- 3) One Graphtec Vinyl Plotter, which cuts sheets of vinyl into shapes.
- 4) One Cut Vinyl printer
- 5) One Gerber EnVision vinyl plotter.
- 6) One Gerber EDGE vinyl plotter.
- 7) One Flat Bed Cutter COLEX (has been purchased and will be delivered in early January 2018). This laser eyed driven cutter will cut vinyl, PVC, Coroplast PVC, aluminum and other materials in an array of shapes and sizes.
- 8) Two Laminators
- 9) One 12 foot by 5-foot Application Table that allows for easy and smooth application of vinyl prints on up to 8 foot by 5 foot sheets of substrate.
- 10) One Industrial Sewing Machine used for finishing banners and other materials.
- 11) One 4 foot by 10 foot Industrial CNC Router used for routing shapes, and sizes of wood, PVC, High Density Urethane, Aluminum Composite Material.

This Production Center has been certified by 3M as a certified MCS Production facility. In 2017, through November 15th, FASTSIGNS of Central Virginia produced/sold over **40,163 square foot of vinyl graphics** (includes wall graphics, floor graphics, vehicle wraps etc.), **33,833 square foot of Banners**, **29,548 Corrugated signs**, **2,827 square foot of acrylic signs**, and **12,194 square foot of Aluminum or Aluminum Composite signs**, and over 10,000 square feet of miscellaneous signs which include Wood and PVC.

This Central Production Center also has the capacity and means to warehouse and fulfill signage and other visual communication products when needed. **FASTSIGNS Central Virginia** recently stored and shipped 18,500 corrugated signs to a central Virginia customer.

In addition, one of the best features of this 10,000 square foot facility is that it also houses **FASTSIGNS Central Virginia's** largest Show Room. This Show Room proudly displays new and

unique visual communication solutions and signage. The Show Room is always open, and consistently being updated with the newest visual communication solutions on the market. With FASTSIGNS Central Virginia's affiliation with FASTSIGNS Internationals and over 600 locations, we are able to introduce new products/signage/visual communications solutions ahead of the local Richmond market.

The **FASTSIGNS Central Virginia**, Production Center is open six days per week, Monday through Saturday. Every week there are customers and potential clients that visit to tour the Production Center and Showroom to get a better understanding of our capabilities and to collaborate on visual communication ideas and designs. Any and all employees and representatives of VCU are welcome and encouraged to visit the FASTSIGNS Central Virginia Production Center/Showroom any time!

**FASTSIGNS Central Virginia** also has a team of three full time employees who are strictly installers. FASTSIGNS Central Virginia's Field Services and Installation Manager, has over 15 years of experience in construction with a particular emphasis in finished construction. This experience, in finished carpentry/construction (cabinets, home trim, detailed finishing) gives him the experience and processes that are conducive to the precision that is needed in the installation of signage and visual communications products. The other two full time members of the **FASTSIGNS Central Virginia** Installation team have a combined 10 years of experience in vehicle graphics and vinyl wrap installation. This vinyl wraps installations include but are not inclusive of vehicles, wall, floor, pole, and rough service wraps. Having a team of full time, installers allows **FASTSIGNS Central Virginia** to provide a consistent level of installation service to our client's such as VCU. The **FASTSIGNS Central Virginia** Installation team is familiar with the VCU Athletics projects and facilities, which allows the delivery of consistent, and reliable installation services, of all type of signage and visual communication solutions.

#### **ZONES:**

FASTSIGNS Central Virginia is located centrally in Virginia and is fully capable and willing to service all VASCUPP colleges and Universities in Zone 6, Zone 7, Zone 4, and Zone 3. These include the University of Virginia (Charlottesville), University of Mary Washington (currently a client), Longwood University (serviced in 2016) and Virginia Commonwealth University.

#### **EXPERIENCE:**

FASTSIGNS has been in business in the Richmond Virginia market for over 29 years. The first FASTSIGNS location in Richmond was the 13<sup>th</sup> FASTSIGNS in existence and opened in June of 1988. Three additional FASTSIGNS centers were added in Richmond in March 1989, November 1989, and December of 1991.

**TREXLO Enterprises, DBA FASTSIGNS Central Virginia** is the owner/operator of FIVE FASTSIGNS franchises/locations in Richmond and Fredericksburg. The franchisor, FASTSIGNS International Inc., has been in business since 1983 and is the largest sign and visual communications franchisor in North America, and is the worldwide franchisor of 660 independently owned and operated FASTSIGNS® centers in eight countries including the US, Canada, England, Saudi Arabia, UAE, Grand Cayman, Mexico and Australia (where centers operate as SIGNWAVE®). This affiliation provides **FASTSIGNS Central Virginia** with support and resources in the areas of Product Development,



Printing and Fabrication, Equipment selection and testing, Manufacturing Process development, Installation Services support, Internal operating/CRM software and support, worldwide annual meetings and seminars focusing on Operations and Industry trends. FSI's direct support responsibility falls on a 25-year signage veteran who worked at FASTSIGNS Central Virginia for 18 years as the General Manager and who was involved with all FASTSIGNS of Central Virginia accounts, including VCU.

The Senior Leadership Team at **FASTSIGNS Central Virginia** currently has over 103 years of experience in the visual graphics/signage business.

- Jason Dunn Manager and Senior Account Executive: 21 years
- Director of Key Accounts 18 years
- Senior Account Executive: 21 years
- Senior Area Manager: 15 years
- Field Services and Installation Manager: 1-year signage, 14 years finished carpentry/construction.
- Production Manager: 25 years.
- Rob White: President 2 years' signage experience.

Total 103 years of signage experience plus 26 years, related experience.

Jason Dunn, is the lead executive on the VCU Athletics Account. Jason has worked directly with VCU Athletics for over 8 years. Jason will have all of the other Senior Leadership team assisting him on this account as needed as well as all of the other employees of **FASTSIGNS Central Virginia**.

**FASTSIGNS Central Virginia** has enjoyed doing business with most all of VCU schools and departments including VCU Athletics over the past 15 plus years. For the calendar year 2017, through November 21, 2017, FASTSIGNS has sold over \$72,040 of visual communication and services to 16 different departments/schools at VCU. These departments include; VCU Athletics, VCU Sports Properties, VCU School of Business, VCU School of Dentistry, VCU Department of Engineering, VCU Arts, VCU College of Humanities and Science, VCU Department of Psychiatry, VCU Dept. of Emergency, VCU Recreational Sports, VCU Libraries, VCU Medical Center, VCU Parking and Transportation, VCU Health Systems, VCU University Relations.

The signage/visual communications products and installation services that **FASTSIGNS Central Virginia** has provided to these departments and schools at VCU include the following; Wall Wraps, Vehicle Wraps, Name Plates, Indoor Banners, Boulevard Banners, Stadium Banners, Stadium Wind Shields, Custom Award Case fabrication, Room Name signage, Tri-vision rotator signs, Acrylic Picture frames, Custom routed acrylic signage, Custom routed multi-layered Acrylic/PVC signage, Suite signage, Dimensional letters.

In summary, FASTSIGNS of Central Virginia is proud to have a history of over 29 years serving the Richmond market and a relationship with Virginia Commonwealth University that extends at a minimum 10 years. With our 29 year of institutional experience and over 103 years of Senior Leadership experience, coupled with our design, production, installation and customer service



capabilities, we are fully confident in our ability to continue and excited for the opportunity to extend our relationship with VCU.

### Responses to all requirements listed in the Statement of Needs in RFP

#### **General Requirements:**

1. **The Contractor agrees to furnish, install, and provide all labor, tools, parts, materials and supervision to ensure proper inside delivery and installation of all graphics/signage specified (herein).** *FASTSIGNS of Central Virginia* has a Central Production which is in the metropolitan area of Richmond, VA and within 24 miles of the VCU main campus. This close proximity coupled with a full time staff of installers and a Field Services and Installation Manager, positions *FASTSIGNS of Central Virginia* very well to provide VCU with all materials, labor, tools, parts and supervision to ensure proper in house delivery and installations of all graphics and signage specified in this agreement as well as others not specified in this agreement.
2. **The Contractor shall be responsible for removal of existing signage/graphics and installation of any new signage. All items shall be assembled and ready for use, unless otherwise requested by VCU.** *FASTSIGNS of Central Virginia* is in agreement and is fully capable and routinely provides removal of existing signage/graphics as well as installation of any and all new signage. *FASTSIGNS of Central Virginia* having three people full time on staff, has made VCU a priority for installation over the past 12 months and will continue to do so in the future and under the terms of this agreement.
3. **The Contractor should provide a catalog, website link or pricelist of all products requested in Part 2 of the Pricing Schedule. Catalog, website, or pricelist pricing shall not be any higher than Offeror's most favored level of pricing.** *FASTSIGNS of Central Virginia* agrees to provide a catalog, website link or pricelist of all products requested in Part 2 of the Pricing Schedule. The pricing offered to VCU will be no higher than *FASTSIGNS of Central Virginia's* most favorable pricing level.
4. **The Contractor shall be responsible for taking all measurements prior to submitting their proposals, unless otherwise specified by VCU.** *FASTSIGNS of Central Virginia* understands the importance of taking all measurements prior to submitting proposals. This has been a policy of *FASTSIGNS of Central Virginia* over the past 12 months and this policy will remain under the terms of this agreement with VCU.
5. **The Contractor shall be required to provide creative designs as needed.** *FASTSIGNS of Central Virginia* has the expertise and team/person power to provide any amount of creative designs requested or required. Our team of designers not only provide designs

but also provide templates to scale, to VCU designers. These templates to scale ensure accuracy in accounting for inconsistencies in wall or floor spaces. The inconsistencies sometimes take the form of fire extinguishers, water fountains, receptacles, name plates and other areas that would affect the wall or floor graphics/signage.

**c) REFERENCES:**

*FASTSIGNS of Central Virginia* is also proud to have serviced over 2,800 clients/customers through October of this year (2017) with graphics/signage solutions and services. The following accounts of those that are of similar size to VCU and/or are institutions of higher education:

- **HCA Hospitals (Chippenham/Johnston Willis/John Randolph Medical Center)**

- Malorie Burkett  
Manager, PR & Marketing  
1401 Johnston-Willis Dr.  
Richmond, VA 23235  
Office: 804-483-5244  
Email: [Malorie.burkett@hcahealthcare.com](mailto:Malorie.burkett@hcahealthcare.com)

- **University of Richmond,**

- Zena Ray  
Marketing Coordinator  
Recreation and Wellness  
University of Richmond  
Office: 804-287-6584  
Email: [zray@richmond.edu](mailto:zray@richmond.edu)

- **Mary Washington Hospital**

- Peggy Sue Collins  
Service Line Marketing Specialist  
Mary Washington Healthcare  
Marketing and Communications  
2300 Fall Hill Avenue Suite 511C  
Fredericksburg, VA 22401  
Office: 540-741-1439

- **Virginia Railway Express.**

- Eric Johnson  
Manager of Facilities Maintenance  
1500 King Street, Suite 202  
Alexandria, VA 22314  
Office: 571-238-9132  
[Ejohnson@vre.com](mailto:Ejohnson@vre.com)

- **Schell Brothers Construction.**
  - Shane Burnette  
Division President  
Office: 804-641-4554  
[Shane.Burnette@schellbrothers.com](mailto:Shane.Burnette@schellbrothers.com)

VCU Request for Proposal  
RFP#7764902AZ  
RFP Title#: Wall Graphics and Signage

VIII. PRICING SCHEDULE

**PART I: Hourly Rates**

Provide hourly rates for services. Rates shall be fully burdened onsite, hourly rates that include all billable (i.e travel, lodging, overhead, administrative costs, etc.)

Hourly Rates

1	Basic Graphic Designer (Advanced)	HR	\$ 80.00
2	Advanced Graphic Designer	HR	\$ 80.00
3	Installation Services	HR	\$ 90.00
4	Installation Supervisor	HR	INCL

d. Pricing

**PART II: Catalog Offerings: Discount off List INSTALLATION NOT INCLUDED**

Using the format below, Provide an Item Category and the corresponding discount off of list. Fully define each Item Category within your proposal response.

Discount off List- Item Category. DOES NOT INCLUDE INSTALLATION			% off	Standard Price	Net VCU Price
1	Vinyl Wall Graphics	3M Cast Vinyl with Laminate that covers flat wall services, and used for permanent applications	10%	\$ 14.78	\$ 13.30 Sq. ft
2	Fabric Wall Graphics	Removable calendared vinyl that covers flat wall services and is used for temporary applications	10%	\$ 6.60	\$ 5.94 Sq. ft
3	Window Graphics	Perforated window film, (60/40) with matching laminate	10%	\$ 18.89	\$ 17.00 Sq. ft
4	Mesh Graphics	Mesh banners finished with grommets, and full color direct print	10%	\$ 13.17	\$ 12.11 Sq. ft
5	Floor Decals	3M Cast vinyl with anti-skid floor laminate	10%	\$ 13.26	\$ 11.93 Sq. ft
6	Vehicle Wraps	3M Cast Vinyl with Laminate	10%	\$ 14.04	\$ 12.64 Sq. ft
7	Turf Graphics	NO QUOTE	NQ	NO Quote	No Quote
8	Stadium Section Covers	Banners similar to those at Sports Backers stadium, without the mounting brackets	10%	\$ 13.17	\$ 12.11 Sq. ft
9	Vinyl Banners	13oz matte finished scrim outdoor banner direct printed with reinforced edges and grommets	8%	\$ 10.00	\$ 9.20 Sq. ft
10	Street Skin	Asphalt graphics or Street Skin	8%	\$ 25.59	\$ 23.54 Sq. ft
11	Concrete Wall Decals	3M 480 vinyl	5%	\$ 15.00	\$ 14.25 Sq. ft
12	Windscreens	Fence Screen, used on chain linked fencing, not printable	10%	\$ 1.33	\$ 1.20 Sq. ft
13	Concrete and Asphalt Decals	3M 480 vinyl, concrete only.....Asphalt is priced under "Street Skin"	5%	\$ 15.00	\$ 14.25 Sq. ft
14	Rigid Wall Graphics	See details below			
15	Rigid Wall Graphics-1/8 inch PVC	1/8 inch PVC with cast 3M Vinyl laminated Print	10%	\$ 14.99	\$ 13.49 Sq. ft
16	Rigid Wall Graphics-1/2" inch PVC	1/2 Inch PVC with cast 3M Vinyl laminated Print	10%	\$ 39.73	\$ 35.76 Sq. ft
17	Rigid Wall Graphics-1/4 inch PVC	1/4 inch PVC with cast 3M Vinyl laminated Print	10%	\$ 32.87	\$ 29.58 Sq. ft
18	Rigid Wall Graphics-3/16 inch acrylic	3/16 inch acrylic substrated with cast 3M laminated Print	5%	\$ 75.47	\$ 71.70 Sq. ft
19	Rigid Wall Graphics-1/4 inch acrylic	1/4 inch acrylic substrated with cast 3M laminated Print	5%	\$ 81.54	\$ 77.46 Sq. ft
20	Rigid Wall Graphics-1/2 inch acrylic	1/2 inch acrylic substrated with cast 3M laminated Print	5%	\$ 96.10	\$ 91.30 Sq. ft
21	Visual Magnetics				
21A	Visual Magnetics	Visual Magnetic Print Media	5%	\$ 6.23	\$ 5.92 Sq. ft
21B	Visual Magnetics	Visual Magnetics Magnetic Layer	5%	\$ 18.21	\$ 17.30 Sq. ft
21C	Visual Magnetics	Manetic Paint	5%	\$ 1.50	\$ 1.43 Sq. ft

**PART 3: Generic Graphics**

INSTALLATION NOT INCLUDED

Using the format below, itemize material costs associated not addressed in Part 2. Include detailed description for each item listed**Generic Graphics**

		List	Discount	VCU Net		
1	Ultra Board- 3/16 inch	1/8 inch PVC with cast 3M Vinyl laminated Print	\$ 17.75	10%	\$ 15.98	Square foot
2	Ultra Board- 1/2 inch	1/2 inch PVC with cast 3M Vinyl laminated Print	\$ 22.70	10%	\$ 20.43	Square foot
3	Ultra Board- 3/16 inch	3/16 inch PVC, Temporary use, Direct Print	\$ 8.75	10%	\$ 7.88	Square foot
4	Ultra Board- 1/2 inch	3/16 inch PVC, Temporary use, Direct Print	\$ 13.69	10%	\$ 12.32	Square foot
5	Clear Name Inserts	4" x 6" Direct Print LexEdge	\$ 27.50	10%	\$ 25.00	EACH
6	VolleyBall Name Plates	3mm PVC with calendared print	\$ 13.42	10%	\$ 12.20	EACH
7	Wood Grain Name Plates	3mm PVC with Wood Grain print and cut vinyl lettering	\$ 26.22	10%	\$ 23.84	EACH
8	Exterior Boulevard Banners (Dbl sided)	Two 130x scrim banners sewn back to back.	\$ 23.10	10%	\$ 21.00	Square foot
9	Dry Erase Check 24" x 48"	4mm Coroplast with calendared print and dry erase laminate	\$ 214.26	10%	\$ 194.78	EACH
10	U Poster Print	Full color digital print on poster paper with protective laminate	\$ 5.32	10%	\$ 4.79	Square foot
11	Retractable Banner Stand-Best	Retractable banner stand 84" x 33.5"	\$ 336.00	6%	\$ 315.00	Each
12	Retractable Banner Stand-Best	Retractable banner stand 84" x 33.5"	\$ 241.00	6%	\$ 226.54	Each
13	Travel Time outside of one hour radius of Richmond and Fredericksburg, VA (Install Team)	Travel time for installation team only	\$ 75.00	20%	\$ 60.00	Hour
14	Travel Per diem outside of one hour radius of Richmond and Fredericksburg, VA (Intall Team)	Travel Per diem for Installation Team only	\$ 150.00	5%	\$ 135.00	Per Person



e) Samples: *FASTSIGNS Central Virginia* has provided the samples specified.

- 13oz scrim banner material
- Mesh Banner material
- Floor decal

**f) Contractor Capabilities**

Please indicate with an "X" if these requirements can be performed in house, or if they must be outsourced

<u>Capabilities</u>	<u>In-House</u>	<u>Outsourced</u>
Ability to print directly up to 98 inches	X	
Ability to color match	X	
Ability to provide samples within 96 hours of request		
In-house designer on staff that is required to mock up facility renderings and prepare files for print.	X	
Ability to coordinate with VCU's in-house designers.	X	
Ability to work weekend and nights as need to complete jobs within Deadline (without increases quote/passing costs to VCU)	X	
Ability to install all provided graphics.	X	
Ability to monitor customer service levels, including problem resolution Procedures and timeline for correcting potential errors.	X	
Ability to take all prior measurements.	X	

g) **SWaM documentation;**

**Small Business Certification #722887 (EXHIBIT C)**

h) **DESIGN CAPABILITIES**

**FASTSIGNS Central Virginia** has six team members, each with over 6 years of experience in graphic design. Two of these team members; are full time Lead Designers. The other four team members are Sales or Management team members who also design as a part of our customer service offerings.

One full time Lead designer, has over 17 years of graphic design experience, (see below). The second Full-time Lead Designer has over 18 years of graphic design experience in the signage industry. (see below).

In addition to design expertise, FASTSIGNS of Central Virginia is also experienced and practiced with providing templates to scale, to our client's in-house designers. These templates to scale ensure accuracy in accounting for inconsistencies in wall or floor spaces. The inconsistencies sometimes take the form of fire extinguishers, water fountains, receptacles, name plates and other areas that would affect the wall or floor graphics/signage. These templates have been a significant part of providing accurate graphics to VCU Athletics in over the past 12 months.

**Full Time Lead Designer #1**

**FASTSIGNS Central Virginia , Lead Graphic Designer**

Aug 2001 – Present

**FASTSIGNS of Charleston WV**

Nov 1996 – May 1998

Charleston, West Virginia

This lead designer is responsible for all facets of design: simple signage, decals, banners, window lettering, vehicle wraps, wall wraps, trade show displays, posters, logo design/ recreation, brochures, business cards and any other design that is required. Process incoming files to be printed on large format printers. Produce art files to be set to 3rd party vendors. Cut adhesive vinyl using plotters.

**Full time Lead Designer #2**

**FASTSIGNS Central Virginia , Lead Graphic Designer**

January 2014- June 2016

January 2017 – Present

**Designs by Mortimer**

2000- 2014

This lead designer is skilled in a variety of Designs, Logos and Marketing packages. He has over 13 years of experience in design as a sole proprietor, and for FASTSIGNS Central Virginia. He has experience working with small start-ups to Fortune 500 companies in the Central Virginia area.

**i) WARRANTY**

**FASTSIGNS Central Virginia** produces visual communication products that have key components manufactured by companies with manufactures warranties.

For example, all of the signage that uses vinyl prints or vinyl coverings, will be fabricated by FASTSIGNS by using vinyl manufactured either 3M, Avery, or in some cases General Formulations. Each of these companies have manufacturer’s warranties that will be extended to VCU. In general, all of the above vinyl manufacturer’s warranty interior vinyl for at least 6 years, and exterior vinyl for 4 years. (see below for the specific 3M warranty). In addition to the Manufacture’s warranties, **FASTSIGNS Central Virginia** will support these warranties with a FASTSIGNS Central Virginia warranty for fabrication, and installation workmanship to match the Manufacturer’s warranties on the vinyl and substrates. FASTSIGNS of Central Virginia commits to stand behind it’s workmanship and material/substrate selection for the above mentioned 4 (exterior) and 6 (interior), year periods as a full warranty.

In addition, FASTSIGNS Central Virginia’s Central Production Center has been awarded 3M’s MCS Warranty for HP Latex 365 Printer and HP 831 Latex Inks.

Please see the attached. **(Exhibit D)**

The 3M MCS Warranty is as follows:

Film w/ Graphic Protection	Vehicle	Outdoor Signs	Indoor Signs
IJ180Cv3 w/ 8518, 19 or 20	6 years	4 years	8 years
LX480mC w/ 8518, 19, or 20	6 years	4 years	8 years
LX480mC w/ 8548G or 8549L	6 vertical, 2 years horizontal	4 years	8 years

**ATTACHMENTS:**

**APPENDIX I SWaM Form: (See Exhibit C)**

**APPENDIX II INVOICING AND PAYMENT.** Appendix II has been completed and submitted **(See Exhibit E)**

**APPENDIX III: NONE**

**APPENDIX IV: Contractor Capabilities (See Section F. page of Proposal)**

## XII. SPECIAL TERMS AND CONDITIONS

- A. **FASTSIGNS Central Virginia**, understands and agrees to the terms under “ADDITIONAL USERS OF CONTRACT” and understands and agrees that it shall not have any recourse against VCU with respect to any claim it may have against another VASCUPP institution that accessed this Agreement.
- B. **FASTSIGNS of Central Virginia** agrees that *“In the event of a contract is awarded for supplies, equipment, or services resulting from this proposal, no indication of such sales or services to Virginia Commonwealth University will be used in product literature or advertising. FASTSIGNS of Central Virginia agrees to not state in any of the advertising of product literature that the Commonwealth of Virginia or any agency or institution of the Commonwealth has purchased or uses its products or services”*
- C. **FASTSIGNS of Central Virginia** agrees to this section regarding the process/procedures if ASBESTOS is discovered anytime during the course of performing any work under this contract.
- D. **FASTSIGNS of Central Virginia** agrees to retain all books and records and other documents relative to this contract for a period of 5 years after final payment or until audited by the Commonwealth of Virginia.
- E. **FASTSIGNS Central Virginia** agrees to E. AVAILABILITY OF FUNDS
- F. **FASTSIGNS Central Virginia** understands and agrees to F. AWARD
- G. **FASTSIGNS Central Virginia** understands and agrees to G. BEST AND FINAL OFFER (BAFO)
- H. **FASTSIGNS Central Virginia** agrees to H. CANCELLATION OF CONTRACT
- I. **FASTSIGNS Central Virginia** agrees to I. COMMUNICATIONS
- J. **FASTSIGNS Central Virginia** agrees to J. CRIMINAL BACKGROUND CHECK.
- K. **FASTSIGNS Central Virginia** agrees to K. DELIVERY AND STORAGE
- L. **FASTSIGNS Central Virginia** agrees to L. DRUG FREE WORKPLACE
- M. **FASTSIGNS Central Virginia** agrees to M. ELECTRONIC COPIES OF PROPOSALS:
- N. **FASTSIGNS Central Virginia** does not currently have EDI capabilities in the purest form, however, **FASTSIGNS Central Virginia** has implemented a purchasing e-catalog system that is supported by **FASTSIGNS International**, specifically for VCU. This e-catalog has not yet been activated, but it has been set up for display purposes, under My Catalog url: <https://49-vcu.buy.fastsigns.com>

Username: [49@fastsigns.com](mailto:49@fastsigns.com)

Password: fs30103

**FASTSIGNS International** customers that are currently using the “My Catalog” system are Amazon, Boston Scientific, and Thrivent. This system

- O. **FASTSIGNS Central Virginia** agrees to O. EXTRA CHARGES NO ALLOWED.
- P. **FASTSIGNS Central Virginia** has identified package as described in P. IDENTIFICATION OF PROPOSAL.
- Q. **FASTSIGNS Central Virginia** understands and agrees to Q. INDEMNIFICATION
- R. **FASTSIGNS Central Virginia** understands and agrees to R. INSPECTION OF JOB SITE requirements.

- S. **FASTSIGNS Central Virginia** agrees to S. INSTALLATION requirements
- T. **FASTSIGNS Central Virginia** understands T. LATE PROPOSALS.
- U. **FASTSIGNS Central Virginia** agrees to U. IDENTIFICATION CARDS.
- V. **FASTSIGNS Central Virginia** agrees to V. POLICY OF EQUAL EMPLOYMENT.
- W. **FASTSIGNS Central Virginia** agrees to W. PRIME CONTRACTOR RESPONSIBILITIES.
- X. **FASTSIGNS Central Virginia** agrees to X. PROPOSAL ACCEPTANCE PERIOD
- Y. **FASTSIGNS Central Virginia** agrees to Y. PROTEST
- Z. **FASTSIGNS Central Virginia** agrees to Z. REFERENCES and has provided references listed under GENERAL REQUIREMENTS (c) on pages 12-13 of this proposal
- AA. **FASTSIGNS Central Virginia** agrees to AA. RENEWAL OF CONTRACT
- BB. **FASTSIGNS Central Virginia** agrees to BB. SPECIAL EDUCATIONAL OR PROMOTIONAL DISCOUNTS.
- CC. **FASTSIGNS Central Virginia** agrees to and understands CC SUBCONTACTS
- DD. **FASTSIGNS Central Virginia** agrees to and understands DD WARRANTY and has also provided additional warranty details in section I page 20 of this proposal.
- EE. **FASTSIGNS Central Virginia** understands and agrees to EE WORK ESTIMATES (TIME AND MATERIAL CONTRACTS)
- FF. **FASTSIGNS Central Virginia** understands and agrees to FF WORK SITE DAMAGES



# TREXLO

## GUIDING PRINCIPLES & VALUES

TR

### Truth: Integrity

*We walk in Truth with Integrity by:*

- Doing what we say we are going to do, when we say we are going to do it.
- Making only agreements we are willing, able and intend to keep.
- Operating above the line of integrity.
- Communicate honestly and with purpose...Gossip has no purpose.

EX

### Excellence:

*We will strive for Excellence with every product, every service and every interaction by:*

- Making our best effort go through the details.
- Re-earning our position every day in every way.
- Seeking "win-win" outcomes with every personal interaction.
- Humbly taking responsibility for our mistakes.
- Following FASTSIGNS established business processes and best practices.

LO

### Love | Passion | Respect

*We live out Love/Passion/Respect by:*

- Maintaining a positive attitude in all situations.
- Having a true passion for our work.
- Showing respect for every team-member, vendor, and competitor by treating them as you would like for them to treat you.
- Displaying a love of life with positive attitudes and an appreciation for God's blessings, by giving back to those in need.
- Not using profanity.

### Customer Focus

*We maintain our focus on the customer by:*

- Keeping the customer's best interest in mind in every situation.
- Striving to exceed the customer's expectations.
- Maintaining a "Sense of Urgency" with all internal and external customers' request and projects.
- Giving our best efforts to turn every customer into a "Promoter" of the FASTSIGNS brand.

EXHIBIT C

**COMMONWEALTH OF VIRGINIA**



**DEPARTMENT OF SMALL BUSINESS & SUPPLIER DIVERSITY**

101 N. 14th Street, 11th Floor  
Richmond, VA 23219

**Trexlo Enterprises.**

is a certified Small Business meeting all the eligibility requirements set forth under the Code of Virginia Section 2.2-16.1 et seq. and Administrative Code, 7VAC 13-20 et seq.

**Certification Number: 722887**

**Valid Through: September 1, 2019**

Accordingly Certified

A handwritten signature in black ink, appearing to read "Tracey G. Wiley".

**Tracey G. Wiley, Director**



EXHIBIT D



## Certificate of 3M™ MCS™ Warranty

*FastSigns  
rockville, VA*

*HP Latex 365 Printer and HP 831 Latex Inks  
Apr 24, 2017 to Apr 23, 2018*

3M certifies that for the stated period and subject to annual renewal, this Graphics Manufacturer is qualified to offer the 3M™ MCS™ Warranty for graphics made with all 3M-specified products, when manufactured with the printer and ink shown above, applied and used as recommended in applicable 3M Product and Instruction Bulletins.



3M™ MCS™ Warranty Certificate Serial Number: US-170424-109894-3M

*Rick Monti, Business Director*

APPENDIX II  
INVOICING AND PAYMENT

Invoicing:

The Contractor shall submit a fully itemized invoice to Virginia Commonwealth University, Accounts Payable and Support Services, Box 980327, Richmond, VA 23298-0327, that, at minimum, includes the following information: the Virginia Commonwealth University purchase order number; a description of the goods or services provided; quantities; unit prices; extended prices; and total prices. Payment will be issued in accordance with the payment method selected below and with the Commonwealth of Virginia Prompt Payment Legislation.

Upon request by VCU, the Contractor shall submit invoices electronically using the Ariba Network or other e-commerce channel utilized by VCU; and agrees to comply, within reason, with any future e-commerce initiatives including, but not limited to: procurement, procurement content, sourcing or any other electronic procurement and sourcing solutions.

Questions regarding this method of invoicing should be sent to: [ecommerce@vcu.edu](mailto:ecommerce@vcu.edu).

Payment:

VCU Procurement Services is automating the payment process to the greatest extent possible. Contractors are encouraged to accept payment electronically through the commercial card program. Please review the payment methods described below and select one for your firm. By selecting the payment method below, Contractor acknowledges that the selected payment method is **not specific to the contract resulting from this solicitation and will apply to all payments made to the Contractor** by Virginia Commonwealth University. For example, if the Contractor has an existing contract(s) and is currently receiving payment by paper check, and the Contractor is now electing to receive payment by the commercial card, **all payments** will be made using the commercial card once the commercial card payment process is implemented for the firm.

**Payment Methods**

**1. Electronically through a Wells Fargo Visa commercial card:** Payment will be made ten days (10) after receipt of a proper invoice for the amount of payment due, or ten (10) days after receipt of the goods or services, whichever is later.

It is the Contractor's responsibility to contact its banking institutions to determine any credit limit that may restrict the payment of invoices. It is the Contractor's responsibility to have its credit limit raised as necessary to facilitate the timely payment of all invoices. Invoices exceeding the Contractor's credit limit will be returned unpaid.

Failure to accept the commercial card after award of contract will be considered a contract compliance issue and will be addressed accordingly. In addition, invoices will be returned without payment until the Contractor can accept the payment through the commercial card.

Questions regarding this method of payment should be sent to [commcard@vcu.edu](mailto:commcard@vcu.edu).

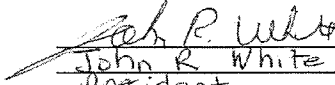
2. **ACH:** Electronic payment via automated clearing house (ACH) to the vendor provided bank account of record. Payment is processed thirty (30) days after receipt of a proper invoice for the amount of payment due, or thirty (30) days after receipt of the goods or services, whichever is later. Additional information about ACH payments is available at: <http://treasury.vcu.edu/banking/vendor-ach/>.

**Contractor must indicate the method of payment selected:**

Commercial Card Payment (Wells Fargo VISA)

Automated Clearing House (ACH)

**Invoicing and Payment Method Acknowledgement:**

Signature:   
Name Printed: John R. White  
Title: President  
Name of Firm: TREXLO Enterprises LLC, dba FASTSIGNS  
Date: 12-5-17

Please identify the following contact information for the individual who will serve as the appropriate point of contact within your company to be contacted by VCU Accounts Payable to implement the electronic invoicing and payment processes:

Name of the individual: Wanda White  
Title: \_\_\_\_\_  
Mailing address: 2361 Greystone Ct, Suite A  
Rockville, VA 23146  
Email address: wanda.white@fastsigns.com  
Phone number: (804) 719-5900 ext 404  
Fax number: (804) 719-5908