

ADDENDUM 1

DATE: January 23, 2023
RFP NUMBER: UTA2023-003
RFP DUE DATE: February 1, 2023 (REVISES)

The following changes and/or clarifications are hereby incorporated into the RFP. Your proposal must reflect the following:

The submittal deadline has been moved to 3:00 p.m. CST, Wednesday, February 1, 2023.

Section 1.4 is reworded as follows:

The initial term of the resulting Agreement will be for three (3) year(s) and thereafter the University shall have the right, at its option, to renew the Agreement for up to seven (7) additional renewal terms of one (1) year each.

Prices for the first year are to be firm. At the end of each year during the initial term and at each renewal term (if any), the rates may be increased, decreased or remain unchanged. Any price adjustment must be requested by the Vendor in writing, including detailed documentation supporting the increase, at least sixty (60) days prior to the expiration of the current term. Changes, if agreed to, shall be based upon the percentage change in the Bureau of Labor Statistics' Consumer Price Index (CPI)-All Urban Consumers for Dallas-Fort Worth-Arlington for the previous contract period (https://www.bls.gov/regions/southwest/news-release/consumerpriceindex_dallasfortworth.htm). No change in pricing shall exceed the year-over-year percentage change in the CPI index noted above, unless it is deemed in the best interest of the University based on current market conditions and the best value criteria included in Texas Education Code 51.9335.

Clarifications from Pre-Proposal call:

1. Pricing entered in pricing matrix is to be "per each" pricing.
2. Pricing matrix has been updated adding pricing for pole banners that are identical to the 16 oz. but with 18 oz. (now Items 2 & 4) and H-stakes for the corrugated plastic (now Item 30) item
3. Pole pockets measurement stated on pricing matrix are a flat measurement.
4. UT Arlington currently has a majority of 10' poles on campus but has some 8' poles which are being phased out.
5. Material to be 3M as stated on pricing matrix.

Answers to questions submitted by Question Deadline:

General Questions:

Q1 Do you have any data you can share on quantities purchased last year or over the last few years, so we could get a scope of the bid or annual spend?

A1 It's challenging to get a firm number because of the number of signs due of COVID19 and the ever-changing information.

- For COVID19 signage from start to finish we spent \$ 144,122.70 which consisted of several different sizes and types of signage.
- We have approximately 600 banner poles that get changed out as needed due to wind and weather damage or just to refresh materials.
- We do a couple hundred special event banners and a couple hundred event wayfinding signs a year.
- Metal Lettering - \$ 8,600 / Glass graphics - \$ 6,500
- Departments outside of our Office of Facilities Management (OFM) will order from the contract that results from this RFP and we have no way of knowing quantities of signs order by non-OFM departments.

Our total spending for just the Office of Facilities Management last year for signage and banners was \$245,443.

Q2 Do you have any data you can share on order patterns for last year or previous years, i.e. how often products were ordered in quantities of 1-5 vs. higher quantities?

A2 For OFM most of our orders are larger except some of the event wayfinding signage, or special signage for renovations or building closures. For pole damage banners from weather, we generally order 50 at a time (double sided). For some special projects or events, we order between 50 -75 double sided banners at a time.

Q3 Similarly, do you have any data on how often products were ordered that needed installation? Our cost per hour would be very different if a crew was requested for a single banner vs. if they were onsite all day installing a wide range of graphics. Is there a place in the bid system to set an hourly rate subject to a minimum site visit charge?

A3 If we elect to use the vendor as the installer, the majority of the time it would be a larger installation. For example, we wouldn't use a vendor on the two bridges. It would remain in-house because of it being over a state highway and is challenging because of special equipment and road closures requirements. Yes, there is a place on the pricing matrix for installation hourly rates.

- Q4 Is the university required to purchase all signage from the vendor awarded this contract, or are they allowed to continue to source products from wherever they want?
- A4 Our goal is to have all future signage needs for the campus purchased from the contract resulting from this RFP. There could be a time or two that a general or a sub-contractor working on a large construction project would use a different vendor for project banners or for fencing. Occasionally we have a sporting event on campus that may include restrictions allowing only a certain supplier due to copyright guidelines and requirements.

Product Questions:

- Q5 College Park Center Column Banner (Item 6 on new revised pricing matrix) – Do you have a photo of the custom pocket sewn to the back of the banners? Will this be supplied? If not, do you have the info on what you are looking for?
- A5 No photo. This banner (and the Brazos Park Stage and SEIR Building Banners) have a pocket sown on the back down the middle horizontally.
- Q6 Bridge Banner (Item 8 on new revised pricing matrix) – Do you have a photo or additional details on the custom stitched slits or how it is attached to the bridge?
- A6 See photos below.
- Q7 Corrugated Plastic (Items 27-29 on new revised pricing matrix) – For the corrugated signs, are these yard signs, and if so do you need H-stakes?
- A7 Some of these signs are used for wayfinding in which case we would need the H-stakes. Some are informational signage within a building in which case we would not need the H-stakes. Line item 30 has been added to the revised pricing matrix for H-stacks.
- Q8 Laser Cut Acrylic Letters (Items 37 – 40 on new revised pricing matrix) – Do you have photos? Is the brushed aluminum Chemmetal?
- A8 No photos. No, it is not Chemmetal. It is an applied vinyl over the acrylic in a brushed aluminum finish.
- Q9 Cast Aluminum Plaque (Item 47 on new revised pricing matrix) – Is there a specific color brush finish and material you are looking for? Can you clarify what you mean by "Standard Border & Background Color"?
- A9 Brushed finish is for the raised lettering and border. The border is a beveled single line border. The background color is typically a black color with a pebble finish.
- Q10 Cast Bronze Plaque (Item 48 on new revised pricing matrix) – Is there a specific color brush finish and material you are looking for? Can you clarify what you mean by "Standard Border & Background Color"?
- A10 Brushed finish is for the raised lettering and border. The border is a beveled single line border. The background color is typically a dark brown color, but sometimes we use a black background. Both with a pebble finish.

Q11 Heat Sealed Logo (Item 51 on new revised pricing matrix) – Will the umbrellas come to us to heat seal or will we need to send an installer on site?

A11 They usually come in box shipped directly to vendor.

Q12 Production Artwork/Creative Fee (Item 67 on new pricing matrix) – Will we receive print ready art files with vector images and/or high-resolution photography, or will we be assisting the University in creative and/or art setup?

A12 Most of the time if not all the time it will be print ready.

Q13 Sign Sample Charge, if required (Item 68 on new revised pricing matrix) – Are there specific signs will you need samples of?

A13 Not usually on standard items though we may require samples on the metal cut letters or special custom signage.

PLEASE SUBMIT WITH YOUR PROPOSAL

Nancy Czarowitz

Contract Specialist

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SIGNED: _____

COMPANY NAME: _____

COOPER STREET BRIDGE BANNER PHOTOS





