NOTICE OF AWARD OF CONTRACT

TO:  
SIGNS UNLIMITED, INC.  
1808 MACTAVISH AVENUE  
RICHMOND, VA 23230  

DATE ISSUED:  
September 9, 2014  

CURRENT REFERENCE NO:  
509-15  

CONTRACT TITLE:  
2/90 SIGN SYSTEMS AND CUSTOM SIGNAGE

THIS IS A NOTICE OF AWARD OF CONTRACT AND NOT AN ORDER. NO WORK IS AUTHORIZED UNTIL THE VENDOR RECEIVES A VALID COUNTY PURCHASE ORDER ENCUMBERING CONTRACT FUNDS.

Your firm is awarded the above referenced contract. The contract term covered by this Notice of Award is effective IMMEDIATELY and expires on AUGUST 31, 2019.

The contract documents consist of the terms and conditions of the attached Standard Form Agreement, including any exhibits, attached or amendments thereto.

CONTRACT PRICING:

REFER TO CONTRACTOR’S BID FORM (ATTACHED)  
PRICING FIRM FOR CONTRACT TERM

ATTACHMENTS:

SPECIFICATION EXCERPT  
CONTRACTOR’S BID FORM

EMPLOYEES NOT TO BENEFIT:

NO COUNTY EMPLOYEE SHALL RECEIVE ANY SHARE OR BENEFIT OF THIS CONTRACT NOT AVAILABLE TO THE GENERAL PUBLIC.

VENDOR CONTACT: CAROL STANFORD  
VENDOR TEL. NO.: 804-353-0607  
VENDOR EMAIL: CSTANFORD@SIGNUNLIMITED.NET  
VENDOR FAX. NO.: 804-358-8782

COUNTY CONTACT: MICHELLE CONGOON  
COUNTY TEL. NO.: 703-228-7942

CONTRACT AUTHORIZATION  
DISTRIBUTION

Richard Warren, CPA  
Purchasing Agent

Kynthia H. Cordero  
8/9/14  

RFD FOLDER: 1
SPECIFICATION EXCERPT

Arlington County will receive bids for the provision of two (2) types of signage to include 2/90 Signage Systems and custom signage as detailed on the attached drawings and specifications on an as-needed basis for up to a five (5) year period.

WORK ASSIGNMENT:
Project Assignment Procedure
Projects with estimated value of under $5,000 will be assigned to the Contractor who was determined to be the lowest bidder, unless:

- the lowest bidder fails to accept the work assignment and/or commence the work specified in the County Purchase Order within the time limits specified in the Response Time paragraph below; or

- the lowest bidder is unable to respond to work request and begin work within the time limits specified in the Response Time paragraph below.

In either of the above cases Arlington County will assign the project following the procedure below for projects estimated value of over $5000.

Projects with an estimated value of over $5,000 - project information will be sent by email to all Contractors under Contract, specifying project scope, the timeframe for submitting a quote, and the list of documents required in the quote. The project will be awarded to the Contractor who submits the lowest complete quote within the timeline specified by the County Project Officer. Partial, incomplete or late, quotes will not be accepted.

Response Time
Jobs under $5000 - The Contractor shall commence work within three (3) working days after receipt of purchase order, unless approved otherwise by the Project Officer.

Jobs in excess of $5000 - The Contractor shall commence work within five (5) working days after receipt of the purchase order, unless approved otherwise by the Project Officer.

If a site visit is scheduled prior to submitting quotes, Contractors’ attendance is optional, unless otherwise noted. However, any issues omitted by the Contractor due to the Contractor’s absence at such site visit are the responsibility of the Contractor.

The contractor has five (5) days to respond to a quote under $5,000 and ten (10) days for over $5,000. Quotes must be received by the County Project Officer, via email, by close of business (COB) on the final day, or 5pm, for it to be valid.

Service Requirements:
Furnish all labor, materials, tools, accessories, supervision and equipment necessary to provide either 2/90 or custom signage installed. Each individual job will contain the detailed Scope of Work. All items below are in addition to the Scope of Work. Work assignments will range in size and on an as-needed basis. There is no minimum amount of work per job. There is no small order or service charge regardless of the size of the order. No individual assignments should exceed $250,000 without Board approval.

It will be the responsibility of the successful bidder to meet any and all local, state and federal code requirements when fabricating and installing signs, to include ADA (Americans with Disabilities Act) requirements as applicable.

The sign fabricator will coordinate on-site work, electrical services (if necessary), and final site placement with the County Project Manager for each individual project. Where structural support for signage is required, it shall be provided and installed by the Contractor and all adjacent landscaping repaired as required.

The Contractor shall complete all work in accordance with scheduled milestones provided by the County Project Officer. All activities shall be sequenced to coordinate with field
programs as needed.

Measure in-place any existing construction as needed for fabrication and execution.

The Contractor shall make all submittals for permits, shall be responsible for paying all fees, making adjustments as required, or anything necessary for obtaining local building and installation permits proper for the proper executions of the Work. All such permits must be obtained prior to fabrication of the sign item. Copies of all permits shall be delivered to the County Project Officer. Permit costs are to be noted as a line item on quotes per direction of the Project Officer.

Visible labels are not allowed except as required. When necessary, locate markings, labels, manufacturer names and other identifications so as to be concealed from public view.

Any and all damage from removing or installing signage shall be the responsibility of the Contractor. The Contractor shall repair the surface, wall, door... to the Project Officer's satisfaction.

Section I: 2/90 Sign Systems

As part of the discounted price, the Contractor shall place and track signage orders, coordinate delivery and installation, install signs, and provide technical assistance and customer service.

The Contractor shall provide, at no cost to the County, one complete set of color, finish, end cap, and trim samples upon award of the Contract. The Contractor shall update the sample set as deletions and additions are made.

Upon request, the Contractor shall provide, at no cost to the County, additional product literature and samples as required for specific projects.

Section II: Custom Signage

The Contractor shall include all labor, materials, engineering services, shop drawings, insurance, travel, shipping, installation, equipment, overhead, profit, and all other costs necessary to complete the Work included. The bid shall contain the unit price for each sign type and the acetate inserts that are detailed in the signage schedule or quote.

The descriptions of all materials, fabrications standards, and installation services for the sign systems defined within the bid package. No substitutions will be accepted.

All submittals and articles of any kind necessary for the Work are subject to approval by the Project Officer.

**WITHIN SIX (6) WEEKS OF NOTIFICATION OF AWARD, THE CONTRACT SHALL SUBMIT TO THE PROJECT OFFICER A SAMPLE OF ITEM A1 - OFFICE NAME PLATE**

BID SUBMISSION REQUIREMENTS - Bidders may bid on EITHER or BOTH Sections. Partial bids for either Section will be rejected.
Bidders shall provide the following with their bid submission:

**Section I: 2/90 Signage**
- Written proof that the bidder is an authorized distributor of 2/90 Sign Systems.
- Provide three (3) references as the vendor and installer of 2/90 Sign System, including name, company, address, email, phone and fax numbers of a contact person of the reference familiar with the Work of the Contractor.

**Section II: Custom Signage**
- Provide three (3) references as the vendor and installer of a custom sign system, including the name, company, address, email, phone and fax numbers of a contact person of the reference familiar with the Work of the Contractor.

**FAILURE TO SUBMIT BID SUBMISSION REQUIREMENTS MAY RESULT IN REJECTION OF BID.**

Bidders shall indicate their discount from list price on the bid form for 2/90 signage and amounts for the custom signage line items. The discount shall remain firm for the entire term of the contract for the 2/90 signage and the line items custom signage.

The prices bid shall include all storage, warehousing, delivery, unpacking, assembly, installation in final location, and waste disposal costs associated with the item. Delivery and installation of all signs shall be coordinated with the County Project Officer. Failure to coordinate with the Project Officer may result in delays in delivery and installation of the product, the costs of which shall be the borne by the Contractor. Repeated failure to coordinate with the Project Officer may result in termination of the contract.

The Contractor shall provide removal and modification of existing interior signs on an as-needed basis at the hourly rate indicated on the bid form.

**INSTALLATION**
All items are to be received, warehoused and installed by the Contractor as necessary in accordance with the items below:

1. The Contractor shall coordinate on-site work, access to site, and final placement with the County Project Officer for each installation. Where structural supports for signage or modifications to existing conditions surrounding building elements are required, it shall be provided by the Contractor.

2. Installation shall be in accordance with all drawings or at the direction of the County Project Officer should there be any discrepancies between the drawings and as-built conditions.

3. Assembly and installation shall be by persons experienced in sign handling and shall be without damage to items or finishes. The Contractor shall be responsible for the repair and replacement of damaged items or finishes.

4. All signs are to be leveled in place at final locations. Adjacent signs are to be leveled to each other.

5. All protective tape, cartons, and wrapping materials shall be removed from the signs and legally disposed of off-site by the Contractor at the Contractor's expense. Each item is to be cleaned, dusted, and ready for use.

6. Any and all shortages, mis-shiped, back ordered, or damaged items shall be reported to the manufacturer and the Project Officer by the Contractor. The Contractor shall be responsible for all Work associated with any and all corrections.
# ITB 888-18 - ATTACHMENT A - BID FORM

**PROVISION AND INSTALLATION OF 2/90 SIGN SYSTEMS AND CUSTOM SIGNAGE**

## PRICING SHEET

The contracts will be awarded to the lowest responsible and responsible Bidders for each Section. The low bids for each Section will be determined by a pre-determined, sealed formula based on the percentage discount from list price indicated on the bid form (Section I) and a pre-determined, sealed formula with a formula for custom signage (Section II). These formulas will be unsealed at the bid opening, and become a public record at that time.

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description</th>
<th>Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SECTION I - 2/90 SIGNAGE</strong></td>
<td>Percentage Discount (%) off list price</td>
<td>2.0%</td>
</tr>
<tr>
<td>1</td>
<td>Removal of Existing Interior Signage per hour</td>
<td>$65.00</td>
</tr>
<tr>
<td>2</td>
<td>Percentage Discount (%) from List of Solysx Film per square foot</td>
<td>25%</td>
</tr>
<tr>
<td>3</td>
<td>Percentage Discount (%) from List of 3M Film per square foot</td>
<td>25%</td>
</tr>
<tr>
<td>4</td>
<td>Delivery Time from Receipt of PO</td>
<td>$1221.71</td>
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</tbody>
</table>

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<tr>
<th>Item No.</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>SECTION II - CUSTOM SIGNAGE PER DRAWINGS/SPECIFICATIONS</strong> - Bidders must complete this Section in its entirety to be considered for contract award. Partial bids for this Section will not be accepted.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Type A1.0 Office Nameplate</td>
<td>$87.97</td>
</tr>
<tr>
<td>2</td>
<td>Type A1.2 Workstation Nameplate</td>
<td>$51.25</td>
</tr>
<tr>
<td>3</td>
<td>Type A2.1 Conference Room</td>
<td>$96.99</td>
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<tr>
<td>4</td>
<td>Type A2.2 Large Conference Room</td>
<td>$132.80</td>
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<tr>
<td>5</td>
<td>Type A2.3 Large Conference Room with Slider</td>
<td>$169.76</td>
</tr>
<tr>
<td>6</td>
<td>Type B1.0 Restroom</td>
<td>$136.58</td>
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<tr>
<td>7</td>
<td>Type B2.0 Elevator Room</td>
<td>$104.95</td>
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<tr>
<td>8</td>
<td>Type B2.1 Master Control Room</td>
<td>$18.49</td>
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<tr>
<td>9</td>
<td>Type B4.1 County Personnel</td>
<td>$103.99</td>
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<tr>
<td>10</td>
<td>Type B4.2 Freight Elevator</td>
<td>$136.58</td>
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<tr>
<td>11</td>
<td>Type B5.0 Stairs</td>
<td>$1221.71</td>
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<tr>
<td>12</td>
<td>Type D1.0 Directory Sign / NON-MAGNETIC, Initial Print Included</td>
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<tr>
<td>13</td>
<td>Type E1.0 Large Directory</td>
<td>$253.24</td>
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<td>14</td>
<td>Type F1.0 Stairwell</td>
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<td>15</td>
<td>Type G1.0 Notice Sign Double Pane</td>
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<td>16</td>
<td>Type G1.1 Notice Sign Single Pane</td>
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<tr>
<td>17</td>
<td>Type G2.0 Emergency Evacuation</td>
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<tr>
<td>18</td>
<td>Type K1.0 Garage Level</td>
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<tr>
<td>19</td>
<td>Removal of Existing Interior Signage per hour</td>
<td>$65.00</td>
</tr>
<tr>
<td>20</td>
<td>Percentage Discount (%) from List of Solysx Film per square foot</td>
<td>25%</td>
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<td>21</td>
<td>Percentage Discount (%) from List of 3M Film per square foot</td>
<td>25%</td>
</tr>
<tr>
<td>22</td>
<td>Delivery Time from Receipt of PO</td>
<td>$1221.71</td>
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</table>

BIDDER'S NAME: [Signature]

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