BID PACKAGE

#2024-RFP-04

for

GRAPHICS AND SIGNAGE DESIGN AND FABRICATION SERVICES

City Manager Office
602 South Main Street
JOPLIN, MO 64801

NOTICE TO BIDDERS

The City of Joplin, Missouri will accept sealed bid proposals until 10:00 a.m., Tuesday, December 12, 2023 at the 2nd Floor Joplin City Hall located at 602 South Main Street, Joplin, Missouri, 64801 to PURCHASE the following:

GRAPHICS AND SIGNAGE DESIGN AND FABRICATION SERVICES

Specifications and bid forms are available from Tony Robyn, Assistant City Manager by calling (417) 624-0820 x 1204, emailing below, or by writing to the address indicated above. Any bids received after the specified deadline will be returned to the vendor.

The City reserves the right to evaluate all bids, to reject any or all bids and re-bid at a later date. The City may waive any irregularities in the bid or negotiate variances from specifications and make awards that are in the best interests of the City. The City will have final decision in all matters regarding acceptance of bids and issuance of awards.

The City encourages minority and female owned businesses to submit bids on all City purchases.

Leslie Haase, CPA

Finance Director

Publication Date: November 22, 2023

The City of Joplin, Missouri will be accepting sealed proposals to purchase the following:

SIGNAGE AND GRAPHICS DESIGN AND FABRICATION SERVICES

The City of Joplin is requesting sealed proposals for the development of a variety of signage needs for a variety of projects and needs. The respondent will have necessary expertise and capacity to install, design, create, and produce color content of text, images, pictures, and other graphical and signage types and needs on a variety of surfaces including metal, plastic, wood, glass, paper, canvas, and related other materials.

- Edit information and content for various graphics and signage projects; provide professional guidance on design standards.
- Develop creative color graphics, charts, signage, and other imagery as needed for signage needs
- Meet city timetables and schedule needs; will include on-call services for repairs and other needs.
- KEY OUTCOMES include high quality graphics and signage content to be used for public facilities and programs across a variety of city departments, facilities, and programs.

Responses should include:

1. Five examples of created content
2. An estimated hourly and/or unit cost to develop various signage
3. Identify respondent's key staff involvement and highlight expertise
4. An estimated example timeframe to develop, deliver, and install

Request for Proposals Response Subject Line: "**2024-RFP-04, Graphic and Signage Design and Fabrication Services. 10:00 A.M., Tuesday, Dec 12, 2023"** ATTN: Tony Robyn, Assistant City Manager

Questions concerning the specifications and bidding procedures should be directed to Tony Robyn, Assistant City Manager of Joplin at 602 S. Main St., Joplin, MO, 64801 at trobyn@joplinmo.org.

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Scoring will be based on the following:

Hourly and Base Rate	40pts
Expertise of Team	30pts
Project Examples	20pts
Timely Project Response Schedule	10pts