

**REQUEST FOR QUOTE
RE-FACE
WAYFINDING SIGNS**

SUBMISSION DEADLINE:

August 25, 2017
10:00 A.M.

FOR

**CITY OF FOUNTAIN INN
200 NORTH MAIN STREET
FOUNTAIN INN, SC 29644**

REQUEST FOR QUOTE TO RE FACE WAYFINDING SIGNS

The City of Fountain Inn is seeking quotes from qualified firms to reface existing wayfinding signage in multiple locations throughout the City of Fountain Inn, including Gateway, Parking, Identification and Directional signage. (Signage face only)

Quotes are being solicited only from responsible and established bidders known to be experienced and regularly engaged in the work of re facing signs.

Any response to the Quote must be received no later than **Friday, August 25, 2017 at 10:00A.M. (EDST)**.

Please submit **one (1)** copy of the quote by the bid receipt deadline. Quotes may be mailed, or delivered to

**City of Fountain Inn
Attn: Lori Cooper
Wayfinding Sign Proposal
200 North Main Street
Fountain Inn, SC 29644**

Bidders are responsible for effecting delivery by the deadline date; late submissions will be rejected without opening. Fountain Inn accepts no responsibility for misdirected or lost quotes. Late, faxed or e-mailed responses will not be considered.

All quotes are subject to the City of Fountain Inn's Procurement Ordinance, Ordinance #2010-001 dated February 2, 2010. The Procurement Ordinance is available on the City's website at:

<http://www.fountaininn.org/Websites/fountaininn/images/Procurement%20Ordinance%20Signed%2020202010.pdf>

It is the sole discretion of the City of Fountain Inn to determine the award method. Awards will be made to the lowest, responsive and responsible offeror whose offer is determined to be the most advantageous to the City.

Publicity Releases:

Contractor agrees not to refer to an award of this proposal in commercial advertising in such a manner as to state or imply that the products or services provided are endorsed or preferred by the City.

Vendor Information:

The quote shall include all of the following information (failure to include all the information could result in disqualification):

1. Name, address, and telephone number of a primary contact person.
2. Copy of liability insurance and workers compensation
3. Copy of W9

D. Required Contract Clauses:

Insurance –Indemnity:

- (a) Contractor agrees to maintain general liability insurance for all of Contractor's work and name the City as an additional insured.
- (b) Workers Compensation Insurance. Contractor shall provide and pay for worker's compensation insurance. *The City does not provide worker's compensation insurance for Contractor of Contractor's employees.* Contractor shall provide a declaration page from Contractor's workers compensation insurance policy to the City. Contractor's insurance company/agent shall be required to notify the City in the event the insurance premiums are not paid. In the event that Contractor's worker's compensation insurance is canceled, for any reason, this agreement shall automatically terminate. The City may, in its sole discretion, secure worker's compensation insurance for the Contractor and deduct any premiums therefore from any sums due Contractor for services rendered pursuant to this agreement.
- (c) Contractor shall indemnify the City and the City's agents and save them harmless from against any and all claims, actions, damages, liability and expense, of any type, kind or description, including attorney fees and costs, in connection with loss of life, personal injury and/or damage to property arising from or out of the services to be rendered pursuant to the terms of this Agreement, the work of employees of Contractor while performing the services hereunder, or any breach or alleged breach by Contractor of this Agreement.
- (d) The City shall not be liable for injury or death occurring to Contractor or any of its employees or other assistants in the course of performing this Agreement.
- (e) All personal property used by Contractor in connection with this Agreement shall be and remain at Contractor's sole risk, and the City shall not be liable for any damage to, or loss of such personal property arising from any acts of negligence of any persons, or from any other cause whatsoever, nor shall the City be liable for any injury to the person of the Contractor or other persons employed by Contractor, Contractor expressly agreeing to

save the City harmless in all cases. Contractor shall carry at his expense and pay all premiums for insurance to cover his personal property used in connection with the services to be rendered hereunder.

Assignment:

The Contractor shall not assign any of his rights under this Agreement, or delegate the performance of any of his duties hereunder, without the prior written consent of the City.

Damages and Remedies:

In the event of a breach of this Agreement:

(a) The City's sole obligation shall be to pay Contractor the amount due for goods and services already acceptably performed. In no event shall the City be liable for any lost profits or consequential, incidental or special damages.

(b) Contractor waives any and all right to injunctive relief in the event of any dispute with the City, and the Contractor's sole remedy in such a dispute shall be the payment of any sums due and owing to Contractor as specified herein.

(c) **BINDING ARBITRATION – S.C. Code §15-48-10.** In the event of a dispute arising pursuant to this Agreement, the parties agree that the dispute shall be resolved through the use of binding arbitration. The parties agree that any and all disputes between them that cannot be amicably settled, shall be determined solely and exclusively by arbitration. A neutral arbitrator shall be chosen by the parties who shall arbitrate in accordance with the hearing procedures for arbitration hearings as set forth in the Commercial Arbitration Rules of the American Arbitration Association or any successor thereof (“AAA”) including if applicable, the Expedited Procedures of such rules or the Optional Rules For Emergency Measures of Protection, but shall not use the services of the AAA. The neutral arbitrator shall make all administrative decisions. Arbitration shall take place at an appointed time and place in Greenville County, South Carolina

Each bidder shall be responsible for researching the existing conditions and matters that affect the cost or performance of the services.

Submitted By:

(PLEASE TYPE OR PRINT CLEARLY)

Company Name _____

Address: _____

Federal Tax ID _____

Phone Number: _____

Fax: _____

Contact Person: _____

Title: _____

Email: _____

Signature: _____

Copy of Business Card Attached _____ yes _____ no

To restore the wayfinding/parking/identification signs to welcome visitors, assist them with finding parking into the downtown area as well as city parks, Depot Street, and amenities.

Scope of Service

1. Provide timeline for re-facing wayfinding signs
2. Provide signage colors for review and approval by City
3. Ensure conformance of all materials with SCDOT standards and regulations
4. Existing metal frames provided. (not part of re surfacing)
5. If frames are removed for re surfacing, cost for reassembling of panels to frames including anchor bolts as well as installation and mounting of materials

SIGN LOCATIONS

Address	Location	No of Signs	Size	Type	Cost Each	Total Cost
N Main St @ Harrison Bridge Rd	On N Main facing away from Harrison Bridge Rd	1	48" x 60"	Directional		
S Main St @ Highway 418	1 on corner of Grand South & 1 across st	2	48" x 60"	Directional		
N Main St @ Bryson Drive	1 on N Main across from Bryson Dr	1	48" x 60"	Directional		
Jones Street @ McKnight Street	Behind parking plaza	1	24" x 30"	Parking		
Depot Street	1 at end of Depot Street	1	24" x 30"	Parking		
Rail Road Street	1 @ intersection of Fairview & Rail Road	1	24" x 30"	Parking		
McKnight & Fairview	1 from Fairview St entrance	1	24" x 30"	Parking		
200 North Main Street	1 @ entrance facing city hall	1	24" x 24"	identification		
Fairview Street	Across from Hardee's	1	48" x 60"	Directional		
102 Depot Street	1 @ entrance of Commerce pavilion	2	24" x 24"	Identification		
Rail Road Street	Fairview @ Railroad St	1	48" x 60"	Directional		

Woodside Avenue	1 @ entrance of Woodside Park	1	48" x 60"	Directional		
Knight Street	1 @ entrance to city park	1	48" x 60"	Directional		
Putman Street	1 @ entrance drive for Sanctified Hill park	1	24" x 30"	Directional		
North Weston & Trade Street	Entrance to FI Natural Gas Office	1	24" x 30"	Parking		

Old Laurens Road	Exit 23 Off Ramp	2	48" x 60"	Directional		
Fairview Street	Across from Activity Center at 610 Fairview	1	24" x 30"	Directional		

EXAMPLES:



