



STEPHEN F. AUSTIN STATE UNIVERSITY
PROCUREMENT AND PROPERTY SERVICES
P. O. Box 13030
NACOGDOCHES, TX 75962

REQUEST FOR PROPOSAL

RFP NUMBER
LEGACY-DISPLAYS-09

PROPOSAL MUST BE RECEIVED BEFORE:
5:00PM, TUESDAY, DECEMBER 15, 2009

MAIL PROPOSAL TO:

Stephen F. Austin State University
Procurement and Property Services
P. O. Box 13030
Nacogdoches, TX 75962-3030

**HAND DELIVER AND/OR
EXPRESS MAIL TO:**

Stephen F. Austin State University
Procurement and Property Services
2124 Wilson Drive
Nacogdoches, TX 75962

Show RFP Number, Due Date and Time on Return Envelope

NOTE: PROPOSAL must be time stamped at **Stephen F. Austin State University Purchasing Services** before the hour and date specified for receipt of proposal.

REFER INQUIRIES TO:

Crystal Bell
Stephen F. Austin State University
Purchasing Services
936-468-6495
email: bellcd@sfasu.edu

**STEPHEN F. AUSTIN STATE UNIVERSITY
Request for Proposal #LEGACY-DISPLAYS-09**

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- Exhibit A Execution of Offer
- Exhibit B Acknowledgment of Addenda
- Exhibit C Pictures and Other Reference Materials
- Exhibit D Financial Proposal

**SECTION 1
INTRODUCTION**

1.1 SCOPE OF PROPOSAL

Stephen F. Austin State University, hereafter referred to as "SFA" or "the University", is seeking proposals for creation and installation of separate men's and women's basketball legacy displays for the Athletic Department.

1.2 SFA INFORMATION

Since its founding in 1923, Stephen F. Austin State University has established a reputation of providing a traditional, residential college experience serving approximately 2,300 part-time students and more than 11,900 full-time students, with approximately 3,000-3,500 making SFA residence halls their home-away-from-home. To meet the needs of these students, SFA employs approximately 1,400 full and part-time faculty and staff. SFA is an institution of higher education operated as an agency of the State of Texas. A 9-member Board of Regents is appointed by the Governor of Texas, each serving staggered 6-year terms.

1.3 SCHEDULE OF EVENTS*

Issuance of Request for Proposals.....	November 13, 2009
Proposal Closing.....	December 15, 2009, 5:00pm
Evaluation of Proposals and Selection of Finalists and/or Negotiations	December 2009
Award of Agreement.....	December 2009
Installation Deadline.....	April 23, 2010

*Dates are tentative and subject to change.

1.4 OPEN RECORDS

The parties understand the information exchanged in the negotiation process is confidential to the fullest extent permitted by law, and neither party will disclose such information to anyone other than representatives of the negotiating parties except as required by Texas law. Final awards and contracts, after all negotiations are completed, may be subject to open records.

1.5 RESPONDENT QUALIFICATIONS

- 1.5.1 Respondent must have experience in Athletic graphic design and multi-media display. Museum quality design work is expected. Three (3) references of a similar type project must be submitted as part of the evaluation criteria.
- 1.5.2 For the basic elements of the displays, installation knowledge of safety regulations, some carpentry, and electrical experience required.
- 1.5.3 Design Credentials (BA, MA, or Certification) preferred.

SECTION 2 STATEMENT OF WORK

2.1 SCOPE OF WORK

Stephen F. Austin State University hereafter referred to as “SFA” or “the University” will be seeking to enhance the entrance of the William R. Johnson Coliseum with two legacy displays dedicated to the rich history of SFA men’s and women’s basketball. The display to the right of the entrance will be dedicated to men’s basketball and the display to the left of the entrance will be dedicated to women’s basketball. The University is looking for a creative approach to recognize the accomplishments of former coaches, student-athletes and former teams.

2.2 TARGET BUDGET

Respondents should expect an estimated total budget of \$50,000 for both displays. Respondents are encouraged to present alternative designs utilizing quality materials and creative ideas beyond the specifications herein.

2.3 LEGACY DISPLAY GUIDELINES

- 2.3.1 Budget constraints will dictate the final product. All designs will need to be flexible enough to possibly substitute, delete, or change elements without sacrificing the integrity of the design.
- 2.3.2 Safety regulations prohibit the design from being on the floor so the plans must not prohibit traffic flow in or out of the building in case of an emergency.
- 2.3.3 The current glass trophy cases will be removed and taken off-line by the University and its contents moved to another location to be determined by SFA. None of the current contents will be used in the new display.
- 2.3.4 All hanging items to be securely fastened to the wall.
- 2.3.5 The University will provide power to the site or wiring where needed for any backlighting elements or signage, and the University will be responsible for any wall painting if necessary.
- 2.3.6 Current University legacy displays use Brushed Stainless/Nickel; this is the preferred, but not required, element of metal lettering or signage. The University requests that the appearance of the display remain consistent with other legacy displays within the facility.
- 2.3.7 While the coliseum concourse is not technically open to the public except during game time and other University events, the doors are open from 8-5 / M-F, so all elements of the display will need to be secured.
- 2.3.8 Pictures and other reference materials will need to be secured, whether in a locked case or some other secure site.
- 2.3.9 Designs need to be all-inclusive with any wiring point or wall painting specifications, if needed.
- 2.3.10 All measurements and dimensions are the sole responsibility of the respondent. SFA will not be responsible for inaccuracies, should any changes occur because of measurement issues. The respondent will incur all costs associated to resolving the issue.

2.3.11 Respondent will be responsible for all installation. Pictures and reference materials owned by the University that may be utilized are shown in "Exhibit C", however, it is the vendor's responsibility to determine the necessary elements for successful installation.

2.3.12 A mock-up of a design plan with any wiring or painting specifications, and associated costs is required with the proposal. Several designs may be submitted for review.

SECTION 3
INSTRUCTIONS TO RESPONDENTS

3.1 CONTACT INFORMATION

3.1.1 All questions regarding the RFP, or response must be forwarded to Contracting Specialist:

Crystal Bell
PO Box 13030
Nacogdoches, TX 75962
Phone: 936/468-6495
Fax: 936/468-4282
Email: bellcd@sfasu.edu

3.1.2 All questions regarding the desired legacy displays please call John Branch at 936-468-4334 or email him at jbranch@sfasu.edu

3.2 SUBMITTAL DEADLINE AND LOCATION

3.2.1 All proposals must be received by SFA no later than 5:00pm, Tuesday, December 15, 2009

3.2.2 Proposals are to be submitted to:

MAIL PROPOSAL TO:

Stephen F. Austin State University
Purchasing Services
P. O. Box 13030
Nacogdoches, TX 75962-3030

**HAND DELIVER AND/OR
EXPRESS MAIL TO:**

Stephen F. Austin State University
Purchasing Services
2124 Wilson Drive
Nacogdoches, TX 75962

3.2.3 All U.S. Mail addressed to any component of SFA is delivered to a central mail room and redistributed by SFA personnel to the addressee's on-campus post office box. Consequently, there is a possibility of delay between receipt of mail at the central mail room and receipt in the Purchasing and Inventory Department. Proposals must be in the office of the Purchasing and Inventory Department by the time set for RFP closing in order to be considered, and receipt by SFA at the central mail room will not be deemed sufficient.

3.2.4 Proposals will be publicly opened Wednesday, December 16, at 9:00 am in the office of the Procurement and Property Services, 2124 Wilson Drive. Only the names of the Respondents will be read aloud.

3.2.5 Proposals received after the time for closing will be returned to Respondent unopened regardless of the circumstance. It is the responsibility of the Respondent to get the proposals delivered in a timely manner regardless of delivery method or circumstances.

3.2.6 Faxed or electronically mailed proposals will not be accepted.

3.2.7 Proposals may be withdrawn at any time prior to the time and date set for proposal closing.

3.2.8 Stephen F. Austin State University reserves the right to accept or reject any or all proposals and to waive irregularities or technicalities provided such waiver does not substantially change the offer or provide a competitive advantage to any Respondent in the judgment of Stephen F. Austin State University.

3.3 SUBMITTAL INSTRUCTIONS

- 3.3.1 All proposals must be submitted in the format prescribed in Section 3.6.
- 3.3.2 Each Respondent must submit at least one original proposal with original signatures on the Execution of Offer and Form of Proposal and three (3) complete copies.**
- 3.3.3 All proposals must be complete and convey all of the information requested to be considered responsive. If the proposal fails to conform to the essential requirements of the RFP, SFA alone will determine whether the variance is significant enough to consider the proposal susceptible to being made acceptable and therefore a candidate for further consideration, or not susceptible to being made acceptable and therefore not considered for award.
- 3.3.4 Each respondent, by submitting a proposal, represents that the respondent has read and completely understands the request for proposal documents and agrees to abide by the terms of this RFP and any resulting agreement. Failure of the selected contractor to fulfill the provisions of this request for proposal shall in no way relieve the obligation of the Contractor to furnish all services necessary to carry out the provisions of the agreement.
- 3.3.5 Proposals shall be signed by a legally authorized representative of the Respondent. Unsigned proposals will be rejected as a material failure.

3.4 ACCEPTANCE AND FORMATION OF AGREEMENT

- 3.4.1 Respondents are encouraged to propose several design ideas. Award will be based on one prototype that will best meet the University's needs. Further additions, changes, deletions may be negotiated after the award is given based on preferences and budget. SFA will be the sole judge on the final design.
- 3.4.2 No recommendation for award will be made until Stephen F. Austin State University is fully satisfied that the Respondent is professionally competent and properly equipped to render the specified legacy displays.
- 3.4.3 The University reserves the right to further negotiate, after proposals are opened, with any Respondent that submits a proposal. SFA may award a contract(s) based on initial proposals received without any discussion of such proposals. Therefore, each proposal should be submitted on the most favorable and complete price and terms possible.
- 3.4.4 SFA reserves the right to enter into an agreement not based only on the cost to the University, but which, in the sole opinion of SFA, is deemed to represent the best value to SFA.

3.5 EVALUATION CRITERIA

- 3.5.1 Award will be based on a comprehensive review and analysis based on a weighted value of averaged evaluation scores and negotiation of the proposal that best meets the needs of the University. Submission of a proposal represents concurrence with this method of evaluation and award. Furthermore, Respondents will not, under any circumstances, dispute any award made using this method.
- 3.5.2 Evaluation of the proposals will be performed by an evaluation committee representing Stephen F. Austin State University. Proposals will be evaluated using the following criteria, which are listed below in no particular order. Stephen F. Austin State University reserves the right to award an agreement not based only on the cost to the University, but on the criteria that best meet the

University's requirements and goals. The University shall be the sole judge of determining which proposal represents the best value to the University.

3.5.3 Criteria

- a. 10% - Project Price;
- b. 40% - Experience in Graphic Design, Athletic Design, and Museum quality examples of previous projects;
- c. 50% - Mock-up design. Creativity and balance along with compliance to safety regulations

3.6 PROPOSAL FORMAT

3.6.1 Proposals shall be prepared in a straightforward and concise manner, identifying clearly and concisely any deviations, enhancements, and other differences that exist between the RFP and the respondent's proposed services. Emphasis should be placed on responsiveness to the RFP requirements, completeness and clarity of content and conformance to the RFP instructions. **Respondents shall organize their proposal in a point-by-point format according to Section 3.6.2.** Failure to follow point-by-point presentation could be grounds for disqualification.

3.6.2 Proposal shall include the following information and be submitted in the following order:

- a. Required Submittals – Failure to submit the following documents will result in disqualification of the response.
 - i. Exhibit A – Signed Execution Of Offer
 - ii. Exhibit B – Acknowledgement of Addenda
 - iii. Exhibit D – Financial Proposal
 - iiii. Mock -Up Design
- b. Evaluation Submittals
 - i. Experience in Graphic Design- to include the names and associated information of individuals that would be assigned to the SFA account including:
 1. Brief History of the firm
 2. Experience
 3. Certifications and Credentials
 4. Key qualifications, Athletic graphic and multi-media design strengths;
 - ii. Flexibility of the Designer:
 1. List an example of a project that morphed from very expensive design to a more humble design with pictures of the end result and the cost/preference adjustments that were made to create the final result;
 - iii. Portfolio Package:
 1. Provide a detailed portfolio highlighting any design elements of previous projects that might be implemented in the SFA Design.
 2. Address any safety issues, security for pictures and any reference materials used in previous projects.
 - iiii. Satisfaction of Present and Previous Clients- provide a list of no more than three organizations for which the respondents installed tributes to include at a minimum:
 1. Entity name
 2. Contact name
 3. Address
 4. Telephone number
 5. Email address

**EXHIBIT A
EXECUTION OF OFFER**

In compliance with this RFP, and subject to all the conditions herein, the undersigned offers and agrees to furnish any or all commodities or services and to comply with all terms, conditions and requirements set forth in the RFP documents and contained herein.

By signature hereon, Respondent affirms that he/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted response. Failure to sign the response, or signing it with a false statement, shall void the submitted response or any resulting contracts, and the Respondent may be removed from all solicitation lists.

By signature hereon, the Respondent hereby certifies that he/she is not currently delinquent in the payment of any franchise taxes owed the State of Texas.

By the signature hereon affixed, the Respondent hereby certifies that neither the Respondent nor the firm, corporation, partnership, or institution represented by the Respondent or anyone acting for such firm, corporation, or institution has violated the antitrust laws of this State or the Federal antitrust laws nor communicated directly or indirectly the response made to any competitor or any other person engaged in such line of business.

By signature hereon, Respondent certifies that if a Texas address is shown as the address of the Respondent, Respondent qualifies as a Texas Resident Bidder as defined in Rule 1 TAC 111.2.

Certifications:

Texas Family Code Child Support Certification. By signature hereon, Respondent certifies as follows: "Under Section 231.006, Texas Family Code, the Contractor certifies it is not ineligible to receive the payments specified in the Agreement and acknowledges that this Agreement may be terminated and payment may be withheld if this certification is inaccurate."

Sales Tax Certification. By signing the Agreement, the Respondent certifies as follows: "Under Section 2155.004, Texas Government Code, the Contractor certifies that the individual or business entity named in this Agreement is not ineligible to receive the specified contract and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate."

Franchise Tax Certification. By signing the Agreement, a corporate or limited liability company, Respondent certifies that it is not currently delinquent in the payment of any Franchise Taxes due under Chapter 171 of the Texas Tax Code, or that the corporation or limited liability company is exempt from the payment of such taxes, or that the corporation or limited liability company is an out-of-state corporation or limited liability company that is not subject to the Texas Franchise Tax, whichever is applicable. Contractor acknowledges and agrees that if this certification is false or inaccurate, at University's option, the Agreement may be terminated and payment withheld.

Payment of Debts to the State of Texas. That pursuant to Section 403.055(h), Texas Government Code, the Respondent agrees that any payments owing to the Contractor under this contract may be applied towards any debt or delinquent taxes that the Contractor owes the State of Texas or any agency of the State of Texas, until such debt or delinquent taxes are paid in full.

The person signing the Response should show title or authority to bind his/her firm in contract.

Federal Employer's Identification Number: _____

Sole Owner should also enter Social Security No.: _____

Respondent/Company: _____

Signature (INK): _____

Name (Typed/Printed): _____

Title: _____

Street: _____

City/State/Zip: _____

Telephone No/Fax No/Email.: _____

THIS SHEET MUST BE COMPLETED, SIGNED, AND RETURNED WITH RESPONDENT'S PROPOSAL. FAILURE TO SIGN AND RETURN THIS SHEET WILL RESULT IN THE REJECTION OF YOUR RESPONSE.

**EXHIBIT B
ACKNOWLEDGEMENT OF ADDENDA**

Receipt is hereby acknowledged of the following addenda to this RFP.

Addenda No. _____ Dated _____

Addenda No. _____ Dated _____

Addenda No. _____ Dated _____

Addenda No. _____ Dated _____

Respondent/Company: _____

EXHIBIT C PICTURES AND OTHER REFERENCE MATERIALS

Exhibit C includes pictures and other reference materials that the awarded bidder may use in the creation and installation of the men's and women's basketball legacy displays. Exhibit C is made up of attached files womens.pdf and mens.pdf.

Please refer to the RFP posting located on the Procurement page of the Stephen F. Austin State University Website at the link below if there are any issues with downloading the attached documentation.

<http://development.sfasu.edu/purchasing/vendor/procurement.asp>

**EXHIBIT D
FINANCIAL PROPOSAL**

Having carefully reviewed the specifications and related documents affecting the proposal to create and install separate men’s and women’s basketball legacy displays for the Athletic Department in the Stephen F. Austin State University Coliseum, the undersigned submits the following Financial Proposal in accordance with the Request for Proposal documents:

Respondent Name: _____

Authorized Signature: _____

PROPOSAL FOR CREATION AND INSTALLATION OF LEGACY DISPLAYS

TOTAL PROPOSED COST: \$ _____

Total Proposed Cost (written in words): _____

_____ Dollars

Provide a separate schedule detailing the PROPOSED TIMELINE for installation, clearly showing time allowed for each step in the project and including the proposed completion date.

Duplicate this page for any ALTERNATE PROPOSALS and provide the additional attachments for the alternate.