

**The Goodwill Excel Center, Public Charter School  
Request for Proposals – Interior Graphics and Signage  
May 20, 2022**

**I. Background**

The Goodwill Excel Center, Public Charter School (“GEC”) is seeking bids for the materials and installation of interior graphics and signage at the second location of its adult public charter high school at 1201 Maryland Ave SW, Washington, D.C. 20024 (the “School”).

**II. Scope of Work**

- **Fabricate and Install the following:**

**(Note: Please Contact Josh Wallish at [josh.wallish@dcgoodwill.org](mailto:josh.wallish@dcgoodwill.org) to obtain floor plan and pictures of graphics in existing school that can be used for reference.)**

For each of the 12 classrooms shown on the floor plan

- 41"x96" - 1/2" thick printed MDO classroom panels with the classroom number (1 through 12)
  - 11"x13.5" - 1/2" thick panels with wood veneer & magnetic for classrooms. These will be placed outside the door of each classroom and teachers will be able to insert a magnetic sheet containing their biography into this frame
- (1) set of printed and cut graphics in reception area (Room 101 in plans)
  - (1) set of 1/2" thick painted acrylic Excel Center logo for reception area (Room 101 in plans)
  - (2) printed & cut smiling G logos
  - (1) set of painted acrylic Child care logo with cut vinyl on wall
  - (1) set of painted acrylic letters & aluminum panel (what's going on wall)
  - (1) set of painted acrylic letters, (14) total 1/2" thick panels with veneer & 4 aluminum panels
  - (1) set of 1/2" thick painted acrylic letters - Information
  - (1) set of 1/2" thick painted acrylic & printed faces - Excelebrate
  - (3) 2'x4' - 1/2" thick clear acrylic panels with prints (to go over graphic walls)
  - (3) walls with full cover printed graphic (goes behind 2'x4' acrylic panels)
  - (6) sets of printed and cut logos and banding on walls and column
- Provide temporary protection, debris removal and final clean.
  - One year warranty on labor. Manufacturer’s warranty for materials.
  - Work must be started and completed before August 12, 2022.

**III. RFP Response Outline**

Responses to the RFP should consist of seven parts:

- (1) *Organization profile*
  - (a) General information on the responding organization, including; name, address, telephone number, email address, and contact person for this project
  - (b) A short statement of the history and current business operations of bidder

- (2) *Financial Proposal – Firm fixed price*
- (3) *Copy of Business License(s) and Insurance Certificate*
- (4) *Three References*
- (5) *Pictures of the organization's work*
- (6) *Responding organization's standard contract/terms and conditions, if any*
- (7) *Exclusions, qualifications or exceptions to the scope of work, if any*

#### **IV. Submission Deadline and Method**

Responses to this RFP must be received on or before 5:00 PM, June 3, 2022. **Responses must be submitted by email to [josh.wallish@dcgoodwill.org](mailto:josh.wallish@dcgoodwill.org).** All responses will be acknowledged. If you do not receive an acknowledgement of your response within four business hours, please call Josh Wallish (202-719-1235). This RFP is not an offer to enter into a contract. GEC reserves the right to reject any and all responses resulting from this RFP. GEC is not liable for any cost incurred in responding to this RFP.

#### **V. Questions**

Please direct all questions regarding this RFP and the program for which the services will be delivered, via email, to Josh Wallish, at [josh.wallish@dcgoodwill.org](mailto:josh.wallish@dcgoodwill.org).

#### **VI. Selection Criteria**

The organization selected will represent the best value for GEC, combining price and overall service quality. GEC may ask one or more bidders to provide an in-person presentation and/or to provide their best and final offer.