



**REQUEST FOR PROPOSAL (RFP)  
BLOOMDALE CAMPUS - SIGN FABRICATION AND INSTALLATION  
RFP # 0141**

**ISSUED: October 24, 2024**

**RESPONSES DUE: November 25, 2024**

**LIFEPATH SYSTEMS  
1515 HERITAGE DR.  
MCKINNEY, TX 75069**

**For RFP Questions:**

Angela James

Director of Contracts

[Procurement\\_inquiries@lifepathsystems.org](mailto:Procurement_inquiries@lifepathsystems.org)



## INVITATION

### Background Information

Collin County Mental Health Mental Retardation Center d/b/a LifePath Systems (the “Center”) was founded in 1986. It is a community center created under Texas Health & Safety Code Chapter 534 and as such is:

- 1) an agency of the state, a governmental unit, and a unit of local government, as defined by Chapters 101 and 102 of the Texas Civil and Practice Remedies Code;
- 2) a local government, as defined by Section 791.003 of the Texas Government Code;
- 3) a local government for the purposes of Chapter 2259 of the Texas Government Code; and
- 4) a political subdivision for the purposes of Chapter 172 of the Texas Local Government Code.

The Center the Local Behavioral Health Authority (LBHA) and the Local Intellectual and Developmental Disabilities Authority (LIDDA) for Collin County, Texas as authorized by the Texas Health and Human Services Commission (HHSC). In addition to its role as Authority, the Center is a provider of behavioral health services and a provider of services for individuals with intellectual or developmental disabilities.

Throughout this RFP, reference to “Center” is assumed to define and include LifePath Systems. Reference to the “vendor” is assumed to include the vendor and any other vendors and/or personnel with which the vendor has elected to partner for purposes of this RFP.

The Center is seeking a qualified vendors for the fabrication and installation of external signage that meets the aesthetic and functional needs of our LifePath Systems Bloomdale Campus located at 2295 Bloomdale Rd, McKinney, Texas. Vendors wishing to submit proposals can submit a letter of intent identifying the name, address, phone, fax number and email address of the person who will serve as the key contact for all correspondence regarding this RFP. It is the Vendors responsibility to monitor the Center’s website to view answers to submitted questions and for any addenda issued for the RFP. A copy of the Request for Proposal (RFP) may be obtained from the Center’s website at <https://www.lifepathsystems.org/connect-with-us/contracting-opportunities/> or by contacting Angela James, Director of Contracts, [procurement\\_inquiries@lifepathsystems.org](mailto:procurement_inquiries@lifepathsystems.org).

**The Center is subject to and complies with the Texas Public Information Act, Chapter 552 of the Texas Government Code therefore following Contract award, the contents of all proposals may be made available upon written request. Therefore, any information contained in the proposal that is deemed to be proprietary in nature must clearly be so designated in the proposal. Such information may still be subject to disclosure under the Public Information Act depending on opinions from the Attorney General’s office.**

**APPEALS and/or PROTEST.** Any Respondents wishing to protest or appeal the selection process must do so within 7 days of the proposal award. Protest or appeals must clearly state with specificity the grounds upon which the award selection is being challenged. Send via certified mail to:

LifePath Systems  
Attn: Angela M James  
1515 Heritage Drive  
McKinney, TX 75069

Angela James  
Director of Contracts  
[procurement\\_inquiries@lifepathsystems.org](mailto:procurement_inquiries@lifepathsystems.org)



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## SCOPE OF SERVICES

### Scope of Services

The Center is seeking qualified vendor for the fabrication and installation of external signage that meets the aesthetic and functional needs of our LifePath Systems Bloomdale Campus located at 2295 Bloomdale Rd, McKinney, Texas as outlined in the sections below.

- 1.01 The Work shown in the plans, sections, the Specifications, and other drawings (the Drawings) provided is subject to the requirements of the Contract Documents including, but not limited to, the Design Description, General Conditions, Requirements, and Instructions for Bidders.
- 1.02 The Contract shall be governed by all applicable city, county, state, and federal laws, ordinances, rules, and regulations, and the laws, ordinances, rules, and regulations of any other governing bodies, regulatory agencies, authorities, government departments, and any other entities having jurisdiction over the place where the Work is performed.
- 1.03 Work under this Section is the responsibility of the Contractor and consists of furnishing everything necessary for and incidental to the execution and completion of the wayfinding signs.

#### A. DESIGN DESCRIPTION

The project involves the design, fabrication, and installation of various types of signage for BLOOMDALE CAMPUS - SIGN FABRICATION AND INSTALLATION. The selected vendor will be responsible for delivering high-quality, durable signs that meet the specifications outlined in this RFP.

#### B. TYPES OF SIGNS REQUIRED

- i. Exterior Signs
  - a) Monument signs – In accordance with attached specifications of diagrams
  - b) Attached building signs- In accordance with attached specifications of diagrams
  - c) Directional (wayfinding) signs - In accordance with attached specifications of diagrams

#### C. DESIGN AND FABRICATION REQUIREMENTS

- i. The vendor must provide design concepts for all signs, which must align with the branding guidelines of LifePath Systems.
- ii. Materials used for fabrication should be weather-resistant and suitable for outdoor use, as applicable.
- iii. Fabrication must comply with all local codes, regulations, and safety standards.
- iv. The vendor shall present samples of materials and colors prior to final approval
- v. Provide fabrication and installation of exterior signs, sign frames and structures, sign bases, sign panels, including all engineering, fabrication, erection, installation, and electrical.
- vi. Provide Review Drawings, Coordination Drawings, Shop Drawings, Working Drawings, Record Documents, and incidentals.
- vii. Provide all required Samples, Submittals, Proofs, Mock-Ups, and Prototype Signs.
- viii. Provide all the preparation, materials, equipment, tools, labor, testing, inspections, and temporary light and power necessary for the fabrication and installation.
- ix. Provide professional engineering of all signs, sign structures, sign supports, sign frames, sign mounting methods, sign mounting components and hardware, adhesives, embeds, sign bases, sign foundations and footings, sign mow pads, and all other sign structural components, for structural adequacy. The signature and seal of a qualified professional engineer, licensed in the State of Texas, shall appear on the Shop Drawings.
- x. Provide fabrication and installation of exterior signs; sign frames and structures, sign bases, sign panels, letters, and components with message copy and symbols, including all engineering, fabrication,

excavation, erection, installation, electrical, concrete, and masonry.

- xi. Provide Review Drawings, Coordination Drawings, Shop Drawings, Working Drawings, Record Documents, and incidentals.
- xii. Provide and install all required sign light fixtures, lamps, ballasts, cables, conduit, wiring, and all other electrical components for illuminated wayfinding signs.
- xiii. Provide all required professional electrical engineering, cables, conduit, wiring, and all other electrical components for the signs as required. Provide the final electrical and data connections.
- xiv. Provide all required color, finish, material, and process matching for all of the signs.
- xv. Provide and prepare all digital art and camera-ready files as required.
- xvi. Provide professional electrical engineering. The signature and seal of a qualified professional electrical engineer, licensed in the State of Texas, shall appear on the electrical drawings that shall be included in the Shop Drawings.

#### **D. LIFEPATH SYSTEMS MANAGEMENT APPROVAL**

Prepare a final presentation of the designs for management approval prior to fabrication including detail plans. The plans should include dimensions, materials, and installation methods. Highlight compliance with all applicable laws and regulations.

#### **E. PREPARATION FOR FABRICATION**

Once approved and signed off by center management, prepare detailed specifications for the fabricators, ensuring they have all required elements for compliant production.

#### **F. INSTALLATION REQUIREMENTS**

- i. The vendor must provide complete installation services for all signage including:
  - a) a detailed installation plan,
  - b) timelines,
  - c) methods, and
  - d) technology to be used.
- ii. Installation should be conducted during non-peak hours to minimize disruption, unless otherwise agreed.
- iii. The vendor is responsible for obtaining any necessary permits and ensuring compliance with local regulations. Provide written documentation to the Owner, the Architect, and the Construction Manager verifying that all the required licenses, permits, and permissions have been properly obtained.
- iv. Provide all safety barricades and warning signs as required to safely complete the Work. Verify on-site conditions at the start of the Work and during the course of the Work as needed to understand the site conditions during all phases of the Project and to confirm the signage will be coordinated with any changes to the site conditions that may occur during the course of the Work.
- v. The vendor must coordinate with relevant stakeholders on-site, including contractors and facility managers.

#### **G. REFERENCE STANDARDS**

- i. Where more stringent requirements than those described in the Drawings and the Specifications are set forth under codes, laws, rules, regulations, and ordinances of federal, state, county, and any local governing bodies, regulatory agencies, authorities, government departments, and any other entities having jurisdiction, notify the Owner, the Architect, and the Construction Manager in writing before proceeding with Work. Work is subject to the applicable portions of the following standards:
- ii. All Work shall comply with the laws, codes, ordinances, guidelines, standards, rules, regulations, and requirements of the United States, the State of Texas, Collin County, the City of McKinney, and any other federal, state, or local governing body having jurisdiction.

#### **H. INTENT OF PLANS AND SPECIFICATIONS**

- i. The Contractor may not manufacture, reproduce, or exhibit the Drawings, or modify them for any other purpose outside of this current Contract, without written approval of the Owner and the Architect.
- ii. The intent of the Drawings is to prescribe the outline of Work that the Contractor undertakes to do in full compliance with the Contract. The Contractor shall do all Work provided in the Contract and such additional, extra, collateral, and incidental Work as may be necessary to complete the Work in an acceptable and timely manner.
- iii. Notify the Owner, the Architect, and the Construction Manager in writing of any discrepancies in the Drawings, in the Message Schedule, in any field dimensions, and in any field conditions. Notify the Owner, the Architect, and the Construction Manager in writing of any changes required in any aspect of the fabrication and the installation of the wayfinding signs.
- iv. The Drawings show design intent only and are not intended to cover every detail of materials, parts, fabrication, construction, mounting, and installation. Furnish all required inspections, testing, engineering, materials, parts, fabrication, construction, mounting, and installation necessary to complete the entire Work in compliance with the design intent, whether or not said details are shown or specified, at no additional cost to the Owner.

#### **I. SIGN LOCATIONS**

- i. The sign locations shown on the Sign Location Plans are for general reference only and are not representative of the exact final locations.
- ii. The final locations for the signs shall be established on-site by the Contractor, the Owner, and the Architect. The final locations for the signs shall be shown in the Shop Drawings. Prior to installation, the final locations for the signs shall be verified by the Contractor.
- iii. Obtain all the necessary reviews and approvals for the sign locations. Signs installed in locations that have not received all necessary reviews and approvals and that have not been established with, and reviewed and accepted by, the Owner and the Architect may need to be removed and reinstalled in new locations determined by the Owner and the Architect. Work for relocating such signs shall be completed by the Contractor at his own expense.

J. All signs' examples shown in the Drawings are for reference only.

#### **K. PROJECT/SITE CONDITIONS**

- i. Provide all on-site inspections, surveys, and testing required to install the signs properly, safely, and securely.
- ii. Prior to the start of fabrication, identify all the governing bodies, regulatory agencies, authorities, government departments, and all other entities having jurisdiction over the locations where signs are to be installed. Determine all applicable code and regulatory requirements. Provide the Owner, the Architect, and the Construction Manager with written notice of any signs which conflict with any of the applicable codes or any other regulatory requirements.
- iii. Prior to the start of any fabrication, provide the Owner, the Architect, and the Construction Manager with written notice of any locations where the sign dimensions do not coordinate with the existing site dimensions or conditions. Provide the Owner, the Architect, and the Construction Manager with documentation showing the on-site dimensions and conditions. The Architect may adjust the sign sizes and/or graphic layouts from those shown in the Drawings to coordinate with the on-site dimensions and/or conditions. Do not proceed with fabrication of signs requiring any changes or adjustments to coordinate with on-site dimensions or conditions until directed to do so by the Owner and the Architect. Coordinate sign production to allow the Owner and the Architect a minimum of fifteen (15) working days to make any changes or adjustments to wayfinding sign sizes and/or layouts that may be required to coordinate with the on-site dimensions or conditions.
- iv. Before the start of any fabrication, at locations where signs are to be mounted to existing structures, verify that the existing structures can properly, securely, and safely support the signs. Notify the Owner, the

Architect, and the Construction Manager in writing of any locations where signs have been scheduled to be mounted to existing structure and cannot safely, securely, and properly accept the signs or the signs cannot be properly mounted for any reason. Work on the signs shall not proceed until such conditions have been resolved, corrected, or adjusted by the Owner and the Architect, and the Contractor receives written notice.

- v. Include on-site dimensions in the Shop Drawings

#### **L. MAINTENANCE AND WARRANTY**

- i. The vendor must provide a warranty for fabrication and installation that includes:
  - a) A detailed description of the coverage period and
  - b) terms.
- ii. All fastening devices and adhesives must be durable, suitable for long-term use in exposed exterior locations, vandal-resistant, vibration-resistant, and tamper-resistant. All fastening devices must be corrosion resistant. All fastening devices and adhesives must be warranted as to permanency of performance.
- iii. Warrant to the Owner in writing that the materials and equipment furnished under the Contract will be high quality and new unless otherwise required or permitted in writing by the Owner, that the Work will conform with the requirements of the Contract Documents, and the Work will be free of defects not inherent in the quality required or permitted in writing by the Owner. Work not conforming to these requirements, including unauthorized substitutions, may be considered defective. If required by the Owner, furnish satisfactory evidence as to the kind and quality of materials and equipment.
- iv. Provide complete and detailed operations and maintenance data and safety inspection instructions to the Owner and the Architect.
- v. An outline for maintenance and care of signs should be included in the proposal.
- vi. Provide the Owner with documentation of the manufacturers' warranties for all products supplied as part of the Work.

#### **M. TIMELINE**

Proposals should include an estimated timeline for fabrication and installation, including any potential delays.

- i. The overall project timeline should be clearly outlined, including key milestones and final completion dates.

#### **N. References**

- i. Provide at least 3 references from businesses in which Vendor has performed similar projects of similar size.

**TERM**

As you evaluate your approach to provide services, you are encouraged to recommend contract options and address the relative advantages and disadvantages of your recommendations. Contract duration must allow early termination without penalties to the Center in the event the Texas Health and Human Services Commission terminates revenue contracts to the Center. The contract can also be terminated for cause.

**SUBMITTAL SCHEDULE**

<b>Task</b>	<b>Date</b>
RFP Issued	October 24, 2024
Deadline for Questions	November 8, 2024
Questions answered via addenda	November 13, 2024
RFP Submittal Deadline	November 25, 2024
Proposal Review	December 2, 2024
Evaluation Team - FINAL RECOMMENDATION to Programs and Communications Committee	December 9, 2024
Tentative Services Start Date	December 16, 2024





**PROPOSAL DEADLINE**

Request for proposal packets may be obtained on the Center’s website, <https://www.lifepathsystems.org/connect-with-us/contracting-opportunities/>. Responses to the Request for Proposal (RFP) must be received by the Center by 5:00 pm CDT 11/25/2024. If you are submitting an electronic copy via email, your attachment must include the RFP number, your company name, and the date it was sent. If you mail your proposal, it must be postmarked prior to the submission deadline.

**PROPOSAL INSTRUCTIONS AND FORMAT**

Vendors shall pay particular attention to all **INSTRUCTIONS, REQUIREMENTS, ATTACHMENTS and DEADLINES** indicated in the attached Proposal and should govern themselves accordingly. All required documentation must be submitted with the proposal. The Vendor is cautioned to read the entire RFP to determine all requirements.

The Center reserves the right to reject any and all proposals, to waive formalities and reasonable irregularities in submitted documents, and to waive any requirements in order to take the action, which it deems to be in the best interest of the Center and is not obligated to accept the lowest Proposal. This RFP does not obligate the Center to pay for any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, the RFP does not obligate the Center to accept or contract for any expressed or implied services. Contract funding and length is contingent on HHSC funding.

The Center will only release names of the Vendors that have responded to this solicitation after the Center’s Evaluation Team has evaluated the Proposals and an award has been made and approved by the Center’s Board of Trustees.

**The Center appreciates your time and effort in preparing this proposal. All proposals must be received at the specified location identified in RFP #0141 before opening date and time. The official time shall be determined by the time/date stamp when received at location. Proposals received after above date and time shall be returned unopened.**

LifePath Systems RESERVES THE RIGHT TO REJECT A PROPOSAL WHICH DOES NOT CONTAIN ALL INFORMATION REQUIRED BY THE RFP.

- 1. All Proposals must be submitted in accordance with the following no later than 11/25/2024, at 5:00p.m.

**Mail**  
LifePath Systems  
Attn: Angela James  
REQUEST FOR PROPOSAL RFP # 0141  
BLOOMDALE CAMPUS - SIGN FABRICATION **OR**  
AND INSTALLATION  
1515 Heritage Drive  
McKinney, TX 75069  
DO NOT OPEN IN MAILROOM

**Email:**[Procurement\\_inquiries@lifepathsystems.org](mailto:Procurement_inquiries@lifepathsystems.org)  
LifePath Systems  
Attn: Angela James  
REQUEST FOR PROPOSAL RFP # 0141  
BLOOMDALE CAMPUS - SIGN FABRICATION  
AND INSTALLATION  
1515 Heritage Drive  
McKinney, TX 75069

**Proposals will not be opened until after the deadline.**

- 2. Late Proposal or modifications - Proposal and modifications received after the time set for submission will not be considered.
- 3. **If submitting via Mail:** Number of Copies - To achieve a uniform review process and to obtain a maximum degree of comparability, LifePath Systems requires that Proposals be submitted with one (1) master (marked original) and one (1) copy.

4. The Proposal Submittal should include:

- a. Fully completed signature Page executed by a duly authorized signing officer of the Vendor.
- b. Title Page - Title page must show the RFP subject; the Vendor's name; the name address, and telephone number of a contact person; and the date of the proposal.
- c. Transmittal Letter - Submit a signed letter briefly addressing the Vendor's understanding of the work to be done, the commitment to do the work detailed within this RFP and a statement explaining why the Vendor believes itself to be best qualified to do the required work.
  - i. Vendor Representative - Include the name of the designated individual(s), along with respective telephone number(s), email address(es), who will be responsible for answering technical and contractual questions with respect to the proposal.
- d. Vendor Application - must be filled out in its entirety.  
Response format as follows: State the question or item exactly as appears; then provide your detailed response.
- e. Questions fall under the following sections:
  - I. Business Demographics
  - II. Services
  - III. Cost Proposal
  - IV. Implementation Plan
  - V. Client Reference
- f. All application response attachments must be labeled to reference the appropriate section and letter (i.e., "VI. a.")

5. A STATEMENT CONFIRMING THAT YOU HAVE READ, UNDERSTAND, AND AGREE TO THE GENERAL AFFIRMATIONS LOCATED AT:  
<https://www.lifepathsystems.org/wp-content/uploads/2021/05/General-Affirmations.pdf>

The selected vendor will be required to adhere to all Texas contract and confidentiality requirements.

Your response may also contain any narrative, charts, tables, diagrams, or other materials in addition to those called herein; to the extent such additions are useful for clarity or completeness of the response. Attachments should clearly indicate on each page the paragraph in the RFP to which they pertain. The Center will not be liable for any errors in your proposals.

No modifications to your proposal will be accepted except during negotiations initiated by the Center.

Any verbal communication will be considered unofficial and non-binding regarding this RFP and subsequent award.

Each respondent submitting a Proposal in response to this RFP acknowledges and agrees that the preparation of all materials for submittal to the Center and all presentation, related costs, and travel expenses are the respondents' sole expense as the Center shall not, under any circumstances, be responsible for any cost or expense by the respondent.

The Center shall be allowed to keep all materials submitted by the respondents regarding this RFP. Each respondent agrees to hold the Center harmless against any expenses, damages, and claims arising from or connected with your proposal, including patent, trademarks, copyright, or other intellectual property infringement or misappropriation.



Any media request of the respondents shall be concurrently directed to the Center during the receipt, analysis, selection, and subsequent contract negotiation until said contract is signed and delivered by the Center.

The Center reserves the right to issue addenda to this RFP at any time due to the need for clarification, change in schedule, or other reasons the parties so decide. The Center reserves the right to accept or reject any individual sub-consultants that the successful respondent proposes to use.

**Your proposal constitutes an offer that remains open and irrevocable for a period of no less than 90 days unless your proposal states otherwise. Proposals after the award are public documents.**

**APPLICATION**

**I. Business Demographic**

Organization Name: \_\_\_\_\_

Organization dba Name (if applicable): \_\_\_\_\_

Federal Tax ID Number: \_\_\_\_\_

Business Address: \_\_\_\_\_

Contact/Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Phone/Fax: \_\_\_\_\_

Executive Director – Owner/Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Phone/Fax: \_\_\_\_\_

Billing Contact/Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Phone/Fax: \_\_\_\_\_

Other Owners/Partners – Name/% Ownership/If corporate, list organization:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Type of Organization (i.e., Non-Profit Corporation, Limited Liability, General Partnership, etc.):

Years in operation: \_\_\_\_\_

Hours of operations: \_\_\_\_\_

Certification Number if a Historically Underutilized Business (HUB): \_\_\_\_\_

Qualifications if HUB eligible, but not certified: \_\_\_\_\_

List all licenses, credentials, certifications, and/or accreditations currently held by organization: (provide copies if applicable)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**II. Services**

a. Describe Respondent’s company history, evidencing its strengths and stability, including number of years in business, licensing information (if applicable), number of years providing the type of proposed service, existing customer satisfaction data, number of customers in Texas and areas covered in Texas.

b. Describe Respondent’s experience relevant to the Scope of Services requested by this RFP.

i. List and describe relevant projects of similar size and scope performed over the past four years.

- c. Describe Respondent's specific experience with clients, especially large organizations with multiple locations.
  - i. If Respondent has provided services for the Center in the past, identify the name of the contract and service provided.
- d. List other resources that will be made available to the Center.
- e. Please feel free to include any additional skills, experiences, qualifications, and/or other relevant information about the Respondent's qualifications.
- f. List all licenses, credentials, certifications, and/or accreditations the Respondent currently holds.

### III. Cost Proposal

- a. Describe your proposal fee structure.
- b. Comprehensive breakdown of costs involved in fabrication, installation, and any additional services.

### IV. Design and Implementation Plan

- a. Provide a description of Vendor's understanding of the project and scope of services.
  - i. Discuss methodologies used and/or approaches taken to providing the services as outlined. Indicate features, skills, and/or services which distinguish the Vendor and make it the better choice for the Center.
  - ii. Indicate how the Vendor's resources will be allocated for this project (e.g., number and type of personnel allocated by hours).
- b. Describe Vendor's experience in sign design, fabrication, and installation.
- c. Provide the Vendor's Shop Drawings.
- d. Describe Vendor's proposed fabrication and installation methods.
- e. Describe Vendor's understanding of local codes, regulations, and safety standards related to signage.
- f. Provide a timeline for design, fabrication, and installation phases.
- g. Provide Warranty and Maintenance Plans with clarification of warranty terms for both fabrication and installation.
- h. Provide a breakdown of any additional costs that may be incurred due to fabrication, installation, and any additional services.
- i. Describe Vendor's customer and technical support. Is this support available 24-hours per day, 365 days per year. If not, please provide hours of support services availability.
  - i. What is the response time for support services?

### V. Client References

Provide a minimum of three client references. For each client listed, include the following:

- a. Agency name and address;
- b. Name or Point of Contact (POC);
- c. POC email address and telephone number;
- d. Dates of services provided to client;
- e. Type of services provided to client.



## EVALUATION CRITERIA

The selection and approval of the Vendor will be made in accordance with the Center’s competitive bidding and selection process. An evaluation committee will evaluate proposals based on the guidelines set forth in this RFP and will present its findings to the Center’s Management. LifePath Systems reserves the right to request additional information and clarification of any information submitted, including any omission from the original proposal. All proposals will be treated equally regarding this item.

LifePath Systems intends to solicit, evaluate, and negotiate proposed terms from qualified Vendors to determine which proposal will serve the best interests of the organization by providing the best value<sup>1</sup>. Once it is determined that a proposal meets the requirements, the LifePath Systems evaluation team will score each proposal. In determining best value for the organization, LifePath Systems will consider:

1. Cost Proposal.
2. The reputation of the Vendor and of the Vendor’s services.
3. The quality of the Vendor’s services.
4. The extent to which the services meet the Center’s needs.
5. The total long-term cost to the Center to acquire the Vendor’s services; and any relevant criteria specifically listed in the request for proposals.

### RATING CRITERIA

The proposal will be evaluated and scored based upon the following rating criteria:

Evaluation Criteria	SCORING
<p><b>Cost Proposal</b></p> <ul style="list-style-type: none"> <li>a. Comprehensive breakdown of costs involved in fabrication, installation, and any additional services.</li> <li>b. Competitiveness of the proposed pricing in relation to other proposals received.</li> <li>c. Clarity of payment terms and conditions</li> </ul>	<b>45%</b>
<p><b>Technical Approach</b></p> <ul style="list-style-type: none"> <li>a. Clarity and feasibility of the proposed fabrication and installation methods.</li> <li>b. Ability to meet project specifications, timelines, and budgets.</li> <li>c. Understanding of local codes, regulations, and safety standards related to signage.</li> <li>d. Quality and originality of design concepts proposed.</li> <li>e. Alignment of proposed designs with the branding guidelines of LifePath Systems.</li> <li>f. Ability to provide visually appealing and functional signage solutions</li> <li>g. Realistic timelines for design, fabrication, and installation phases.</li> <li>h. Quality and comprehensiveness of any warranty and maintenance plans offered.</li> </ul>	<b>45%</b>
<p><b>Reputation of Vendor</b></p> <ul style="list-style-type: none"> <li>a. References from similar businesses</li> <li>b. Positive overall ratings from previous customers</li> <li>c. Length of time in industry</li> </ul>	<b>10%</b>

<sup>1</sup> Texas Local Government Code §252.043(a)(b) Award of Contract



## **ASSURANCES, CERTIFICATIONS, EXHIBITS, AND ATTACHMENTS**

Vendor must submit the Assurance and Certifications, and all Attachments requested, to include:

1. Vendor will submit a copy of their standard contract, along with proposal. Label this (Attachment A)
2. Signature Page (Attachment B)
3. Resident/Non-Resident Certification (Attachment C)
4. Assurances Document (Attachment D)
5. Conflict of Interest Questionnaire (Attachment E)
6. Form W-9 (Attachment F)
7. Lobbying Certification (Attachment G)
8. Deviation Form (Attachment H)
9. Questions or Inquires: All questions must be submitted electronically no later than 5:00 pm CDT on 11/08/2024.

LifePath Systems

Angela James

Email: [procurement\\_inquiries@lifepathsystems.org](mailto:procurement_inquiries@lifepathsystems.org)

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the LifePath Systems**



**ATTACHMENT B  
SIGNATURE PAGE**

The attached proposal application is being submitted in response to the BLOOMDALE CAMPUS - SIGN FABRICATION AND INSTALLATION #0141. The proposal is a firm offer and shall remain an open offer, valid ninety (90) days from the date of this document.

LifePath Systems in its sole and absolute discretion shall have the right to award contracts for any or all materials listed in each proposal, shall have the right to reject all proposals and shall not be bound to accept the lowest proposal and shall be allowed to accept the total proposal of any one vendor. I understand that this proposal will be reviewed and evaluated according to the procedures indicated in this RFP.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Title

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Email



**ATTACHMENT C**  
**RESIDENT/NON- RESIDENT CERTIFICATION**

Contractor must answer the following questions in accordance with the **Texas Government Code §2252.002**, as amended:

1. Is the Contractor that is making and submitting this bid a “resident Applicant” or a “non-resident Applicant”?

Answer: \_\_\_\_\_ Resident Applicant      \_\_\_\_\_ Non-resident Applicant

\*A Texas Resident Contractor is a Contractor whose principal place of business is in Texas and includes a Contractor whose ultimate parent company or majority owner has its principal place of business in Texas.\*

2. If the Contractor is a “Non-resident Contractor”, does the state in which the Nonresident Contractor’s principal place of business is located have a law requiring a Nonresident Contractor of that state to bid a certain amount or percentage under the bid of a Resident Contractor of that state in order for the nonresident Contractor of that state to be awarded a contract on his bid in such state?

Answer: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Which state? \_\_\_\_\_

3. If the answer to Question B is “yes,” then what amount, or percentage must a Texas Resident Contractor bid under the bid price of a Resident Contractor of that state to be awarded a contract on such bid in said state?

Answer: \_\_\_\_\_

## ATTACHMENT D ASSURANCES DOCUMENT

The Vendor assures the following:

1. All addenda and attachments to the RFP as distributed by the Local Authority and designated by the checklist have been received.
2. No attempt has been or will be made by the Vendor to induce any person or Vendor to submit or not to submit a Proposal, unless so described in its Proposal.
3. The Vendor does not discriminate in its services or employment practices based on race, color, genetic information, religion, sex, national origin, disability, veteran status, or age.
4. All cost and pricing information is reflected in the RFP response documents or attachments.
5. The Vendor accepts the terms, conditions, criteria, and requirements set forth in the RFP.
6. The Vendor accepts the Center's right to cancel the RFP at any time prior to Contract award.
7. The Vendor accepts the Local Authority's right to alter the timetables for procurement that are set forth in the RFP.
8. The Proposal submitted by the Vendor has been arrived at independently without consultation, communication, or agreement for the purpose of restricting competition.
9. Unless otherwise required by law, the information in the Proposal submitted by the Vendor has not been knowingly disclosed by the Vendor to any other Vendor prior to the notice of intent to award.
10. No claim will be made for payment to cover costs incurred in the preparation of the submission of the Proposal or any other associated costs.
11. Local Authority has the right to complete background checks and verify information.
12. The individual(s) signing this document, and any Contract awarded to Vendor is authorized to legally bind the Vendor.
13. No employee of the Local Authority and no member of the Local Authority's Board will directly or indirectly receive any pecuniary interest from an award of the proposed Contract to Vendor. If the Vendor is unable to make the affirmation, then the Vendor must disclose any knowledge of such interests.
14. The Vendor is not currently held in abeyance or barred from the award of a federal or state contract.
15. The Vendor is not currently delinquent in its payments of any franchise tax or state tax owed to the state of Texas, pursuant to Texas Business Corporation Act, Texas Civil Statutes) Article 2.45.
16. The Vendor shall disclose whether any of the directors or personnel of Vendor has either been an employee or a trustee of the Local Authority within the past two (2) years preceding the date of submission of the Proposal. If such employment has existed, or at term of office served, the Proposal shall state in an attached writing the nature and time of the affiliations as defined.



17. The Vendor shall identify in the attached writing any trustee or employee of Local Authority who has a financial interest in the Vendor or who is related within the second degree by consanguinity or affinity to a person having such financial interest. Such disclosure shall include a complete statement of the nature of such financial interest and the relationship, if applicable.
18. No former employee or officer of the Local Authority directly or indirectly aided or attempted to aid in procurement of Vendor's service.
19. The Vendor shall disclose in an attached writing the name of every Local Authority employee and/or member of Local Authority's board with whom the Vendor is doing business or has done business during the 365-day period immediately prior to the date on which the Proposal is due. Failure to include such a disclosure will be a binding representation by Vendor that the natural person executing the Proposal has no knowledge of any key persons with whom the Vendor is doing business or has done business during the 365-day period prior to the immediate date on which the Proposal is due.
20. Under Section 231.006, Family Code, the Vendor, or applicant certifies that the individual or business entity named in this contract, bid, or application is not ineligible to receive the specified grant, loan, or payment and acknowledges that this contract may be terminated, and payment may be withheld if this certification is inaccurate. For purposes of the foregoing sentence, "Vendor or applicant" shall mean Vendor; contract, bid or application shall mean the Proposal; and "this contract" shall mean any Contract awarded to the Successful Vendor(s).

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email



## ATTACHMENT E CONFLICT OF INTEREST QUESTIONNAIRE

Please retrieve CIQ Form from the following website:

<https://www.ethics.state.tx.us/data/forms/conflict/CIQ.pdf>

(Attach completed CIQ Form as part of your proposal)

***A signature is required in Box 7 regardless of any other entry on the form.***

For the purposes of this Attachment E, the term "Local government officer" means a member of LifePath Systems' Board of Trustees, Chief Executive Officers, and/or an agent of LifePath Systems who exercises discretion in the planning, recommending, selecting, or contracting **(See Attachment K)**.

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## ATTACHMENT F FORM W-9

REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION  
Vendors are to complete a W-9 Form and submit with Proposal Documents.

<http://www.irs.gov/pub/irs-pdf/fw9.pdf>



## ATTACHMENT G LOBBYING CERTIFICATION

The undersigned certifies, to the best of his or her knowledge and belief that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or an employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress an officer or employee of Congress or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

**This certification is a material representation of the fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email



## ATTACHMENT H DEVIATION FORM

All deviations to this RFP must be noted on this sheet. In the absence of any entry on this Deviation Form, the prospective Vendor assures LifePath Systems of their full agreement and compliance with the Specifications and Terms and Conditions.

Each response to this RFP shall contain a Deviation Form, which states the prospective Vendor's commitment to the provisions of the RFP. An individual authorized to execute contracts must sign the Deviation Form. Any exceptions taken to the terms and conditions identified in this Proposal must be expressly stated in the Deviation Form. Use an additional copy or page if needed.

**THIS DEVIATION FORM MUST BE SIGNED AND SUBMITTED WITH THE RFP BY EACH PROSPECTIVE VENDOR/CONTRACTOR WHETHER THERE ARE DEVIATIONS LISTED OR NOT. IF NO DEVIATIONS, NOTE: NONE**

Reference Specifications, Terms and Conditions and Page Number	Deviation

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email



**NOTICE "NOT TO PARTICIPATE" FORM**

Dear Vendor:

Please check the appropriate box below, complete the remainder of this form and return it PRIOR to the scheduled due date and time on the Proposal.

- Our Company cannot provide the products, supplies and/or services listed in this request. Please MOVE our name and address to the following services so that we may submit bids/proposal at a later date:

**Services:**

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- Our Company has chosen NOT to submit a Proposal at this time but would like to remain on your list for this Proposal category. We did not submit a Proposal because:

**Reason:**

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- Please REMOVE our Company name from all LifePath Systems lists until further notice.

Company Name: \_\_\_\_\_

Representative: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Other: \_\_\_\_\_



Authorized Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**VENDORS WHO RESPOND TO THIS INVITATION WITH A COMPLETED PROPOSAL FORM WILL REMAIN ON OUR MAILING LIST. VENDORS MAKING NO RESPONSE MAY BE REMOVED FROM THE MAILING LIST.**

**PLEASE RETURN THIS FORM ONLY TO:**

LifePath Systems  
Attn: Angela James  
1515 Heritage Drive  
McKinney, TX 75069

**Notice "Not to Participate" RFP #0141 BLOOMDALE CAMPUS - SIGN FABRICATION AND INSTALLATION**