DATE: January 18, 2018
TO: Potential Bidders
FROM: Denise Harpool, Senior Buyer
SUBJECT: Questions and Answers – ADDMEDUM 1
IFB752-18-210133-DH
Design & Manufacture of Evacuation Signs

This document is being issued to answer questions and clarifications to the bid that have been submitted as follows: Please note material specification alternate #8 and attached new pricing sheet

1) As far as the work, when do you anticipate starting the work?

**ANSWER:** Evaluation should take approximately one week. A PO should be issued in 10-15 days. Some time may be needed for coordination with Facilities.

2) What are the hours for removing current signage?

**ANSWER:** Hours for removal of signage will need to be coordinated with Facilities. The successful bidder will need to be escorted through the buildings. Most of the removal and installation of signs will occur during the time period of the middle of May through the middle of August, when students are not occupying the dormitories.

3) Will each sign be unique?

**ANSWER:** Yes, each sign will have a unique place marker of “You are here” and the exit route will vary. Each sign will have a unique arrow showing the primary and secondary exits. For any given floor though, the floor template will be the same and many graphics will be static.

4) What is the required size of the sign?

**ANSWER:** 8 ½” by 11” (letter size)
5) Are signs to be screwed into the door or should double-sided tape be used to adhere the sign to the door?

ANSWER: Use double-sided tape to adhere the signs to the doors. When the current signs are removed from the doors there will be four holes and these will need to be filled in with fire grade caulking so the door can function properly.

6) Will UNT provide the floor template?

ANSWER: Yes, UNT will provide the floor template. Sign design by the successful bidder will need to be approved by UNT and the UNT Fire Marshall. Signs must be approved prior to production.

7) Is there a restriction on ink?

ANSWER: No, there is no restriction on ink.

8) Can the bidder propose an alternate material for the signs?

ANSWER: Yes ADDENDUM 1 Please see attached New Pricing form and alternate specification. - Orajet 3164RA or equivalent media Laminated with SEAL Print Shield Anti-Graffiti 1 mil Gloss PCTFE High Performance Barrier Cold Overlaminate or equivalent media.

9) What is the pricing period if new/additional signs are needed?

ANSWER: There will be no extended pricing period

10) What is the work week available for installation, will it be 5 days or 7 days?

ANSWER: Work week availability is 40 hours a week, 8 AM – 5 PM, Monday through Friday, excluding holidays and university closures. After-hours work and weekend work is possible with prior approval and coordination with UNT Facilities.

Additional Answers to Questions posted:

Time frame for complete production/fabrication is 2018 calendar year. Install time frame largely depends on when the signs are complete and delivered. The break between the end of the spring semester and start of fall semester is when we wish to have a large installation effort, again pending availability of completed and delivered signs, because it takes less coordination to schedule and plan access. Installs can be completed during the long semesters, however it’s more difficult to
coordinate access. Regardless of time of year, it’s required to have a UNT representative with the Vendor at all times when work is being done.

Floor Plans will be provided for all Buildings.

Special procedures will need to be followed for installation. Vendor will coordinate and schedule access through a UNT Facilities representative and have to be escorted through the building.

Locations of existing signs to be removed will be provided. Signs are currently mounted with screws not requiring any special hardware or equipment for removal.

Vendors may only bid on the design and production services for manufacturing and delivering the signs. It’s not required for vendors to bid on the removal, repair or installation services, that part is optional.

Vendors must make any deviations from the standard UNTS terms and conditions clear in the bid document. It must be stated in the bid document if you wish to vary from the payment terms, and agreed to by both parties.

Acknowledgement: Please acknowledge receipt of this addenda by signing below and attaching this addenda to your bid.

_______________________________   __________________________
Signature  Date