



**KALAMAZOO COMMUNITY MENTAL HEALTH  
AND SUBSTANCE ABUSE SERVICES**

**REQUEST FOR PROPOSAL  
ADMINISTRATIVE**

**Signage  
RFP 19-03**

**KALAMAZOO COMMUNITY MENTAL HEALTH AND  
SUBSTANCE ABUSE SERVICES (KCMHSAS)  
2030 Portage Street  
Kalamazoo, MI 49001**

**REQUEST FOR PROPOSALS FOR  
SIGNAGE**

**I. INTRODUCTION**

**A. Purpose of the Request for Proposals**

Kalamazoo Community Mental Health and Substance Abuse Services (KCMHSAS) is requesting information from providers who are willing and able to provide new signage for our local governmental agency.

**B. Terms of Engagement**

As a result of this RFP, KCMHSAS may elect to contract with a selected provider for this service, or to not award a contract at this time. If a contract is awarded, the time period will be approximately September 20, 2019 through November 30, 2019.

**II. DESCRIPTION OF ORGANIZATION**

Kalamazoo Community Mental Health and Substance Abuse Services (KCMHSAS) has been delivering quality services and programs to improve the lives of those we serve for over 30 years. We provide a welcoming and diverse community partnership which collaborates and shares effective resources that support individuals and families to be successful through all phases of life. KCMHSAS works with youth, families, and adults with mental illnesses, intellectual/developmental disabilities, and substance abuse disorders to help them succeed.

We build on the strengths, hopes, and dreams of those who come in contact with KCMHSAS. We are fortunate to have dedicated and caring board members, families, individuals served, peers, staff, advocates, providers, and other collaborative partners.

**III. SCOPE OF SERVICES**

KCMHSAS is requesting information from providers who are able to provide replacement signage to assist in our rebranding effort. This will include replacing all our agency signage at all of our locations with identical signage using our new name and new logo. The new logo uses a font from the Century Gothic family and Pantone 286 and Pantone 360. It includes an artistic design element, seven words and a total of 63 characters. A copy of the new logo will be provided to potential bidders during the site assessment. See Attachments A and B for a full inventory of the signs required for this project. **It is the responsibility of the bidder to familiarize themselves with all elements of the current signage. Bidders are strongly encouraged to attend the site assessment on August 28<sup>th</sup>.**

**IV. RFP Timeline**

Activity	Timeline
Issuance of RFP	8/16/2019
Site assessment of each location will be offered on August 28 <sup>th</sup> 2019 (Details to be provided when RVSP is received at <a href="mailto:cthomas@kazooocmh.org">cthomas@kazooocmh.org</a> )	8/28/2019
Vendor questions regarding the RFP submitted via e-mail in place of a bidder's conference. Questions should be submitted to <a href="mailto:cthomas@kazooocmh.org">cthomas@kazooocmh.org</a>	8/30/2019
Answers regarding the RFP posted on the KCMHSAS public website.	9/04/2019
Proposals due to KCMHSAS	9/11/2019
Scoring of proposals	9/13/2019
Notification of Award	9/17/2019
Contract Begins	9/20/2019
Project Completion Date	11/1/2019

**IV. INSTRUCTIONS FOR PROPOSAL SUBMISSION**

**A. Response Date**

1. Three **hard copies** of the proposal must be sent to:  
KCMHSAS  
Attn: Charles Thomas  
2030 Portage Street Kalamazoo, MI. 49001
2. Hard copies must be labeled "RFP 19-03" and include the name & address of the applicant on the envelope.
3. An electronic copy of the proposal must be sent to [cthomas@kazooocmh.org](mailto:cthomas@kazooocmh.org)  
Documents should be in PDF format.
4. All proposals are due to KCMHSAS by *9/11/2019 by 4:00 P.M.*
5. Faxed or late proposals will not be accepted.

**B. Proposal Content**

1. A written response is required for each item unless otherwise indicated. Failure to answer any of the items will negatively impact the applicant's score.
2. Applicants should be familiar with the exhibits referenced in this RFP.
3. Sections should be clearly labeled
4. An official authorized to bind the vendor to its provisions must sign all proposals.

**C. Incurring Costs**

Proposals should be prepared simply and economically to provide a concise description of the vendor's capability to perform the services required. KCMHSAS will not be responsible for any costs incurred in the preparation of proposals in response to this RFP. Nor will KCMHSAS be responsible for any costs incurred if the vendor agency is invited to make an oral presentation to the evaluation team.

**D. Effective Period**

All proposals submitted in response to this RFP must be valid for 90 days.

**E. Withdrawal**

The proposal may be withdrawn in person or by written request at any time prior to the opening of submitted bids. Bids cannot be withdrawn after they have been opened.

**F. Questions**

All questions relating to the preparation and/or submission of a response to this RFP should be directed to [cthomas@kazoozoo.org](mailto:cthomas@kazoozoo.org).

**G. Miscellaneous Provisions**

1. Acceptance of Proposal Content

Contents of the proposal may become contractual obligations. Failure to accept these obligations may result in cancellation of the selected vendor, who may be required to reimburse KCMHSAS for damages incurred.

2. Non-Discrimination

Vendors shall not discriminate against persons with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment, because of age, ancestry, national origin, beliefs, citizenship, culture, mental or physical ability, political affiliation, sexual orientation, gender identity, race, color, religion, national origin, gender, physical appearance (height and weight), family/marital status, or any other criteria that is unrelated to the vendor's ability to perform the duties of a particular job or position. The vendor shall observe and comply with all applicable federal, state and local laws, ordinances, rules and regulations which shall be deemed to include, but not be limited to, the Elliott-Larsen Civil Rights Act and the Persons with Disabilities Civil Rights Act.

3. Non-Collusion

The vendor certifies that this proposal has not been made or prepared in collusion with any other vendor and the prices, terms or conditions have not been communicated by or on behalf of the vendor to any other vendor and will not be so communicated prior to the official receipt of this proposal. This certification may be treated for all purposes as if it were a sworn statement made under oath, subject to the penalties for perjury. Moreover, it is made subject to the provisions of 18 U.S. C. Section 1001, relating to the making of false statements.

4. Freedom of Information Act

Information submitted in response to this proposal is subject to the Michigan Freedom of Information Act and may not be held in confidence after the proposal is opened.

**V. PROPOSAL CONTENT**

**A. Administrative Requirements**

**All applicants must submit the following with their RFP Response:**

1. Cover Page with the following information
  - Legal Business Name
  - Address
  - Telephone Number(s)
  - Fax Number(s)
  - E-mail/Web Page Address
  - Tax ID Number

- Owner (name/title)
  - Person Authorized to Sign Contracts (name/title)
  - Billing Entity Authorized to receive financial reimbursement/payment
  - Billing Contact Person and Telephone Number
  - Billing Address if different than above
2. Submit a copy of your W-9
  3. Disclosure if the organization or any staff person currently working for the organization has been excluded from a Federal Healthcare Program. To find information on exclusions from a Federal Healthcare Program please consult the following sites:
    - <https://www.epls.gov/> (list of excluded parties/organizations);
    - <http://exclusions.oig.hhs.gov/> (list of excluded individuals/entities).
  4. Regulatory Issues: Disclosure of circumstances and status of any disciplinary action taken or pending against the business during the past 3 years with federal or state regulatory bodies.
  5. Proof of Insurance coverage to cover the work the vendor intends to perform. Insurance coverage shall include:
    - Workers compensation, if applicable.
    - Liability and property damage insurance – protection for claims for property damage which may arise from operations under this bid, whether such operations are conducted by the vendor or any subcontractor.
  6. Disclosure of any affiliation or subcontracting relationships, as applicable statements and/or other pertinent documentation identifying/describing parties that may be sub-contracted to provide services for the vendor.

**B. Proposal for Services**

1. Business Demographics
  - Provide a description of your business; number of years in business, clientele, services available and experience providing those services.
3. Relevant Experience

The proposal should list at least two similar projects completed over the last three (3) years. The list should include:

  - Name and location of business where service was provided.
  - Description of the project services.
  - References and contact information for each project.
4. Proposed Services for KCMHSAS
  - A. Provide the following information:
    1. A total cost quote to replace all the signage described in Attachment A and B.
    2. A proposed timeline to complete the work.
    3. An written acknowledgement that the bid being submitted will cover an exact replacement of the current sign, only with the new logo and name.

**VI. EVALUATION CRITERIA**

The proposals submitted will be reviewed and evaluated by a committee designated by KCMHSAS comprised of persons who have operational, administrative and technical knowledge of the specifications contained in this RFP. Evaluation criteria include, but are not limited to, the understanding of the proposed engagement as evidenced by the quality of the

RFP response submitted, relevant experience, qualifications of the vendor and the approach/methodology.

## **VII. SELECTION PROCESS**

KCMHSAS reserves the right to request additional information or clarification from vendors, to allow correction of errors or omissions, and to waive irregularities and/or formalities when so doing may serve the best long-term interests of the organizations involved.

KCMHSAS reserves the right to reject any or all proposals and to proceed in any other manner selected by KCMHSAS.

KCMHSAS reserves the right to award to the vendor that it believes, in its sole discretion, best meets the needs of the organization whether or not that vendor offers the lowest costs in its proposal.

All proposals submitted are subject to the terms of the Freedom of Information Act, and will be retained by KCMHSAS.

## **VIII. ATTACHMENTS:**

- A. Sign Inventory**
- B. Reference Photos**