

**REQUEST FOR QUALIFICATIONS (RFQ)
for
ADA SIGNAGE PRODUCTION**

TABLE OF CONTENTS

PART 1: INTRODUCTION & TIMELINE 1
 PART 2: INSTRUCTIONS 2
 PART 3: AGREEMENT 4
 PART 4: PRICING & SIGNATURE 5

PART 1: INTRODUCTION & TIMELINE

The Pierce County Library System (Library) is a junior taxing district under the laws of the State of Washington established in 1946 as a rural library district under Chapter 27.12 RCW. The Library provides library services for the residents of unincorporated Pierce County, 15 annexed cities and towns (Bonney Lake, Buckley, DuPont, Eatonville, Edgewood, Fife, Gig Harbor, Lakewood, Milton, Orting, South Prairie, Steilacoom, Sumner, University Place, and Wilkeson). The total estimated population served is 613,600. More information about the Library may be found online at www.piercecountylibrary.org.

Thank you for your interest in proposing excellent signage production services to the Library. The purpose of this RFQ is for sign production services to be delivered in a professional manner in accordance with the specifications contained in this RFQ.

The Library encourages qualified proposals from minority- and women-owned businesses. Resources to assist such proposers can be found at <https://omwbe.wa.gov> the website for the Washington State Office of Minority & Women’s Business Enterprises.

Timeline

RFQ Announcement.....	April 11, 2025
Final Questions Due	April 18, 2025, 12 PM
RFQ Responses Due from Library	April 25, 2025
Responses Due to the Library	April 30, 2025, 5 PM
Virtual interviews of selected respondents	May 12-16, 2025
Projected date to award	May 23, 2025
Agreement Implementation	June 1, 2025

PART 2: INSTRUCTIONS

- a) **QUESTIONS ABOUT THE RFQ.** All questions about this RFQ should be directed to Mary Getchell by email to mgetchell@piercecountylibrary.org or by phone at 253-548-3428. The Library reserves the right to share answers with other proposers, if such information is necessary to proposers in submitting responses or if the lack of such information would be prejudicial to uninformed proposers. **All questions must be submitted by April 18, 2025 at 12 p.m.**

- b) **BID SUBMISSION.** To be considered, proposers must submit two (2) complete copies of their responses in a sealed envelope. The responses shall be addressed as follows:

**Pierce County Library System
Attention: Petra McBride
3005 112th Street East
Tacoma, WA 98446-2215
Sealed Response for: PCLS ADA Signage Production**

Alternatively, an email response will be considered as an alternative submission method. If so, send all submission materials to pmcbride@piercecountylibrary.org with the subject line of "Response for: PCLS Sign Production Services".

- c) **DATE OF SUBMISSION.** SEALED RESPONSES MUST BE SUBMITTED NO LATER THAN 5 PM ON APRIL 30, 2025. Submissions received late may be deemed not responsive and may not be considered, at the Library's discretion. The Library reserves the right to extend the date of submission and will provide due notice of such date extension.
- d) **SIGNATURE.** A corporate official who is authorized to make such commitments must sign the response.
- e) **WITHDRAWAL OR MODIFICATIONS OF RESPONSE.** The proposer may, without prejudice, modify or withdraw their response by written request, provided that the response and any withdrawal request are received by the Library prior to the date of submission above. Following the withdrawal of a response, the proposer may submit a new response provided it is received by the Library at the address and by the Date of Submission.
- f) **REJECTION OF RESPONSE.** The Library reserves the right to reject any and all responses without penalty and for any cause.
- g) **RESPONSE OPENING.** All responses will be opened on May 1, 2025 in a non-public opening, and each response shall be evaluated on a number of criteria, to include cost, performance, references, and other qualities the Library deems necessary to select the most qualified proposer. The Library will submit a Notice of Intent to Award to the apparent successful proposer (Vendor) by May 23, 2025.
- h) **AGREEMENT.** Upon Notice of Intent to Award, an agreement (Agreement) will be developed and signed, with all terms and conditions contained herein, along with any other provisions necessary to carry out the Agreement. Should an Agreement not be mutual signed by June 1, 2025, the Library reserves the right to negotiate with the next qualified proposer, or at its sole discretion, conduct a new request for qualifications.
- i) **PUBLIC DISCLOSURE OF AWARDED PROPOSAL.** The Library reserves the right to treat all proposals with confidentiality prior to award. After award of the Agreement, all responses will fall under the requirement by Washington State law (Chapter 42.17 RCW) that obligates the Library to make the document available for public inspection, if requested.

- j) **CANCELLATION.** The Library may cancel any subsequent Agreement or any part thereof by written notice at any time without penalty if the Vendor fails to comply with the terms, instructions, specifications, and delivery completion dates, or fail to perform the services with diligence.
- k) **AGREEMENT ADMINISTRATOR.** The administrator of this Agreement will be the Library’s Marketing and Communications Director.
- l) **REFERENCES.** List the names and addresses of three (3) customers, for whom the proposer has provided similar services and scope of work. Include dates, contact persons, and telephone numbers. Proposers shall hold harmless all references provided. The Library shall be the sole judge in determining a satisfactory or unsatisfactory reference response. References must be submitted with the response.

Company Name	_____
Contact Person/Phone	_____
Work Performed/When	_____

Company Name	_____
Contact Person/Phone	_____
Work Performed/When	_____

Company Name	_____
Contact Person/Phone	_____
Work Performed/When	_____

- m) **COMPANY INFORMATION.** Please provide enough information about your company to give us an understanding of its qualifications for providing printing services. Information may be in the form of printed brochures, standard company publications, and curricula vitae for key employees.

PART 3: AGREEMENT

Contained in this section are the general terms that will become part of an agreement. Other terms may be included in the final agreement, including Vendor's terms and conditions in providing printing services.

- a) **PERIOD OF PERFORMANCE:** The initial period of performance of this Service Agreement is May 15, 2025 through December 31, 2025. This period of performance may be extended as provided in Agreement Extension below.
- b) **AGREEMENT EXTENSION:** The Agreement period may be extended in one-year increments for two (2) additional one-year periods, in accordance with the best interest and the sole option of the Library and with proper notice provided in writing. Requests for any Agreement changes are made in writing to the Marketing and Communications Director. Any agreed upon change shall take effect at the time of the Agreement extension and shall remain in effect throughout the extension period.
- c) **TERMINATION:** The Library may terminate this Agreement, in whole or in part, at any time by written notice, to the Vendor. After receipt of a Notice of Termination, the Vendor shall immediately stop work as directed in the Notice, and comply with all other requirements in the Notice. The Vendor shall be paid its costs, including necessary and reasonable Agreement close-out costs and profit on that portion of the work satisfactorily performed up to the date of termination as specified in the Notice. The Vendor shall promptly submit its request for the termination payment, together with detailed supporting documentation. If the Vendor has any property in its possession that belongs to the Library, the Vendor will account for the same and return or dispose of it in the manner the Library directs.
- d) **PUBLIC RECORDS ACT/CONFIDENTIALITY:** Notwithstanding any other provision herein, Vendor recognizes that Library is a public agency subject to the state Public Records Act, Chapter 42.56 RCW. Upon receipt of a public record request for any material which is the subject of this Agreement, Library will promptly notify Vendor of the request and Vendor will promptly elect whether it will at its own expense commence court action to protect the material from disclosure. If Vendor does elect to seek such protection, Vendor will fully defend and indemnify Library from any liability, including attorney fees and statutory penalties, which may arise under the Public Records Act in connection with the request.
- e) **PAYMENT:** Vendor will submit an invoice upon satisfactory delivery of work product(s). The Library will make payments upon delivery and acceptance of the services and upon receipt of an acceptable invoice. The Library will not be bound by prices contained in an invoice that are higher than those authorized by the Library in writing. Additionally, such invoices may be rejected and returned to the Vendor for a correct invoice.
- f) **TAXES:** Vendor shall include applicable taxes on all invoices, and Library shall make payment to Vendor for said taxes. It is Vendor's sole responsibility to ensure all taxes are paid in accordance with all applicable laws.

PART 4: PRICING & SIGNATURE

Please provide pricing on the following anticipated jobs. Do not include any state or local sales taxes, as those will be paid directly to Vendor. The jobs listed below are representative only; final jobs will be designed according to needs and quantity and coordinated with Vendor. We are interested in understanding the costs in preparation for creating purchase orders and payments.

Job	2025 Qty Est	Price per unit
Print ADA Signage with tactile lettering and braille Approx., 6.5 x 6.5 Current colors are Navy Blue (539 C), Dark Green (5743 C), Purple (5185 C), Brown (448 C).	10-25	
Hanging Signs holders 10" x 36" to fit (8 x 36 insert) Double Sided Acrylic Clear with 1" Color (Gold or Silver) accent strips on top and bottom. Holds 1 paper insert.	5-10	
Wall Sign holders Single Sided, Acrylic Clear with 1" Color (Gold or Silver) accent strips on top and bottom 10" x 36" (other sizes are welcome) Holds 1 paper insert.	5-10	
Holder Sign holders (Signs with a base to go on bookshelves, or shelves) Acrylic Clear with 1" Color (Gold or Silver) accent strip on top and bottom. 10" x 36", 5" x 24", 5" x 12", (double-sided) holds 1 paper insert.	10-15	
Shelf ID Sign holders (End Panels) 10"x12" (single-sided) holds 1 paper insert Acrylic Clear with 1" Color (Gold or Silver) accent strip on top and bottom.	10-60	

The undersigned proposer declares that they have read and fully understands the Request for Qualifications and agrees to all the terms contained herein; and they propose and agree that if their response be accepted, they will enter into an Agreement to perform in accordance with the specifications. Any pricing provided is to include and cover all materials and labor to complete the job to the Library's satisfaction.

Signature of Authorized Representative

Website

Printed Name

Street Address

Title

City, State, Zip Code

Date

Phone