Company Name: Signage
Contract Number: 17-9011-DH-U
Contract Period: May 24, 2017 through May 1, 2022
Initial Terms: 1 year
Renewal Terms: Plus 4 one-year renewals.

Description of Products: UM System Signage

**NOTICE:** Departments please see the detailed instructions below regarding the requirements when purchasing signage under said contract.

**How to purchase Signage**

**Contract Number:** 17-9011-DH-U

**Supply Chain Contact:**
Darla Higgins
Phone: 573.884.8695
Email: higginsdj@umsystem.edu

**Background Information:**
The University of Missouri System Supply Chain (Procurement Services), developed a Request for Qualifications (RFQ) procurement event on behalf the Curators of the University of Missouri in January 2017. The goal of the RFQ is to qualify vendors in which the University of Missouri may engage with over a period time for signage projects on a case-by-case basis.

**What is a Request for Qualifications (RFQ):**
A RFQ refers to the pre-qualification stage of the procurement process. Only those proponents who successfully respond to the RFQ and meet the qualification criteria will be included in the subsequent Request for Quote/Request for Proposal process.

**What I need to know/do when purchasing signage.**
The following information is based on the Signage RFQ. For additional procurement, related questions please contact UM System Supply Chain for advisement at, 573.882.3201.

1. Purchases $10K and under can be purchased at the department level for a single purchase. (A purchase including multiple projects/transactions to circumvent the competitive bidding requirements, or avoid authority levels is considered stringing and prohibited.)
2. Purchases over $10K require (3) three-quotes.

3. Purchases over $25K require competitive quotes. In accordance with University of Missouri Purchasing Policy. Departments should request quotes from all approved vendors by category. (see the attached Pre-Qualified Supplier List)

For example; if a department is seeking to purchase wayfinding signage with a cost greater than $25K, a request for quote should be sent to vendors that provide wayfinding signage.

**How to request a quote from a pre-qualified Supplier:**

1. Once you have a project, you will need to provide vendors as much information as possible to provide a complete competitive quote.

   Request for Quote Checklist:

   ✓ Detailed Specifications (provide vendors as much information as possible)
   ✓ location of the signage
   ✓ Site Tour (Optional, depending on the scope of the project)
   ✓ Type of signage needed such as; mural, flags, banners, etc…
   ✓ Project timeline
   ✓ Completion Date
   ✓ Installation (who will complete the installation, the signage company, campus facilities, etc.)
   ✓ Installation schedule
   ✓ Indicated if alternate solutions will be accepted
   ✓ Due Date for responses
   ✓ Line item cost and total project cost
   ✓ Prevailing Wage (for signage attached to facility or structure)
   ✓ Certificate of Insurance
   ✓ **All vendors must have an up-to-date Certificate of Insurance on file with the University “PRIOR” to starting work.**

2. Selecting Vendors: From the list of pre-qualified vendors, you will email each vendor in the category for the type of signage. In the email, you will include the above information listing the detailed specification and associated information.

3. Should the project specifications change at any point in the process, you must notify all vendors of the changes. Every must have complete project details

4. Evaluation Process: Upon receipt of response(s) received by due date you will evaluate each response based on the detailed specifications. The vendor meeting the specifications, with the low best cost may be awarded project.
5. **Award:** Prior to notifying a vendor of an award, contract procurement services; Darla Higgins to review the project. Darla Higgins, Strategic Sourcing Specialist 573.884.8695, email: higginsdj@system.edu

Exhibit A
Prevailing Wage

Please refer to the following Prevailing Wage Guidelines:

https://www.umsystem.edu/ums/fa/facilities/prevailing_wage_labor_compliance


**Contracted Suppliers:** See attached spreadsheet