

JEFFERSON COMMUNITY COLLEGE
PURCHASING DEPARTMENT
1220 COFFEEN STREET
WATERTOWN, NEW YORK 13601

REQUEST FOR PROPOSALS

May 28, 2025

Pursuant to the provisions of Section 104-B of the General Municipal Law, State of New York, and the Purchasing Policy adopted by Jefferson Community College, proposals will be received by the Jefferson Community College at the above address for the following:

Furnish complete to Detailed Specifications and Scope of Work: CAMPUS SIGNAGE DESIGN, FABRICATION, AND INSTALLATION

This project is classified as an Article 8 Public Work Project and has been assigned a Prevailing Wage Case Number 2025006329. Prevailing wages are applicable and specific rate information is detailed further herein.

The award of this project is subject to appropriation of funds necessary by the Jefferson Community College Board of Trustees.

The College reserves the right to reject any or all proposals, deemed not to be in the best interest of the College, at the sole discretion of the College.

Further information is available within the Purchasing Department. Please call Kaycee Ondrasek at (315) 786-2246. If you have questions related to the scope of work, please contact Gillian Maitland at (315) 786-2243. Mailed proposals must be submitted in a sealed envelope plainly marked, "Request for Proposal: Campus Signage Design, Fabrication, and Installation, Attn: Gillian Maitland, 1220 Coffeen Street, Watertown NY 13601.

Quotations are due no later than 2:00 p.m. Tuesday, June 18, 2025



A. Detailed Specifications: Project of Scope and Objectives

Scope of work:

Signage Types:

- Exterior building signage
- Directional/wayfinding signage
- Entry monument

Total Estimated Signs: 12–15 sign coverings, utilizing existing frames where feasible.

Design Requirements:

- Incorporation of JCC's new branding (to be finalized in coordination with the brand design firm)
- Compliance with ADA standards and local signage regulations
- Aesthetic enhancement of the campus environment

Project Objectives:

- Improve navigability for visitors and students
- Ensure accessibility for all individuals
- Visually reinforce institutional identity

B. Deliverables:

The vendor will be responsible for providing:

- A comprehensive site assessment and recommendations
- Signage design concepts, including materials, color schemes, and branding
- Finalized design files and mockups (in collaboration with the design firm)
 - Cost breakdowns for design, fabrication, and installation
- Timetable and project plan for implementation.
- Coordination with JCC's design firm and Jefferson County officials as needed.
- Warranty and maintenance information.

C. Proposal Requirements:

Interested vendors must submit a proposal including:

- Company overview and qualifications
- Experience with similar signage projects (preferably for higher education)
- Project approach and design process
- Proposed materials and signage specifications
- Timeline for completion with milestone dates, aiming to meet the start of JCC's Fall semester.
- Detailed cost proposal with all components itemized
- Project team bios
- At least three references from recent comparable projects

D. Evaluation Criteria

Proposals will be evaluated based on vendor experience and portfolio, cost-effectiveness, references, and alignment with JCC's timeline.

E. Project Timeline

Milestone	Date
RFP Issue Date	May 28, 2025
Proposal Submission Deadline	June 18, 2025
Vendor Selection Notification	Approx. +3–5 Days Later
Project Start	June 24, 2025
Project Completion (Target)	August 23, 2025

F. Additional Conditions

- The selected vendor must coordinate with JCC's branding design firm to ensure consistency.
- All work must comply with local zoning and signage regulations, requiring collaboration with Jefferson County officials.
- The college reserves the right to reject any or all proposals and is not obligated to select the lowest-cost proposal.
- Vendors must comply with all requirements outlined in the [Vendor Handbook](#), including submission of an IRS Form W-9 prior to contract execution.

G. Insurance

Successful bidder (if applicable) will be required to furnish all certificates of insurance as required by the College, such as [Auto Insurance](#), [General Liability Insurance](#), and [Worker's Compensation Insurance](#).

For all services contracted with Jefferson Community College the successful contractor shall procure and maintain insurance satisfactory to the College in the following areas of coverage and amounts:

Contractor shall maintain or cause to be maintained, in full force and effect during the term of this Agreement, at its expense, Worker's Compensation Insurance, Employer's Liability Insurance, Disability Insurance, Commercial General Liability Insurance, Motor Vehicle Liability Insurance and Professional Liability Insurance, and other insurance with stated minimum coverage, all as listed below. Such policies are to be in the broadest form available on usual commercial terms, shall be written by insurers licensed to do business in the State of New York and which have an A.M. Best Rating of A (-) or better as determined in the most recent A.M. Best publication, and who have been fully informed as to the nature of the services to be performed, and shall cover risks and liability contractor resulting from this Agreement. Commercial General Liability shall include personal injury liability. **Except for Workers' Compensation Insurance and Disability**

Insurance, the College, its officers, employees and agents shall be named as additional insured on all such policies with the understanding that any obligations imposed upon the insured (including without limitation, the liability to pay premiums) shall be the sole obligation of contractor and not those of the College. Notwithstanding anything to the contrary in this Agreement, contractor irrevocably waives all claims against the College for all losses, damages, claims or expenses resulting from risks commercially insurable under this insurance described in this Section. The provision of insurance by contractor shall not in any way limit contractor's liability under this Agreement.

	<u>Type of Coverage</u>	<u>MINIMUM Limits of Coverage</u>
_____	Worker's Compensation and NYS Disability	Statutory
_____	Business Automobile Liability (Combined Bodily Injury and Property Damage arising out of the ownership, operation, use, loading or unloading of all owned, leased, hired and non-owned vehicles)	\$1,000,000 Combined Single Limit
_____	Commercial General Liability, (including Broad form contractual Liability, combined bodily injury and property damage)	\$1,000,000 Each Occurrence \$2,000,000 General Aggregate Limit \$2,000,000 Products Completed Operations \$1,000,000 Advertising/Personal Injury \$10,000 Premises Medical Payment
_____	Professional Liability	\$2,000,000 Aggregate \$1,000,000 Each Claim

Each Contractor shall carry Worker's Compensation, Public Liability, and Property Damage Insurance as herein before specified.

H. Labor Law Provisions

Applicable New York State Labor Law provisions and prevailing rates are an integral part of these specifications. The current schedule(s) of the prevailing wage rates and prevailing hourly supplements can be accessed at the New York State Department of Labor website @ www.labor.state.ny.us. The College has applied for and received a PRC number for this project. The current schedule can be accessed by entering the assigned PRC#2025006329 at the proper location on the website. Rates can also be obtained by contacting the Department of Labor.

New York State Public Works Contractor and Subcontractor Registry: Starting December 30, 2024, all contractors and subcontractors submitting bids or performing construction work on public work projects or private projects covered by Article 8 of the Labor Law are required to register with the New York State Department of Labor (NYSDOL) under Labor Law Section 220-i.

Visit <https://dol.ny.gov/contractor-and-subcontractor-landing> for additional information and to complete your registration.

The law defines a “contractor” as any entity entering into a contract to perform construction, demolition, reconstruction, excavation, rehabilitation, repair, installation, renovation, alteration, or custom fabrication. The law defines “subcontractor” as any entity subcontracting with a contractor to perform construction, demolition, reconstruction, excavation, rehabilitation, repair, installation, renovation, alteration, or custom fabrication, which is subject to Article 8 of the Labor Law. Contractors are responsible for verifying that any subcontractors they work with are registered.

Contractors need to register before submitting any new bids or commencing new work on a covered project on or after December 30, 2024. Subcontractors need to register before commencing new work on a covered project on or after December 30, 2024.

I. Performance

In the event that the Contractor fails to provide services as herein specified, Jefferson Community College will procure services as required from whatever source available and shall recover from the Surety Carrier all excesses of costs incurred.

J. Payment

Certified Payroll will be required before any invoices will be authorized for payment. If work is performed, the Contractor shall submit one invoice for services furnished under this contract.

Contractor is responsible for all work including:

- 1) Supply all materials, fittings, and supplies for complete installation
- 2) Provide all labor and tools necessary for complete installation
- 3) Work may be performed during normal business hours, Monday through Friday, 8:00 a.m. to 4:00 p.m. All work is to be scheduled through the Facilities Office at 315-786-2405

Proposals are due to Jefferson Community College no later than 2:00 p.m. on Tuesday, June 18, 2025.

Note: All proposals must be delivered in a sealed envelope, clearly marked with the RFP title, and received by the deadline specified. Late submissions will not be considered.

Proposals may be mailed to or dropped off at:

Jefferson Community College
Attention: Gillian Maitland
1220 Coffeen Street
Room 6-217
Watertown, NY 13601
315-786-2243

For questions or site visits call Marketing and Communications Director:

Gillian Maitland

315-786-2243

gmaitland@sunyjefferson.edu

**JEFFERSON COMMUNITY COLLEGE
WATERTOWN, NY 13601**

REQUEST FOR PROPOSAL TITLE: CAMPUS SIGNAGE DESIGN, FABRICATION, AND INSTALLATION

DATE OF PROPOSAL: May 28, 2025

Proposals are due no later than 2:00 p.m. Tuesday, June 18, 2025

Mail to: Jefferson Community College
Attention: Gillian Maitland, Marketing and Communications Director
1220 Coffeen Street
Watertown, NY 13601

Site visits may be arranged through Jefferson Community College's Marketing and Communications Director:

Gillian Maitland, Marketing and Communications Director
315-786-2234 (office)
Email: gmaitland@sunyjefferson.edu

The undersigned, having examined the detailed specifications and requirements, entitled "Campus Signage Design, Fabrication, and Installation" and having familiarized ourselves with the terms therein and the conditions affecting the work, propose the specified services as follows:

Campus Signage Design, Fabrication, and Installation \$ _____

FIRM NAME _____
SIGNATURE _____
PRINT NAME _____
OFFICIAL ADDRESS _____
DATE _____ TELEPHONE NO. _____