

**METROPOLITAN ENTERTAINMENT & CONVENTION AUTHORITY  
REQUEST FOR PROPOSAL 19012  
Decals and Signs Rebranding  
September 7, 2018**

**PART I - INTRODUCTION**

The Metropolitan Entertainment & Convention Authority (“MECA”) is requesting proposals from qualified organizations interested in performing all services to rebrand select interior and exterior signage for MECA managed Facility. This Facility formally known as CenturyLink Center Omaha (“CLCO”) will be rebranded CHI Health Center Omaha (“CHIHCO”), collectively, the “Facility”. MECA is responsible for managing the operations of this Facility.

**1. Anticipated RFP Schedule**

This Request for Proposal (RFP) and the guidelines set forth for responses hereto are intended to provide MECA with significant substantive information early in the negotiating process so that final agreement can be reached quickly. MECA has therefore established the following schedule:

RFP Issued	September 7, 2018
* MANDATORY Pre-bid Meeting	September 12, 2018, 11:00 am
Final Questions	September 14, 2018, 2:00 pm
Due/Public Opening (time)	September 18, 2018, 11:00 am

\* This is a mandatory pre-bid meeting. All Bidders who may wish to provide a Proposal must be present at this meeting. Bidders must notify MECA at [pgregoire@omahameca.com](mailto:pgregoire@omahameca.com) of their intention to attend this meeting no later than 2:00 pm September 11, 2018.

**2. Bidder Inquiries**

All inquiries regarding this RFP must be made in writing and addressed to [pgregoire@omahameca.com](mailto:pgregoire@omahameca.com). Oral explanations or answers shall not be valid. Revisions, clarifications, and/or additional information will be issued to all Bidders in the form of an RFP addendum. All or any RFP addenda issued to the Bidders prior to the bid due date shall become a part of the bidding documents and the cost of such work shall be included in the bids.

**3. Delivery of Proposals**

Two printed copies and one electronic copy of proposals must be submitted and signed by an officer of the company, and delivered before the time set forth in Section 1 to MECA’s offices:

MECA  
RE: Bid on Signage Rebranding  
455 North 10<sup>th</sup> Street  
Omaha, NE 68102

All proposals received will be publicly opened at MECA's offices at the time set forth in Section 1. Bidders may attend, however attendance is not required. MECA reserves the right to accept or reject late proposals or to extend the time for response for one or more respondents.

#### **4. Criteria for Evaluation of Proposals**

##### **4.1 Evaluation of Compliance with RFP Guidelines**

Each proposal received will be evaluated to determine whether it generally supplies the information requested in this RFP. MECA may (at its sole discretion) disqualify any proposal, which it deems non-compliant. All proposals shall be valid for acceptance for a period of ninety (90) calendar days.

##### **4.2 Evaluation of Proposals**

Proposals will be evaluated based on the following criteria: (a) the company profile, background, experience, and references of the proposing party; (b) service and support; (c) ability to agree to the requested contractual terms and conditions; and (d) financial considerations. Other criteria may be considered by MECA based on the nature of the proposals received.

##### **4.3 Selection of Respondents**

Based on the foregoing criteria, MECA will select one or more entities for further negotiations. It is possible that based on the responses, MECA will elect to negotiate with more than one respondent. In such event, all selected entities will be informed that others have also been selected for negotiation, although MECA reserves the right to not disclose the identity of the other selected respondents.

MECA will notify the successful Bidder of the acceptance of its proposal. Such notice will be sent to the name and email address of the bidder as stated in its proposal.

##### **4.4 Reservations**

MECA reserves the unqualified right to reject any or all proposals, extend the time for receipt of proposals from all Bidders, waive defects or technicalities, correct discrepancies, advertise for new proposals, or to take any other action that MECA determines, at its sole discretion, to be in its best interest. MECA reserves the right to award the contract to other than the low bidder. Any such determinations or actions may be made without notice. All costs of preparation and submission of a proposal shall be at the risk and expense of the respondent. MECA shall have no liability in connection with a proposal or any respondent.

##### **4.5 Proposals**

All bids and proposals submitted by the various Bidders for this work become the property of MECA. Neither MECA nor the Bidders shall disclose the contents of any proposal to the other parties prior to the announcement of the award.

#### **5. Contractual Terms and Conditions**

Review and provide a detailed response whether the following contractual terms and conditions are agreeable. The Bidder's Proposal shall specifically note any requested

modifications to this section, which MECA may take into consideration during the review process, at MECA's discretion.

5.1 Purchase Agreement and Payment

The successful Bidder will be required to execute a MECA Purchase Agreement prior to performing any portion of work required within the specifications of this RFP. A sample MECA Purchase Agreement is available upon request.

Payment terms will be Net 30 days from installation and acceptance by MECA.

5.2 Insurance

The successful Bidder must provide evidence of the following types of insurance during the term of the Agreement. For the avoidance of doubt, such coverage and limits are minimum requirements and shall not be deemed as a limitation on vendor's liability under any provision of any agreement. Approval of the insurance by MECA shall not relieve or decrease the liability of the vendor hereunder. Note any available insurance proceeds in excess of the specified minimum limits and coverage shall be available to an additional insured.

Commercial General Liability Insurance (including premises operation liability, contractual liability and product/completed operations liability) and Automobile Liability coverage (owned, non-owned and hired coverages) with minimum limits of \$1,000,000 Combined Single Limit (Auto Liability), and \$1,000,000 Per Occurrence, and \$2,000,000 General Aggregate. Commercial General Liability aggregate limit will apply on a "per location" basis. The insurance must protect the Bidder and MECA from claims for personal injury (including bodily injury and death) and property damage which may arise from or in connection with the performance of the Bidder's services hereunder or from or out of any negligent act or omission of the Bidder, its officers, directors, agents or employees.

Workers' Compensation Insurance as required by applicable law. Policy shall be endorsed to include Waiver of Subrogation against MECA, the City of Omaha, their employees, officers and legal representatives.

Employer's Liability Insurance with minimum limits of:

\$500,000 Each Accident—Bodily Injury by Accident

\$1,000,000 Policy Limit—Bodily Injury by Disease

\$500,000 Each Employee—Bodily Injury by Disease

Umbrella or Excess Liability: additional \$5,000,000. Coverage is to apply to excess of Commercial General, Employer's Liability, and Automobile Liability policies.

All such insurance required above shall be with companies and on forms acceptable to MECA and shall provide that the coverage thereunder may not be reduced or canceled unless thirty (30) days unrestricted prior written notice thereof is furnished to MECA. All insurance shall be primary and not contributory. All insurance shall be written by companies with a Best's Key Rating Guide (Property-Casualty, United States) rating of A or better and a Best's Financial Size Category of Class VI or better. Within thirty (30) days of the date on which

coverage is to be provided hereunder, the successful Bidder shall furnish to MECA certificates of insurance along with copies of endorsements evidencing compliance to the above requirements. Such certificates and insurance policies shall name MECA and the City of Omaha as additional insureds on a primary basis, and contain a waiver of subrogation, in which the insurer waives any claim or right to recover against MECA, the City of Omaha, their officers, agents or employees. The additional insured requirement does not apply to Workers' Compensation.

5.4 Indemnification

Bidder does hereby covenant and agree to indemnify, defend and hold harmless MECA, and the City of Omaha, their officers, directors, employees, agents and representatives, from and against all claims, demands, losses, suits, damages, liabilities, costs and expenses (including reasonable attorneys' fees) arising out of or relating to any claim, demand or judgment for property loss or damage (including loss of use of the Facility), and/or personal injury, including death, arising out of the Products and Services furnished hereunder by Bidder and Bidder's Personnel except to the extent same is caused by the negligence or reckless conduct of MECA or its employees or agents.

MECA is not responsible for any equipment, furnishings, supplies or other property or products owned by Bidder and used or stored at the Facility, nor is it responsible for damage resulting from power failure, flood, fire, explosion or other similar causes.

The provisions requiring the furnishing of personal injury liability or property damage liability insurance shall not be construed to affect or impair the generality of the forgoing.

The successful Bidder shall represent and warrant in the contract that the components of this RFP to be purchased for the Facility shall not violate or infringe upon any patent, copyright, trademark, trade secret or other intellectual or proprietary right of any third party. The Bidder shall agree to defend, protect and hold harmless MECA and its related parties from and against any and all liabilities, actions, losses, awards, damages, costs, claims or expenses including reasonable attorneys' fees incurred by them as a result of any claim that the components of this RFP to be purchased for the Facility are illegal or infringe upon any third party patent, copyright, trademark, trade secret or other intellectual or proprietary right.

5.5 RFP and Bidder's Proposal

This RFP and the Bidder's proposal thereto shall become part of any contract that may be entered into as a result of this RFP.

5.6 Warranty

The Bidder shall warrant in the contract that the components of this RFP to be purchased for the Facility shall be new and of good and workmanlike quality and fit for the use intended. The Bidder shall further warrant that during the manufacturer's warranty period that the components will operate in accordance with the manufacturer's specifications. The manufacturer's warranty period shall be specified on the Bidder's proposal and shall begin on the date of MECA's acceptance of the installation. All other specific promises and warranties made

by Bidder in the RFP Response or bid process generally shall also be included in the final contract.

5.7 Scope, Quality of Work Guarantee

The successful Bidder shall furnish all equipment, labor, and personnel necessary to perform and complete the work.

5.8 Conduct of Personnel

No business, other than that specifically outlined in the RFP, may be conducted by personnel of the Bidder while on the premises of the Facility.

The Bidder shall be responsible for all actions of its employees, while they are assigned to the Facility. The employees shall at all times comply with applicable laws, ordinances, and regulations of local, state, and federal agencies, along with all regulations, policies, and procedures of MECA.

Bidder certifies and agrees that, with respect to its staff and employees who will participate in the performance of this Agreement, the Bidder shall maintain a workplace free of drugs and alcohol during the term of this contract.

If, for whatever reason, MECA determines that personnel assigned to the Facility are unsatisfactory, the Bidder shall replace the individual immediately or as mutually agreed upon.

5.9 Sales Tax

All federal, state and local taxes, including without limitation sales, use, excise, privilege, transactional, gross receipts, ad valorem or any other transactional tax or customs and duties ("Tax" or "Taxes") paid or payable by Bidder, however designated, levied or based on amounts payable to Bidder under or in connection with the RFP have been included in the pricing set forth on Attachment A – Proposal Form as required by the relative taxing authorities.

MECA is a sales taxable entity and as such, Bidder warrants that sales tax is included in the price provided on Attachment A – Proposal Form. Notwithstanding anything in the Agreement to the contrary, the successful Bidder shall indemnify and defend MECA for any sales tax audit assessment against MECA relating to the amount of Nebraska sales tax charged under this Agreement.

As a Vendor of CLCO (CHIHCO), any sales tax collected must be reported to the State of Nebraska on a monthly basis. A Convention Center Facility Financing Assistance Act Sales and Use Tax Information Form must be completed and filed on or before the 20th day of the month following the month of sale. Forms are available by contacting MECA's Finance Department. Vendor must also supply MECA with the Vendor's Nebraska Sales Tax Permit number on Attachment A – Proposal Form upon execution of the Agreement.

## **PART II - SCOPE OF PROJECT**

The successful Bidder is responsible for furnishing all labor, equipment, materials and supplies to replace existing CenturyLink Center Omaha decals and signage with CHI Health Center Omaha decals and signage. This includes mounting hardware, lifts, ladders and all other components necessary to install decals and signs. We will also be requesting the production of signs that will not require installation, as well as attic stock of certain decals.

The quantity listed on Attachment A - Proposal Form is the anticipated number MECA will purchase. The quantity may be utilized by the Bidders in determining pricing. Attachment B provides photos of existing sign and decal locations to be addressed.

Decal and Sign components include:

1. Decals to be removed and replaced by bidder
2. Metal (brushed silver) signs to be produced and installed by bidder
3. Miscellaneous signs to be produced and installed by bidder
4. Miscellaneous signs and decals to be produced, no installation
5. Metal (brushed silver) signs to be produced, no installation

### **Specifications:**

#### **1) Decals to be removed and replaced by bidder**

- A Event Level Directory Maps
  - Logo: extreme horizontal w/Omaha, full color
  - Size: no more than 6" tall X width dictated per sizing ratio
  - Quantity: 4
- B Arena Concourse Directory Maps
  - Logo: extreme horizontal w/Omaha, full color
  - Size: no more than 6" tall X width dictated per sizing ratio
  - Quantity: 6
- C Grand Hallway Suspended Wayfinding Signs
  - Logo: extreme horizontal w/Omaha, full color
  - Size: no more than 4" tall X width dictated per sizing ratio
  - Quantity: 8 (4 double-sided signs)
- D Arena Suspended and Wall Mounted Wayfinding Signs
  - Logo: extreme horizontal w/Omaha, full color
  - Size: no more than 2" tall X width dictated per sizing ratio
  - Quantity: 12 (3 double-sided suspended signs, 6 single-sided wall mounted signs)
- E Windows/Doors
  - Logo: preferred horizontal w/Omaha, full color
  - Size: height dictated per sizing ratio X no more than 16" width
  - Quantity: 54
  - To be installed on the inside of the exterior doors
- F Directional Flags
  - Logo: stacked w/Omaha, full color (black background)
  - Size: We have an area of 2' 10"h x 4' 4"w to place the decal (logo size within the overall decal is TBD)
  - Quantity: 12 (3 double-sided suspended signs, 6 single-sided wall mounted signs)

- To be made out of material intended for outdoor applications (must withstand rain, wind, sun exposure, and other outdoor elements)
- G Brushed Metal Trashcans
- Logo: preferred horizontal without Omaha, full color
  - Size: height dictated per sizing ratio X no more than 14" width
  - Quantity: 61 (46 installed, 15 attic stock)
- 2) Metal (brushed silver) signs to be produced and installed by bidder**
- A Section 116/Guest Services
- Size: 7 ¼"h X 49 ¼"w
  - Quantity: 1
- B Attention Exhibitors
- Size: 28"h X 22 ¼"w
  - Quantity: 7
  - Mounting hardware must be stainless steel and reuse existing holes in the doors.
- C Elevator Sign
- Logo: preferred horizontal w/out Omaha, full color
  - Sign Size: 6"h X 8"w
  - Logo Size: TBD per sizing ratio
  - Quantity: 1
  - We request that this sign is produced in a manner that protects it from having portions of letters/decals picked off.
- D Stairwell & Garage Exits
- Logo: none
  - Size: 12"h X 16"w
  - Quantity: 10 (7 installed, 3 attic stock)
- 3) Miscellaneous signs to be produced and installed by bidder**
- A Podium Signs
- Size: 12.8"h X 11.8"w
  - Quantity: 2
  - This is a two-layer sign using the MECA logo. Made to match the current podium sign in the board room.
- B Plastic Wall-Mounted Signs
- Logo: preferred horizontal w/out Omaha, full color
  - Sign Size: 9"h X 18"w
  - Logo Size: logo size within the sign TBD during proof approvals
  - Quantity: 3 (each of the 3 signs will have different wording)
- 4) Miscellaneous signs and decals to be produced, no installation**
- A Plaques for Plastic Trashcans
- Made to match existing plaques in material and shape
  - To be made out of a durable material that can be cleaned/wiped, with the logo protected from scratching or picking.
  - Must have pre-drilled holes to line up with the existing mounting locations on the trashcans.
  - Rounded edges to prevent snagging/catching.
  - Bidder must provide black rivets.
1. *Small Cans*
- Logo: stacked w/out Omaha, white logo/black background

- Plaque Size: 6”h X 6”w
  - Logo Size: logo size within the plaque TBD during proof approvals
  - Quantity: 280
  - 2. *Medium Cans*
    - Logo: stacked w/out Omaha, white logo/black background
    - Plaque Size: 9 ½” h X 8w (at top) X 7”w (at bottom)
    - Logo Size: logo size within the plaque TBD during proof approvals
    - Quantity: 380
  - 3. *Large Cans*
    - Logo: stacked w/out Omaha, white logo/black background
    - Plaque Size: 9” h X 9”w
    - Logo Size: logo size within the plaque TBD during proof approvals
    - Quantity: 75
- B Signs for existing A-frames**
- 1. *Full Color with text & images*
    - Sign Size: 36”h X 24”w
    - Logo: preferred horizontal w/Omaha
    - Logo size: no more than 3” tall X width dictated per sizing ratio
    - To be printed on coroplast or a similar product that will withstand outdoor elements.
    - Quantity: 15
  - 2. *Single color with text & some with arrows*
    - A. *Outdoor Use*
      - Sign Size: 36”h X 24”w
      - Logo: MECA
      - Logo size: no more than 3” tall X width dictated per sizing ratio
      - To be printed on coroplast or a similar product that will withstand outdoor elements.
      - *Quantity: 30*
    - B. *Indoor Use*
      - Sign Size: 28”h X 22”w
      - Logo: preferred horizontal w/Omaha
      - Logo size: no more than 3” tall X width dictated per sizing ratio
      - To be printed on laminated styrene or a similar product that will withstand wear and tear as they are slid in and out of metal sign holders.
      - *Quantity: 24*
- C Stickers for Restroom Dispensers**
- Logo: preferred horizontal w/out Omaha
  - Sticker Size: dictated by logo size or closest stock material option
  - Logo Size: 2” h X width dictated per sizing ratio
  - Quantity: 300
  - Clear Decal with laminate. We’d like to see a mock-up of this in all-white print as well as full color before we make a final decision.

**5) Metal (brushed silver) signs to be produced, no installation**

- A *Attention Staff, Contractors & Visitors*
  - Logo: preferred horizontal w/out Omaha, all black
  - Size: 28”h X 22”w
  - Quantity: 1
- B *Box Office Signs - compact*

- Size: 22”h X 14”w
  - Quantity: 5 (3 signs = Attention Ticket Holders, 2 signs = Ticket On-Sale)
- C Box Office Signs - standard
- Size: 28”h X 22”w
  - Quantity: 8 (Attention Ticket Holders)

**General Information:**

MECA reserves the right to award multiple bidders, item by item. MECA will work with awarded Bidder(s) to approve proofs of each decal and sign. Samples may be required to be brought on site and mocked up for final approval prior to going into production.

The Unit Price shall include the cost of all set up charges, fabrication, printing, and installation (labor & materials, where applicable).

Delivery and shipping charges must be included as a separate line item.

**Timeline/Schedule**

It is anticipated that a signed agreement will be in place by September 24, 2018. The deadline to complete this project is November 30<sup>th</sup>, 2018. For items where there is no bidder installation required, MECA will need those items a minimum of one week prior to the deadline. Bidders must submit a timeline in their proposals which meets these goals.

All work must be scheduled with MECA to accommodate the event schedule.

**PART III - Information to be Supplied by Bidder**

For ease of evaluation and given the fast-track that MECA desires to pursue to reach final agreement, MECA requests that each proposal submitted incorporate the same general structure. Proposals must include the following sections:

**1. Attachment A - Proposal Form**

Attachment A – Proposal Form, must be completed, signed and submitted as the first page of the Proposal. Proposal must include all costs associated with a complete, order.

Bidders must fully disclose all pricing necessary for a full and complete order. This includes all labor, samples, fabrication, printing, shipping, travel, warranty and taxes.

**2. Company Profile**

The Bidder should provide information about the company, including the following information:

- A. Company name, address, telephone number and contact person.
- B. Brief company history, which can be in the form of a company brochure.

**3. Subcontractors**

In order that MECA may be assured that only qualified and competent subcontractors will be retained for the service, each Bidder shall submit with his/her name a list of all subcontractors that the Bidder intends to use. No change shall be made in the list of subcontractors after the receipt of proposals, unless agreed to in writing by MECA.

**4. References**

Bidders shall supply a list of three references that you have provided similar product/service for, including names and telephone numbers of the customer's contact person. Provide a brief description of product/service for each reference listed.

**5. Resumes**

Bidder shall provide resumes or bios of key staff assigned to the project highlighting qualifications and experience. Information must include all relevant certifications and/or training.

**6. Project Requirements**

For Scope of Project listed in Part II, Bidder shall provide detailed "shop drawings" to include height, width, color and placement of all items bidding on.

**7. Warranty and Support Information**

Bidders must provide warranty information for equipment and services.

**8. Deviations from Scope of Project**

Bidders must document any and all deviations from the specifications outlined in the Scope of Project in Part II.

**9. Contractual Terms and Conditions**

The Bidder shall review and provide a response whether the contractual terms and conditions set forth in Part 1, Section 5 are agreeable. A detailed response is required if a bidder is not agreeable to one or more of the terms and conditions set forth in Part 1, Section 5.

**10. Bidder's Nebraska Contractor Option Number.**

Bidder must indicate their Nebraska Contractor Option number (1, 2 or 3) on Attachment A – Proposal Form. Bidder warrants that sales tax has been incorporated in its bid amounts as required by the State of Nebraska in accordance with its Contractor Option.

**Part IV – PROPOSAL FORM**

The Unit Price shall include the cost of all set up charges, fabrication, printing, and installation (labor & materials, where applicable).

The # of days to complete is from the date of the bid being awarded. In instances where no installation is required, please give the # of days until we receive the product.

Item No.	Description	Quantity	Unit Price	Extended Price
<b>1</b>	<b>Decals to be removed and replaced by bidder</b>			
A	Event Level Directory Maps	4		\$ -
B	Arena Concourse Directory Maps	6		\$ -
C	Grand Hallway Suspended Wayfinding Signs	8		\$ -
D	Arena Suspended and Wall Mounted Wayfinding Signs	12		\$ -
E	Windows/Doors	54		\$ -
	<i>Attic Stock of Window/Door Decal</i>	10		\$ -
F	Directional Flags	12		\$ -
G	Brushed Metal Trashcans	46		\$ -
	<i>Attic Stock of Trashcan Decal</i>	15		\$ -
<b>2</b>	<b>Metal (brushed silver) signs to be produced and installed by bidder</b>			
A	Section 116/Guest Services	1		\$ -
B	Attention Exhibitors	7		\$ -
C	Elevator Sign	1		\$ -
D	Stairwell & Garage Exits	7		\$ -
<b>3</b>	<b>Miscellaneous signs to be produced and installed by bidder</b>			
A	Podium Signs	2		\$ -
B	Plastic Wall-Mounted Signs	3		\$ -
<b>4</b>	<b>Miscellaneous signs and decals to be produced, no installation</b>			
A	Plaques for Plastic Trashcans			
	1. Small Can	280		\$ -
	2. Medium Can	380		\$ -
	3. Large Can	75		\$ -
B	Signs for existing A-frames			
	1. Full Color w/text & images	20		\$ -
	2. Single Color text	24		\$ -
C	Stickers for Restroom Dispensers ( <i>we will choose between the 2 options</i> )			
	1. White print on clear background	300		\$ -
	2. Full color print on clear background	300		\$ -
<b>5</b>	<b>Metal (brushed silver) signs to be produced, no installation</b>			
A	Attention Staff, Contractors & Visitors	1		\$ -
B	Box Office Signs - compact	5		\$ -
C	Box Office Signs - standard	8		\$ -
	<b>Attic Stock Decals</b>			
	preferred horizontal w/Omaha @ 3"h X length dictated per sizing ratio	30		\$ -
	preferred horizontal w/Omaha @ 2"h X length dictated per sizing ratio	30		\$ -

Total	\$	-
Delivery or Shipping Charges	\$	-
Sales Tax	\$	-
<b>Grand Total</b>	<b>\$</b>	<b>-</b>

This Proposal, submitted to MECA, is deemed to be in accordance with all information contained and referred to in this Request for Prop

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature