

PE Gym Replacement Inc. II
Glendale Community College
Graphic Sign Fabrication and Installation Services
March 25, 2021



SCOPE OF WORK (SOW)

Vendor shall provide labor, materials, tools and equipment and all other items necessary to properly complete graphic sign fabrication and installation services for the Glendale Community College PE Inc. II Graphic Sign Fabrication and Installation Services (the "Project"). Scope of Work shall include, but is not limited to, the following:

1. Qualifications
 - List of (3) similar project experience, with images, duration and budget completion
 - List of references for the projects listed
 - Project Team: Principal, designer, etc.
 - Proposal not to exceed ten (10) pages including fee schedule breakdown
 - Proof of Professional Liability Insurance (\$2,000,000 Aggregate) and competed W-9
 - Submit proposal via email to Susan Courtney, Business Services Director at susan@glendale.edu; Copy Rocio Maldonado, Purchasing Manager at rmaldonado@glendale.edu
2. Vendor shall provide design and be responsible for the fabrication and installation of the material and graphics of this project.
3. Vendor shall perform the following:
 - a. Vendor shall survey site conditions.
 - b. Any physical site visit(s) require proper PPE and in accordance to current CDC guidelines.
 - c. Vendor shall coordinate with the Glendale Community College (GCC) Project Manager and/or the Construction Management personnel for site visits, field measurements, and installation.
 - d. Include a minimum of one user group meeting and one pre-installation conference.
 - e. Vendor shall produce shop drawing, color vinyl samples, material and color print submittals for review and approval prior to fabrication.
 - f. Vendor shall provide mock-up renderings of the graphics at the specified locations.
 - g. Vendor shall fabricate new vinyl decal signage, per the approved shop Drawings.
 - h. Vendor shall install the signage per approved shop drawings and locations in coordination with the District.
 - i. All work shall occur during authorized work hours, and according to terms of GCC approved Purchase Order.
 - j. Vendor shall provide Close-out with high resolution digital files in PDF, CAD and native formats for all graphics.
4. Vendor shall perform the Work accordance with the drawings and documents listed below: The drawings and sheets listed below are provided for informational and reference purposes.
 - a) GLENDALE COMMUNITY COLLEGE – VAQUEROS MASCOT LOGO SYSTEM: Hi-resolution images of College approved sports branding logos by Phase 5 Digital Concepts, By Cloud 88 Design to be provided after award.
 - b) GLENDALE COMMUNITY COLLEGE – PE INC.II -GRAPHIC SIGN PACKAGE: Informational & Reference Purpose Only.
 - c) Project CAD Drawings of DSA approved architectural set: Sheets A-2-1-1; A-2-2-1; A-2-2-2

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Doc. Number	Room/ Location	Description
A1.1.2	Football Field	Banner vinyl screen with <i>Glendale Community College</i> graphics on fence.
A2.1.1	Weight Room 101	Full height vinyl graphics, from one end of wall to the other end of wall.
A2.1.1	Corridor 109	Full height vinyl graphics, on SE - exterior wall of locker rooms.
A2.1.1	Women's Lockers 113	Full height vinyl graphics, between Women's Locker and Women's Restroom.
A2.1.1	Men's Lockers 115	Full height wall graphics, between Men's Locker Room and after restroom.
A2.1.1	Corridor 121	Full height wall graphics, on the corridor wall of Team Room.
A2.1.1	Team Locker 125	Graphic Above Lockers, on N & S Walls.
A2.2.1	Offices# 217, 219, 220	Full height wall graphics, of interior office
A2.2.2	Existing Verdugo Gym	Overhead Wall Graphics, on SW wall.

DELIVERABLES

Deliverable	Shop Drawings	Fabrication	Installation
Drawings			
Approved/ Permitted Drawing set	Final *		
Mock-up			
Graphics			Final *
Approved Design Prints			
Other			
* Digital file in CAD/PDF and native formats.			

SCHEDULE

1. Pre-proposal RFI Deadline: April 1, 2021
2. **Bid/ Proposal Due Date: April 7, 2021 at 2 PM**
3. NTP or Notice of Intent to Award:April 9, 2021
4. Board Approval (if required): April 20, 2021
5. Rendering and Sample Date: April 30, 2021
6. Installation Date: August 30, 2021
7. Close Out Package: September 15, 2021