

REQUEST FOR PROPOSALS

Outdoor Signage Package

7511 Main Street, Frisco, Texas

Owner / Client	Frisco Chamber of Commerce
Project Location	7511 Main Street, Frisco, Texas 75034
Issue Date	[Insert issue date]
Proposal Due	[Insert proposal due date and time]
Site Visit	[Insert mandatory or optional site visit details]
RFP Contact	[Insert RFP contact name, email, and phone]

Project Intent

The Frisco Chamber of Commerce is requesting proposals from qualified sign companies to furnish, fabricate, permit, remove existing signage where applicable, and install signage for the Frisco Chamber location at 7511 Main Street in Frisco, Texas.

The attached reference package is intended to define the desired design intent, approximate dimensions, quantities, lighting approach, and installation locations. Bidders are responsible for verifying all measurements, field conditions, electrical requirements, landlord requirements, and code requirements before submitting final pricing.

General Requirements

- Include all labor, materials, fabrication, installation, project management, delivery, equipment, lifts, scaffolding, and cleanup required for a complete installation.
- Coordinate permitting with the City of Frisco and any landlord or property management approval process that applies to the site.
- Provide shop drawings, mounting details, electrical details, material samples, color samples, and proof drawings for approval before fabrication.
- Confirm final artwork, logo files, fonts, colors, and messaging with the Frisco Chamber of Commerce before production.
- Protect existing building finishes, glass, walls, floors, ceilings, elevator surfaces, and surrounding tenant areas during installation.
- Provide warranty information for fabricated signs, lighting components, power supplies, vinyl, acrylic, aluminum, paint, stainless steel, and installation workmanship.
- Include any assumptions, exclusions, alternates, value engineering recommendations, or long-lead items clearly in the proposal.

Proposal Submission Requirements

- Company overview and primary project contact.
- Relevant experience with commercial, tenant, illuminated, exterior, interior, ADA, vinyl, and wayfinding signage.
- Itemized pricing using the required pricing format in this RFP.
- Estimated production and installation schedule from notice to proceed.
- Permit approach and estimated permitting timeline.
- Description of materials, finishes, lighting, power supplies, vinyl products, mounting method, and access equipment.
- Proof of insurance and any required licenses or registrations.
- At least three comparable project references.
- Warranty terms and service response process.

Evaluation Criteria

- Responsiveness to scope and completeness of proposal.
- Comparable project experience and quality of work.
- Total cost, including all alternates, access equipment, permitting, and installation assumptions.
- Schedule reliability and ability to coordinate around building operations/general contractors schedule..
- Materials, warranty terms, service support, and long-term durability.
- Ability to provide practical recommendations that preserve the design intent while reducing cost, timeline, or maintenance risk.

RFP Conditions

The Frisco Chamber of Commerce reserves the right to reject any or all proposals, request clarification, negotiate scope, award in whole or in part, and select the proposal that provides the best overall value.

All bidder questions should be submitted in writing to the RFP contact by June 30, 2026. Responses may be shared with all bidders to maintain a fair process.

No fabrication or installation may begin until final artwork, shop drawings, pricing, schedule, and authorization are approved in writing.

The Frisco Chamber of Commerce 501(c)(6) and Frisco Chamber Foundation 501(c)(3) are tax-exempt nonprofit organizations.

Reference Attachments

Attach the existing signage reference PDF and any logo/artwork files when distributing this RFP. The reference drawings show design intent and preliminary dimensions only. Bidders must verify all details in the field.

Recommended attachment name: Indoor and Outdoor Signage.pdf.

Outdoor Scope of Work

Area	Reference	Desired Signage / Work	Key Requirements
Existing exterior signage removal	Existing Makers Gym signage	Remove existing exterior Makers Gym signage before installation.	Includes two sets of illuminated channel letters on the east and west elevations and one illuminated icon on

			the north elevation. Include patching, disposal, safe electrical disconnect, and cleanup as applicable.
East elevation	Reference PDF page 1	One set of face-lit channel letters reading "FRISCO [logo] CHAMBER".	Approximate sign width 17 feet. Letter height shown as 22 inches. 3 inch deep channel letters with white acrylic faces, black returns, black trim, white LEDs, remote power supplies, and non-corrosive wall anchors. Scaffolding or special access may be required.
West elevation	Reference PDF page 2	One set of face-lit channel letters reading "FRISCO [logo] CHAMBER".	Approximate sign width 138 inches. Overall height shown as approximately 45.5 inches. Letter height shown as 29 3/16 inches. 3 inch deep face-lit channel letters with white acrylic faces, black returns, black trim, LEDs, remote power supplies, and non-corrosive wall anchors.
North elevation logo/icon	Reference PDF page 2	One illuminated Frisco Chamber logo/icon.	Logo shown at approximately 30 inches high. Coordinate exact placement with property management and Chamber before fabrication. Weekend installation may be required.
Permitting and electrical	All exterior locations	Provide a complete turnkey exterior signage installation.	Include permit coordination, sealed drawings if required, electrical coordination, final connection assumptions, after-hours requirements, lift/scaffold costs, and any city or landlord requirements.

Required Pricing Format

Provide pricing in the format below. Do not submit a single lump-sum number without backup detail. Bidders may add lines where needed, but the base scope must remain clearly comparable.

Line	Description	Qty	Unit Price	Extended Price	Notes / Exclusions
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1	East elevation face-lit channel letters	1	\$	\$	
2	West elevation face-lit channel letters	1	\$	\$	
3	North elevation illuminated logo/icon	1	\$	\$	
4	Existing Signage removal / disposal		\$	\$	
5	Electrical connections / power supplies		\$	\$	
6	Lift, scaffold, access equipment		\$	\$	
7	Permits and acquisition fees		\$	\$	
8	After-hours / weekend premium		\$	\$	
9	Freight / delivery		\$	\$	
10	Other		\$	\$	
11	In-kind Donation or Nonprofit Discount		(\$)	(\$)	

Outdoor-Specific Installation Notes

- Coordinate all exterior installation timing with building operations, adjacent tenants, landlord/property management, and the Chamber.
- Include all access equipment needed for upper-elevation work. Identify whether boom lift, scaffolding, lane/sidewalk protection, or weekend work is required.
- Confirm how existing penetrations, electrical connections, or sign raceways will be handled after removal of the prior tenant signage.
- Include a separate alternate for any value engineering options, such as different lighting components, letter depth, mounting method, access method, or phasing.

Outdoor Bidder Checklist

1. Field-verify exterior dimensions, wall conditions, access requirements, electrical locations, and final mounting conditions.
2. Confirm whether permits, engineering, property management company approvals, or city inspections are required before fabrication.

3. Provide itemized pricing and do not blend removal, fabrication, installation, access equipment, and permits into a single number.
4. Confirm estimated lead time for fabrication and installation after signed approval and permit release.
5. Identify any exclusions or items expected to be performed by others.