

## REQUEST FOR PROPOSALS

# Indoor Signage

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**7511 Main Street, Frisco, Texas**

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

## Indoor Scope of Work

Area	Reference	Desired Signage / Work	Key Requirements
Stairwell feature wall	Reference PDF page 3	One illuminated feature sign reading “connect.grow” and “lead.give back”.	Approximate panel size 36 inches high by 96 inches wide. Halo-lit letters revised to brushed stainless steel finish. Panel houses wiring

			and power supplies. Include mounting, electrical, and wall finish protection.
Lobby / reception identity sign	Reference PDF page 4	One illuminated Frisco Chamber lobby identity sign reading “FRISCO [logo] CHAMBER” with smaller “of commerce”.	Approximate overall sign area 54 inches wide by 30 inches high. Reverse-lit or halo-lit letter construction. Finish revised to brushed stainless steel. “of commerce” appears non-illuminated. Stud-mount flush unless bidder recommends otherwise.
Wall logo icon	Reference proposal spreadsheet	One two-piece logo icon for interior wall application.	Approximate 34 inch icon, 1/4 inch painted aluminum or approved equivalent. Confirm final finish, location, and mounting method.
Elevator door wraps	Reference PDF page 5	Full-coverage printed vinyl wraps for elevator doors.	Quantity 3. Approximate graphic area 42 inches wide by 84 inches high. Navy printed vinyl with white Frisco Chamber graphics. Include material spec, surface prep, installation method, and removal/replacement assumptions.
Garage directional signs	Reference PDF page 6	Update or replace directional sign guiding visitors to the Frisco Chamber.	Quantity 1. Concept shows 14 inches wide by 18 inches high, black acrylic or equivalent with white vinyl graphics, VHB tape and silicone mount. Include options with and without “The Patios” messaging if relevant.
Restroom ADA signs	Reference proposal spreadsheet	Provide interior ADA restroom signs.	Quantity 4 total, two MEN and two WOMEN. Include ADA-compliant materials, tactile text, Braille, mounting height/location requirements, and finish options.
Permitting, code, and electrical	All interior locations	Provide complete turnkey interior signage installation.	Include electrical coordination for illuminated signs, code compliance, surface protection, patching assumptions, cleanup, and after-hours requirements if needed.

## 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
1	Stairwell illuminated feature wall sign	1	\$	\$	
2	Lobby / reception illuminated identity sign	1	\$	\$	
3	Interior wall logo icon	1	\$	\$	
4	Elevator door wraps	3	\$	\$	
5	Garage directional signs	3	\$	\$	
6	Restroom ADA signs	4	\$	\$	
7	Removal / disposal		\$	\$	
8	Electrical connections / power supplies		\$	\$	
9	Lift, scaffold, access equipment		\$	\$	
10	Permits and acquisition fees		\$	\$	
11	Freight / delivery		\$	\$	
12	Other		\$	\$	
13	In-kind Donation or Nonprofit discount		(\$)	(\$0	

## Indoor-Specific Installation Notes

- Coordinate interior installation with Chamber operations and building access requirements. Identify any work that must occur per the general contractor's schedule..
- For illuminated interior signs, clearly identify where power is required, whether power supplies are remote or self-contained, and what work must be performed by a licensed electrician.

- For elevator wraps, confirm substrate suitability, cleaning requirements, vinyl type, laminate, expected durability, and whether elevator service coordination is required.
- For ADA signs, confirm compliance with applicable accessibility requirements before fabrication and installation.
- Provide alternates for value engineering where appropriate, such as non-illuminated versions, different finishes, or simplified mounting details.

## **Indoor Bidder Checklist**

1. Field-verify dimensions, wall surfaces, elevator door dimensions, electrical locations, and mounting conditions.
2. Confirm final sign copy, logo lockup, finish, color, and placement with the Frisco Chamber before fabrication.
3. Provide material samples or finish samples for brushed stainless steel, acrylic, vinyl, paint, and ADA materials where applicable.
4. Identify any electrical, patching, painting, elevator access, or building coordination items expected to be performed by others.
5. Provide itemized pricing and a realistic schedule from approval to installation.