



**CHESAPEAKE BAY  
FOUNDATION**

*Saving a National Treasure*

## **CHESAPEAKE BAY FOUNDATION REQUEST FOR PROPOSAL FOR BUILDING SIGNAGE**

### **About Chesapeake Bay Foundation**

Founded in 1967, the Chesapeake Bay Foundation (CBF) is the largest independent conservation organization dedicated solely to saving the Bay. Serving as a watchdog, we fight for effective, science-based solutions to the pollution degrading the Chesapeake Bay and its rivers and streams. With offices in Maryland, Virginia, Pennsylvania and the District of Columbia and 15 field centers, CBF leads the way in restoring the Bay and its rivers and streams.

### **Purpose of this RFP**

With this RFP we request information regarding your company and your products or services. The same information will be gathered from different companies and will be used to evaluate the suppliers that will be contacted for the follow up in the sourcing process.

### **Business Objective**

Update exterior signage for our headquarters building to brand the building with our name and logo.

### **Scope of Work**

The Chesapeake Bay Foundation is seeking services to provide the design, production, and installation of exterior building signage.

### **Timeline**

The following is the intended schedule is assigned to this project:

February 2, 2022 – RFP Issue Date

February 16, 2022 – Responses Due

We request that your proposal be delivered electronically to Kimrey Argabright, [kargabright@cbf.org](mailto:kargabright@cbf.org) on or before 5:00pm on 2/16/22.

You will be notified once a decision for award of bid is made.

The award of this RFP is subject to budget availability for the proposed services.

### **Chesapeake Bay Foundation Contact for Questions**

For any questions concerning this RFP please contact:

Kimrey Argabright

[kargabright@cbf.org](mailto:kargabright@cbf.org)

443-482-2024

## Diverse Business Participation

CBF actively encourages proposals from Small, Women and Minority Owned (SWAM) Businesses. Please note if you are a Small, Women or Minority Owned Business and if you are certified by the State/Commonwealth/DC.

## General Company Information

Question	Answer
Company name	
Company address	
Company web page	
Main products/services	
Main market/customers	
Structure of mother corporation, joint ventures, subsidiaries, partnerships or other relevant relations	
Number of years on the market	
Company location(s)	
Employees	
	Design
	Support
	Marketing and sales
	Quality department
Contact person and responsible for answering this RFP	
	Telephone
	Email
Conditions listed in the RFP and can't be met	
Reference customers using comparable products or services (including contact information)	
Support Policies (24x7) (12x5)	
Pricing structure (How is price calculated for your product)	
Service Level Agreement Summary	

## RFP Questions

- 1) Please provide initial design concepts.
- 2) Please provide a list of detailed timelines.

## Certifications

A successful applicant may need to provide proof of insurance based on the services or product provided.

The undersigned certifies that the information submitted above is true and accurate.

The undersigned certifies that the person, firm, association, co-partnership or corporation herein named, has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in the preparation and submission of a proposal to the Chesapeake Bay Foundation for consideration in the award of a contract.

The undersigned further certifies that the firm, association, or corporation or any person in a controlling capacity associated therewith or any position involving the administration of federal funds; is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency; has not been suspended, debarred voluntarily excluded, or determined ineligible by any federal agency within the past three years; does not have a proposed debarment pending; and has not been indicted, convicted, or had a civil judgment rendered against said person, firm, association, or corporation by a court of competent jurisdiction on any manner involving fraud or official misconduct within the last three years.

I further acknowledge that by signing this page of the proposal, I am deemed to have agreed to the provisions of the affidavit.

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(Name of Firm)

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(Authorized Signature)

(Title)

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(Please print Name)

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(Date)