



## NOTICE TO ALL FIRMS

Date: January 6, 2025  
To: All Prospective Bidders  
From: Sam Li  
Director of Procurement Services  
Re: Addendum Number 1  
RFP # C1601 – On-Call Signage Consultant and Related Services

### **Notes:**

- 1) We've added an item to Section One – Proposals Terms and Conditions. Please find item XVII. General Requirements – below.
- 2) We've updated Attachment D, see attached. Please submit this updated form with your RFP submission.

### **Questions & Answers to RFI:**

- Q1. Regarding the unit rates of the signs, are there existing shop drawings of the signs so we can accurately price the unit rates per sign type needed? (Thickness, material, and dimensions will affect the pricing of each sign.)
- A1. We cannot provide shop drawings at this time, but we can provide the specifications of permanent room and code signage on campus:  
3/16" thick solid black acrylic sign with integrally colored, raised to 1/32", solid white text and graphics produced by using a monolithic thermal form compression Molding process, to match Alchemy Dimensional Graphics or equivalent. All sides and edges eased, sides polished smooth. Braille is 1/32" high. Our standard sign sizes are 2"x6", 4"x4", 6"x6", and 6"x9"
- Q2. Hourly Rates, Attachment D calls for hourly rate for sign fabricator. The actual cost of the signs will vary based on sign type, specifications, and quantity. Please clarify what you mean by sign fabricator hourly rate.
- A2. Attachment D has been updated – See attached.
- Q3. Similar Experience, section C calls for clients within the last 5 years of similar nature, entered within the last 2 years. Signage projects, like construction projects are typically long term with stops/starts and sometimes put on hold for a variety of reasons, including a worldwide pandemic. Would FIT consider adjusting the 2-year requirement window for reference projects?
- A3. List clients within the last five (5) years of similar nature, entered within the last 5 years.

**THIS ADDENDUM IS PART OF THE CONTRACT DOCUMENT AND SHALL BE INCLUDED WITH YOUR REQUEST FOR PROPOSAL SUBMITTAL. YOUR SIGNATURE BELOW WARRANTS THAT YOU UNDERSTAND THIS ADDENDUM AND THAT YOU HAVE MADE THE APPROPRIATE ADJUSTMENTS IN YOUR PROPOSAL AND CALCULATIONS.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name and Title of Authorized Representative

\_\_\_\_\_  
Print Name of Company/Partnership/Individual

\_\_\_\_\_  
Date

## SECTION ONE – Proposal Terms and Conditions

### XVII. GENERAL REQUIREMENTS

#### 1. SHOP DRAWINGS AND SUBMITTALS

- a. Provide shop drawings for ALL sign types and color graphic layouts for **EVERY** sign layout **FULL SIZE** for approval in **PDF**, and 3 printed tabloid size sets.
- b. Provide 3" x 3" color, finish, material, and fabrication technique samples for each sign type. Sample must show all colors, lettering sizes, and line work.
- c. Samples must be revised and resubmitted until approved by FIT.
- d. Provide ONE full size prototype of **EACH** sign type, based on approved sample submissions.
- e. Provide ONE approved prototype installed in location for each sign type.

#### 2. FABRICATION SPECIFICATIONS

SEE ATTACHED DRAWINGS FOR QUANTITIES OF EACH SIGN TYPE

- **CATEGORY 1:**

- G1, H3, L1 Sign Types

Solid white ADA compliant tactile room number graphics must be solid white, no tipped graphics will be accepted. Braille is 1/32" high, black in color and integral, applied raster bead Braille will not be accepted. No applied elements on the sign face. 3/16" thick solid black acrylic with integrally colored, raised to 1/32", white room number produced by using a monolithic thermal form compression Molding process, to match Alchemy Dimensional Graphics or equivalent. All sides and edges eased, sides polished smooth.

- K1 Sign Type

Solid white ADA compliant tactile room number and, graphics must be solid white, no tipped graphics will be accepted. Braille is 1/32" high, black in color and integral, applied raster bead Braille will not be accepted. No applied elements on the sign face. 3/16" thick solid black acrylic with integrally colored, raised to 1/32", white room number produced by using a monolithic thermal form compression Molding process, to match Alchemy Dimensional Graphics or equivalent. All sides and edges eased, sides polished smooth.

- M1 Sign Type

Solid white ADA compliant tactile room number solid white, no tipped graphics will be accepted. Braille is 1/32" high, black in color and integral, applied raster bead Braille will not be accepted. No applied elements on the sign face.

Permanent room name, laser etched and colofilled white, with clear coat. 3/16" thick solid black acrylic with integrally colored, raised to 1/32", white room number produced by using a monolithic thermal form compression Molding process, to match Alchemy Dimensional Graphics or equivalent. All sides and edges eased, sides polished smooth.

- G1.A, G1.B, G2 Sign Types

Laser etched and colofilled white, with clear coat. All type is laser etched and color filled, no raised or applied elements on the sign face. 3/16" thick solid black acrylic produced by using a monolithic thermal form compression molding process, to match Alchemy Dimensional Graphics or equivalent. All sides and edges eased, sides polished smooth.

- **CATEGORY 2:**

- BUILDING DIRECTORY MODULE

1/2" cap height white silk-screened building name with satin protective clear coat to deter scratching, on painted anodized aluminium header. High resolution black and white paper insert on high quality stock with destination. Assume 10 insert strips for building directory module: 2" wide x 2" high x 1/4" thick insert sign holder strips to match infonorm epics changeable sign frame series, or equivalent. Exterior grade satin finish paint all visible sides (including inside strip) with satin protective clear coat applied to anodized aluminium construction with a flexible polycarbonate non-glare face. The face is held closed with neodymium magnets. The sign frame opens on the side. Strips are assembled on 1/8" thick solid black acrylic common backer plate, recessed 1/4" from edge to be non visible and act as a stand-off. Strips are installed in even numbers to create a directional sign or building directory, blank black insert used if needed. Each Building Directory is one of 6 custom colors. Building colors are subject to change based on reviews in submittal phase.

- FLOOR DIRECTORY MODULE

1/2" cap height white silk-screened floor name with satin protective clear coat to deter scratching, on painted anodized aluminium header. High resolution black and white paper insert on high quality stock with destination. Assume 6 insert strips for building directory module: 2" wide x 2" high x 1/4" thick insert sign holder strips to match infonorm epics changeable sign frame series, or equivalent. Exterior grade satin finish paint all visible sides (including inside strip) with satin protective clear coat applied to anodized aluminium construction with a flexible polycarbonate non-glare face. The face is held closed with neodymium magnets. The sign frame opens on the side. Strips are assembled on 1/8" thick solid black acrylic common backer plate, recessed 1/4" from edge to be non visible and act as a stand-off. Strips are installed in even numbers to create a directional sign or building directory, blank black insert used if needed. Each Floor Directory is one of 6 custom colors, and anodize "silver" aluminum. Building colors are subject to change based on reviews in submittal phase.

- LETTER SIZE INSERTS

1/4" thick insert holder, to match Infonorm Epics changeable sign frame system, or equivalent. Holder has vertical framing elements, and sized for letter size paper insert. Black anodized aluminium construction (all visible elements to be black) with satin protective clear coat to deter scratching of finish, with a flexible polycarbonate non-glare face. The face is held closed with neodymium magnets. The sign frame opens on from side. Exact opening side to be determined in submittals. Die cut translucent FIT logo disc with cut out lettering to match 3M Fasara translucent film mounted to inside back plate.

- SMALL INSERTS (4"x4")

1/4" thick insert holder, to match Infonorm Epics changeable sign frame system, or equivalent. Holder has vertical framing elements, and sized for and sized for 4" x 4" nominal paper insert. Refer to Epic's sign construction diagram. Exact insert paper size determined

in submittal phase. Black anodized aluminium construction (all visible elements to be black) with satin protective clear coat to deter scratching of finish, with a flexible polycarbonate non-glare face. The face is held closed with neodymium magnets. The sign frame opens on from side. Exact opening side to be determined in submittals.

- **CATEGORY 3:**

- THRESHOLD BUILDING ID COLOR BARS

2 color bar markers flank door frame with corresponding building colors. 1/2" thick x 3" to 4" wide x approx 6'-10" length, clear acrylic bar with face to match standard p99 light acid etch /non glare surface-not glossy), back painted with corresponding building color and polished sides. 3" x 5" directly printed Building name black patch with white lettering, and graffiti resistant satin clear coat to deter scratching. When doors are clear glass, vinyl distraction marks cut 1 1/2 " cap fit lettering applied to 2nd surface glass, to match Oracal light grey. Door sizes and conditions vary, some doors are solid. When solid no distraction marks required. Exact locations, sizes, and quantities dependent on door construction and site conditions.

- **CATEGORY 4:**

- SIGNIFICANT /SCHOOL DESTINATION CUT LETTERING

6" cap height x 1/4" thick painted aluminum water jet cut letters with satin clear coat all sides. Letters have sand blasted sides, eased corners and edges, and stud mounted to wall. Color must contrast with background, and/or follow building color, to be verified on site at each location. Exact color, messaging, locations, and quantities dependent on site conditions. Site survey required for each location by fabricator.

### 3. MOUNTING SPECIFICATION

- a. Contractor to survey all sign locations to identify for proper installation, including any load requirements and determination of mechanical and/or tape/silicone of signs based on field surveys.
- b. Contractor to confirm all signs and locations conform to local, state and national codes including but not limited to NYC DOB, FDNY, ADA, ANSI.
- c. Provide and install all signs as noted in specification for each sign type. Typically signs are installed with 3M VHB high density foam tape and silicone or as recommended by engineer for site specific locations.
- d. Provide recommended typical mounting heights and locations based on ANSI, local and national codes in during site survey and in written format.

### 4. GENERAL SPECIFICATIONS

- a. All signage should have high quality fabrication and/or high resolution application of graphics.
- b. All strokes and letterforms should be crisp and true to form.
- c. All laser etch and color fill should have square drafts and crisp infill, free from bleeding over edges of lettering.
- d. All graphic elements should be durable and scratch resistant for high traffic College setting. Fabricator to recommend any UV, anti-graffiti matte/satin finish coating to enhance durability of product, while maintaining the design intent of every sign.
- e. Fabricator responsible for engineering ALL plaques and providing appropriate installation and mounting method for all signs in all locations that comply to all local and state codes applicable to FIT/SUNY.
- f. Fabricator and installer will be responsible for any product or installation failure.
- g. Fabricator to verify all locations in field and make recommendations as required.
- h. Fabricator to translate and typeset ALL BRAILLE.
- i. All signs shall be smoothed and slightly eased, and free from sharp corners and edges.
- j. Provide written cleaning and maintenance instructions and procedures for each sign type.

ATTACHMENT D - RATES

**Maximum Hourly Rates for Compensation for Professional Services Rendered**

Technical Classification	Direct Hourly Rate
<b>Signage Team</b>	
Designer/Planner/Consultant	\$
CAD Operator/Drafter	\$
Cost Estimator	\$
Code Consultant	\$
Building Surveyor	\$
Installer	\$

**Cost for Signage:** The quantity listed below is not meant to be an accurate representation of the number of signs that will be purchased throughout the course of the contract. FIT makes not guarantee of the amount of Work that may be required under the Contract.

TYPE	DESCRIPTION/TYPE	UNIT PRICE	UM	AMOUNT	LINE TOTAL
<b>G1</b>	ADA Stair Signs, Stair ID (Occupant Side)– 2” x 6”		EA	275	
<b>G1.A</b>	FDNY Stair Signs, Stair ID (Occupant and Stair Sides) – 6”x 6”		EA	525	
<b>G1.B</b>	Stair ID Emergency Exit Only (on door) – 6” x 6”		EA	020	
<b>G2</b>	FDNY Stair Signs, Floor ID (Occupant and Stair Sides) – 6” x 6”		EA	525	
<b>G3</b>	FDNY/ADA Fire Stairs, Stair Side Re-Entry Message – 6” x 9”		EA	275	
<b>H3</b>	ADA Elevator Jamb Floor Number – 4” x 4”		EA	250	
<b>K1</b>	ADA Utility Room Name and Room Number Sign – 6” x 6”		EA	300	

<b>L1</b>	ADA Room Number Only – 2” x 4”		<b>EA</b>	<b>800</b>	
<b>M1</b>	ADA Permanent Room Name and Room Number – 4” x 4”		<b>EA</b>	<b>150</b>	
<b>E1</b>	Building Directory Module (10 inserts per module)– 12” x 1’8” overall		<b>EA</b>	<b>06</b> 1 per color	
<b>E2</b>	Floor Directory Module (6 inserts per module) 6 custom colors, anodized aluminium – 12” x 12 overall		<b>EA</b>	<b>70</b> 10 per color	
<b>F1</b>	Letter Size Inserts Black anodized aluminium – 9 ¼” x 11 1/8”		<b>EA</b>	<b>100</b>	
<b>F2</b>	Small Inserts (4” x4”) Black anodized aluminium		<b>EA</b>	<b>500</b>	
<b>C1</b>	Threshold Building ID Color Bars 6 custom colors, 2 colors per door, 2 bars flank each door face – 4”w x 82”h		<b>EA</b>	<b>300 bars</b> 75 locations	
<b>B1</b>	<b>Significant Destinations</b> base price on 9 letters “Registrar”– 6” cap height		<b>EA</b>	<b>10</b> locations	
<b>B2</b>	<b>School Destinations</b> base price on 20 letters “SCHOOL OF ART AND DESIGN” 6” cap height		<b>EA</b>	<b>10</b> locations	

All prices must be inclusive of overhead and profit.  
All classifications must be filled in.  
Failure to comply shall be grounds for rejection of your RFP.

Proposer: \_\_\_\_\_  
(Print or Type Company/Partnership/Individual Name)

By: \_\_\_\_\_  
(Signature of Authorized Representative)

Name: \_\_\_\_\_  
(Print or Type Name of Representative)

Title: \_\_\_\_\_  
(Print or Type Title of Representative)

Address: \_\_\_\_\_  
\_\_\_\_\_



Tel. #: \_\_\_\_\_ Federal ID#: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** FIT will not sign any vendor contract, agreement or scope of work. FIT RFP, and Terms and Conditions apply. Vendor requirement for FIT to sign any document will be grounds for rejection. Vendor inclusion of any clarifications, exceptions or changes which are not in compliance with FIT RFP and Terms and Conditions will be grounds for rejection.

Bidder shall price all Technical Classifications and listed sign types. Failure to comply with this requirement shall be grounds for rejection of your RFP.

**Important.** Rates to be submitted using the Attachment D form only. FIT will not accept proposal responses on any other form. Failure to comply with this requirement shall be grounds for rejection of your bid.