



**City of Evanston
Business District Gateway Signage**

RFP # 24-64

ADDENDUM # 1

November 14, 2024

Any and all changes to the Contract Document are valid only if they are included by written addendum to all potential respondents, which will be mailed, emailed and/or faxed prior to the proposal due date to all who are known to have received a complete bid document. Each respondent must acknowledge receipt of any addenda by indicating on the Bid Form. Each respondent, by acknowledging receipt of any addenda, is responsible for the contents of the addenda and any changes to the bid proposal therein. Failure to acknowledge receipt of any addenda may cause the proposal to be rejected. If any language or figures contained in this addendum are in conflict with the original document, this addendum shall prevail.

This addendum consists of the following:

1. Addendum Number One (1) is attached and consists of a total of three (3) pages including this cover sheet.

Please feel free to email (lithomas@cityofevanston.org) with any questions or comments.

Sincerely,

Linda Thomas

Purchasing Specialist

**City of Evanston
Business District Gateway Signage**

RFP # 24-29

ADDENDUM #1

November 14, 2024

This addendum forms a part of the Specifications and Bid Documents for RFP #24-64 and modifies these documents. This addendum consists of the following:

Question Received:

Question 1

Can you confirm whether the following are required?

- *Bid bonds or payment/performance bonds
- *Union install
- *Prevailing wage / David Bacon
- *Certified payroll
- *Samples
- *Any other allowances?

Response: . Bid Bonds and Payment Performance Bonds are not required. Union not required. Prevailing Wage/Davis Bacon is not required. Certified Payroll is not required. Samples would be required at time of award. No other allowances are required.

Question 2

Please confirm how the signs are to be manufactured. For the Over the Street Signs are the beveled channel letters to be illuminated and is the rest non-illuminated? Are these single or double sided? For the Howard street over the street retrofit, would we replace the letters and logo with the new as shown or just paint the existing letters with a new logo?

Response: For the over the street signs, these were not originally intended to be illuminated, but please include cost estimates for both options. They should be double sided. For the Howard Street sign, the preference would be to replace the letters with the new branding.

Question 3

For the Kiosk signs are the channel letters and inside of the poster case to be illuminated? If the poster case is illuminated will the backside face also be illuminated or is the dimensional logo only to be illuminated. This could be routed and pushed through possibly if so. For Enjoy Evanston at the bottom will this be dimensional and/or illuminated?

Response: The kiosk signs will not be illuminated. The Enjoy Evanston and Welcome text would ideally be dimensional.

Question 4

For the vertical gateway signs is NOYES STREET to be routed and backed or pushed thru dimensional illuminated with the face opaque? Will the Evanston logo at the bottom be non-illuminated dimensional? Looks like the interior reveal being possibly illuminated are the ends of the sign, correct? Are these signs single or double sided?

Response: They are double-sided but will not be illuminated. They are designed as a pushed-through interior reveal.

Question 5

Can you provide detailed specifications for the signs, including material, depth, mounting details, and any other relevant information?

Response: The City will be looking for recommendations from the selected vendor. Please include a cost estimate or range for the signage as well as an estimate and timeline to prepare more detailed specifications.

Question 6

Could you confirm the scope for "Over the street signs"? Should the bidder provide the complete structure with a foundation, or are only "Beveled Channel letters" required?

Response: Please include the cost for the complete structure with a foundation in your proposal.

Question 7

Is it mandatory for the bidder to meet the M/W/EBE goals of 25%?

Response: MWDEBE of 25% is a goal.

Note: Acknowledgment of this Addendum is required in the Bid.