

## REQUEST FOR PROPOSAL FOR SIGNAGE (INTERIOR AND EXTERIOR)

The Open Door Shelter, Inc.  
Smilow SoNo Life Center  
2 Merritt Place, Norwalk CT. 06854

RESPONSES DUE: JUNE 30, 2017

**Mandatory Pre-Bid Meeting: 4 Merritt St. June 16, 2017 10:00am-11:00am**

---

### PURPOSE

The purpose for this request is provide interior and exterior signs at The Open Door Shelter's newly constructed Smilow SoNo Life Center. The first floor of the site will house offices, training rooms, conference and break rooms. The second floor of the site will house 15 efficiency low income housing units; 1 1-bedroom unit and 2 offices.

Vendors will be evaluated in part on their ability to deliver products on time and within budget, their demonstrated understanding of the solution based upon their responses and subsequent interviews. ***2 Merritt Place is a historical building. Signage should reflect the historical nature of the building.***

### BACKGROUND

Our Mission is to effectively address the causes and complexities of the homeless and working poor by providing shelter, food, clothing, case management services, treatment services, transitional planning for short and long term goals, subsidized housing, education, employment, and a path towards independence and success.

We provide shelter nightly with over 95 beds in our facility located at 4 Merritt St. Norwalk CT. 06854 from this same facility we operate the Manna House Soup Kitchen and Pantry. We serve meals three times a day (over 20,000 per Month) and provide groceries to individuals and families in the community. Between the Soup Kitchen and the Pantry, we provide 60,000 meals per month.

We also operate a number of private residences, providing supportive housing to those who are working and earning an income, but unable to afford housing in the area.

The Shelter operates primarily from private donations, with less than 40% of our operating budget coming from Government funding. 90 cents of every dollar donated goes directly to providing food, shelter, and assistance to those in need. Our Board is comprised entirely of uncompensated volunteers.

### SERVICES TO BE PROVIDED

The major components of the project as identified by the Open Door Shelter, Inc. are detailed below. Vendors responding should recommend a solution to the specified areas and add any additional components deemed necessary to successfully complete the project.

Install any and all signs deemed necessary for smooth operation according to all applicable building, City and State Codes.

Please, Include any other requirements/and or recommendations to successfully implement this project in a timely manner.

#### Exterior:

3-building mounted signs

3-ground mounted signs

Interior:

- 1) 16 numerical apartment signs
- 2) 4-Office signs
- 3) Training Room 1 sign
- 4) Training Room 2 sign
- 5) Job Training Room
- 6) Laundry Room sign
- 7) Mechanical Room
- 8) Electrical Closet sign
- 9) Staff Room sign
- 10) Men's Room sign
- 11) Ladies Room sign
- 12) Exit signs

**PROPOSAL PREPERATION AND SUBMISSION REQUIREMENTS**

**RESPONSES DUE: JUNE 30, 2017**

The proposal shall clearly address all of the information requested herein. Since the written proposal will weigh heavily in the evaluation process, information submitted should be complete and provide a convincing case that the vendor can perform high quality work within schedule, and budget constraints. Proposals should be thorough yet concise. Proposals are to be prepared at your own expense.

The proposal shall be sent to the official contact listed below, to be received no later than 5:00PM EST June 30, 2017

Jeannette Archer-Simons  
The Open Door Shelter  
4 Merritt ST. Norwalk CT. 06854

Questions regarding this RFP must be submitted by e-mail to Frank Concepcion at [fconcepcion@opendoorshelter.org](mailto:fconcepcion@opendoorshelter.org). All questions will be answered promptly. Responses to inquiries that substantially or materially change the RFP will be made available to all prospective vendors that have submitted a formal letter of intent.

The proposal shall be organized in the following manner with the subject headings and sequence indicated.

1. Introduction
2. Experience and Past Performance
3. Organization and Personnel
4. Proposed Solution(s)- Based on Description of Services
5. References
6. Pricing, Hourly Rates and other Fees

#### **SCHEDULE**

The schedule of the selection process is as follows:

May 25, 2017 Release of RFP

June 16, 2017 Pre-bid Meeting 10:00AM-11:00AM at ODS 4 Merritt Street, Norwalk CT. 06854

June 30, 2017 Submittals of Proposal

July 10, 2017 Notification of Selection Results

July 31, 2017 Contract Start

#### **COST OF PREPARING RFP RESPONSE**

All cost associated with responding to this RFP are the sole responsibility of the responding company.

#### **ADDITIONAL INFORMATION**

Submitted responses to this RFP becomes the property of the Open Door Shelter. The Open Door Shelter reserves the right to use any and all ideas included in any response without incurring any obligations to the responding company or committing to procurement of the proposed services.

**The Open Door Shelter is an Affirmative Action / Equal Opportunity Employer**

**MBE / WBE / SBE / DBE Businesses are encouraged to respond.**