

Scope of Work

Note: this is a rebid of previous solicitation #213980787. This scope has been modified to include evaluation criteria for an RFP-type bid event. Please make note of evaluation criteria listed in Section IV.

I. Scope of Solicitation

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I. SCOPE OF SOLICITATION

Clemson University's Office of Central Donor Relations is seeking to establish a contract with qualified firms to provide donor recognition services including concept development, design, fabrication, installation, and project coordination.

Up to five (5) total awards shall be made to the highest ranked responsible and responsive offers. Awarded contractors will be placed on a qualified contractors list. During the active contract term, Clemson University shall solicit quotations from any or all awarded Offerors for projects that occur during the contract term. This contract is non-exclusive and indefinite-quantity, and Clemson University does not guarantee a minimum volume of work.

The Office of Central Donor Relations will serve as Contract Administrator.

The anticipated award date of this contract will be 8/2026. The contract term shall be guaranteed for the first year and renewed annually for up to four additional years, not to exceed a total of 5 years.

II. INSTRUCTIONS TO OFFERORS

Regardless of specific requirements below or in this document, Offerors are required to submit their proposal electronically through the Clemson University online bidding system. To do so you must login (registering first) at <https://clemson.ionwave.net/> and follow specific instructions for this solicitation. You should register several days in advance of the bid closing date so you can be approved and login in time to submit a response.

Questions shall be submitted, in writing, to Sam Young at scy@clemson.edu by the date and time listed in the bid event. Answers will be submitted as an addendum to this bid. All Offerors are charged with a duty to inquire. By submitting an Offer, the Offeror represents that submitter has read and understood the Solicitation and that the Offer is made in compliance with the

Solicitation. Offerors are expected to examine the Solicitation thoroughly and should request an explanation of any ambiguities, discrepancies, errors, omissions or conflicting statements in the Solicitation. Failure to do so will be at the Offeror's risk.

Supplier Registration in buyWays - Unless the successful Offeror is currently an active supplier in Clemson University's buyWays system, you will be invited to complete a new supplier registration. You must complete registration within three business days of receiving the email invitation. Registration will require the successful Offeror to provide information about its company and to receive electronic payment as outlined in the registration.

INFORMATION FOR OFFERORS TO SUBMIT

Note: the information listed in the Technical & Financial proposal are required to be submitted as part of your proposal. Failure to provide required information shall result in your proposal being deemed as non-responsive.

Technical Proposal:

1. Qualification and Experience
 - Offerors must demonstrate at least five years of experience designing, fabricating, and installing donor recognition elements.
 - Provide:
 - Description of relevant experience.
 - At least three complete donor recognition projects in higher education or similar environments.
 - Provide scope, materials, client, timeline and references.
 - Provide at least five institutional references.
2. Project Approach
 - Describe:
 - Concept development process
 - Collaboration with University stakeholders
 - Quality control procedures
 - Project phases and communication structures

Financial Proposal:

The financial proposal must be separated from your technical proposal and will be used to assess the financial value of your proposal. Your financial proposal shall include:

- Pricing Scenario Attachment A (attached below) – a write up of your approach to design, fabricate and implement a solution to the hypothetical scenario described in Attachment A.
- Pricing Worksheet Attachment B - list of all resources, materials, and hourly rates to be charged for the hypothetical scenario described in Attachment A.
- Include a sheet that lists the hourly rates of all available positions to be used in the resulting contract, should your firm be awarded.

III. SCOPE OF WORK / SPECIFICATIONS

Projects under this contract may include:

- Donor recognition concept development
- Graphic design and storytelling integration
- Fabrication of recognition elements
- Installation and coordination with campus stakeholders
- Project management and scheduling

Offerors must demonstrate familiarity with architectural environments and interior integration.

All work must comply with:

- Clemson University brand and donor recognition standards
- Facilities guidelines
- ADA accessibility requirements
- Applicable building codes
- Offerors may be required to coordinate with university project managers, Facilities personnel, and external contractors.

Future project quotations may require:

- On-site meetings
- Budget estimates
- Graphic renderings
- Itemized pricing
- Installation schedules

Contract Administration:

Central Donor Relations will serve as Contract Administrator. A University Project Manager may be assigned for each project. No changes to scope, schedule, or materials may occur without written approval.

Change Orders:

Scope changes must be documented through a written change order approved by the Contract Administrator prior to implementation

Final Inspection:

Upon completion, the University will conduct a final inspection and may issue a punch list of deficiencies to be corrected prior to final acceptance

Warranty:

Contractor warrants materials and workmanship for a minimum of one year from final acceptance unless longer manufacturer warranties apply.

Insurance:

Contractor must maintain insurance coverage required by university procurement standards and provide certificates upon request.

IV. TERMS AND CONDITIONS – SPECIAL

Award Criteria

Offers will be evaluated using only the factors stated below. Evaluation factors are stated in the relative order of importance, with the first factor being the most important. Once evaluation is complete, all responsive Offertory will be ranked from most advantageous to least advantageous. No more than five (5) responsible and responsive Offerors shall be awarded in this solicitation.

- A. Qualifications and experience
 - a. Quality of experience examples
 - b. Quality of examples of donor recognition in higher education or similar
- B. Project approach and methodology
 - a. Concept development process
 - b. Quality control procedures
 - c. Communication and collaboration structure
 - d. Pricing scenario solution and methodology
- C. Financial value
 - a. Cost associated with pricing scenario example
 - b. Hourly rates to be used in resulting contract
 - c. Overall value of proposal to the University

In this RFP, the University is not required to select the lowest-priced proposal. The University shall reserve the right to consider operational value, financial structure, experience, sustainability benefits, risk allocation, and/or overall long-term value in the evaluation scoring process.

V. APPENDICES TO SCOPE OF WORK

- Attachment A – Pricing Scenarios (see below)
- Attachment B – Pricing Worksheet.xls

Pricing Scenario – Attachment A

Pricing Scenario:

The Pricing Scenario is provided for evaluation purposes only. It is a hypothetical project intended to evaluate the Offeror's pricing structure, cost reasonableness, financial value and application of the unit rates provided in Attachment B – Pricing Worksheet. All requirements of the Donor Recognition Services Contract, including scope, compliance standards, and performance expectations, apply to this scenario unless otherwise stated.

Scenario Background:

Lowry Hall houses the Glenn Department of Civil Engineering.

More than ten (10) years ago, philanthropic gifts were secured to support the renovation of Lowry Hall. Donor recognition associated with that campaign was not implemented at the time of completion.

For purposes of this Pricing Scenario, assume Clemson University requires the design, fabrication, and installation of a central donor recognition display within Lowry Hall.

A photograph of the proposed installation location will be provided.

Preferred materials for this project: Cast metal or acrylic, but open to a blend of materials excluding dry erase.

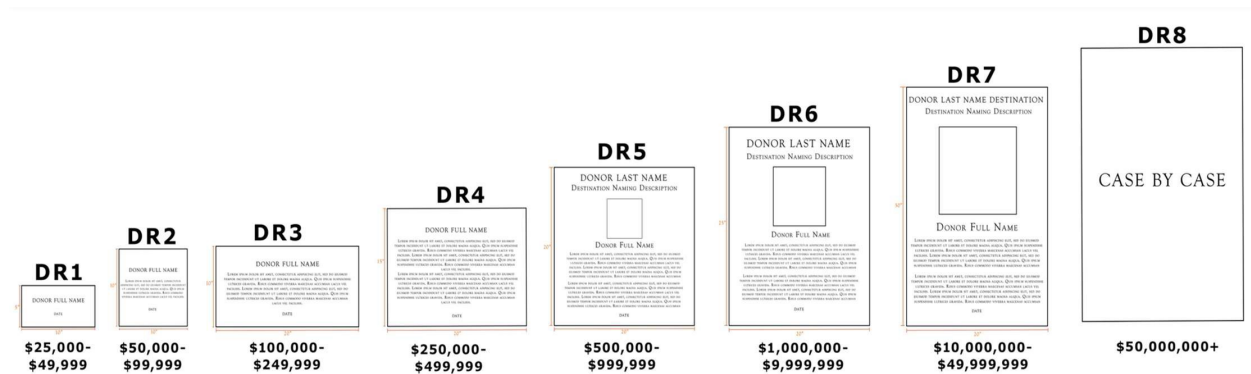
Recognition Structure (Hypothetical):

The display shall incorporate the following Donor Recognition (DR) levels:

Level	Quantity
DR1	6
DR2	3
DR3	6
DR4	4
DR5	2
DR6	1

For purposes of this exercise, DR1 shall be “name only.” All other levels shall reflect differentiated recognition appropriate to gift hierarchy, as determined by the Offeror.

Attached is a graphic that is typically used; however, it should be noted that depending on the space and how the donor recognition would be architecturally integrated, the sizing standards could adjust accordingly.



Design methodology, stakeholder collaboration, and compliance requirements shall be consistent with Sections III and IV of the Solicitation

Pricing Requirements:

The Offeror shall provide a written quotation for this hypothetical project that includes:

- A total lump sum price
- The total lump sum price submitted must match the pricing derived from Attachment B – Pricing Worksheet.
- A cost breakdown for:
 - Concept
 - Design
 - Fabrication
 - Installation
- Application of unit pricing consistent with Attachment B
- Any clearly stated assumptions

Pricing shall represent a complete, turnkey installation consistent with the requirements outlined in this scope of work.

Schedule:

Provide an estimated timeline including:

- Design duration
- Fabrication lead time
- Installation date/duration

Evaluation Use:

Pricing submitted in response to this Attachment will be used for evaluation and ranking as described in the Award Criteria section of the Solicitation.

Photo:



(Apprx wall size: 9'-8" tall x 10'-3" wide)