



UNIVERSITY OF CALIFORNIA HASTINGS COLLEGE OF THE LAW

UC HASTINGS – RFQ #56-0168

Street Banner Printing, Installation & Maintenance

Due: January 29, 2016

purchasing@uchastings.edu

Scope of Work:

- Provide all necessary labor, materials and supplies to print, install and maintain street pole banners for UC Hastings.
- All banners will be located within the City of San Francisco, to be decided with the UC Hastings team.
- Designate a single point of contact to assist the College through the project.
- Receive the artwork from the College's graphic designer for printing on the banners. Examples of the artwork are attached.
- Print the banners on flexible 6'H x 3'W vinyl suitable for hanging as street pole banners.
- Obtain all necessary permits for installing the banners.
- Maintain the banners so that they remain clean and in good condition.
- Pricing should be inclusive of all installation, hardware, permitting, maintenance, and removal costs.
- Anticipated installation is double-double (two double-sided banners per one street pole).

Quantity:

Anticipated quantity is Seventy Two (72) double-sided banners, to be done as double-double installs.

Pricing:

Firm Price Quote: \$ _____ PER BANNER

X 72 = \$ _____ Job Total

Adjustments to the price will be made based on the "per banner" quote.

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Additional Requirements:

1. Current and active CSLB license (appropriate classification for the work) for bidder and all subcontractors
2. Current and active DIR registration for bidder and all subcontractors

Responses from non-registered firms will not be considered.

Attachments:

Attachment 1	Sample artwork
Attachment 2	UCH Terms and Conditions

UC Hastings terms and conditions:

Terms: Credit Card (Visa), Net 30

Circle discount: 2% - 10
1% - 20

Proof of Insurance required of supplier awarded the job.

Shipping: FOB Destination, Freight Prepaid

Deliver to: 200 McAllister Street, SF CA 94102

X _____

Signature of bidder

UC Hastings Terms and Conditions attached and agreed to by signing

Company Name

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RFQ Event Schedule	
Event	Date
RFQ # 56-0168 Documents Posted	1/15/2016
Questions Due Questions must be in writing and sent to purchasing@uchastings.edu	1/20/2016, by 4:00 pm P.T.
Answers provided by UC Hastings Answers will be posted on the UCH Bids/RFPs web page: http://sites.uchastings.edu/purchasing/current-bids-20152016/	1/25/2016, by 4:00 pm P.T.
Response Due Date/Time: Vendor responses due by close of business. Submission by email to purchasing@uchastings.edu is preferred.	1/29/2016, by 4:00 pm P.T.
Notice of Award (target date)	Week of 2/1/2016
Start of Work (target date)	TBD

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