

**WICHITA STATE UNIVERSITY
REQUEST FOR PROPOSAL (RFP)**

RFP Number: Wichita 100021

RFP Issuance Date: Thursday, February 19, 2026

RFP Pre-Proposal Zoom Conference: Tuesday, February 24, 2026 @ 10:00am CST
([Zoom Link](#): Meeting ID: 949 7976 8645 Password: 805523)

RFP Question Deadline: Thursday, February 26, 2026 @ 5:00pm CST

RFP Closing Date: Friday, March 6, 2026 @ 2:00pm CST
([Zoom Public Reading](#) Meeting ID: 950 7834 1197 Password: 996301)

Procurement Officer: Robby Murray
316-978-5185
robby.murray@wichita.edu
Wichita State University
Office of Purchasing
1845 Fairmount, Campus Box 38
Wichita, KS 67260-0038

Item / Service: **Wichita Biomedical Campus (“WBC”) External Signage**

Agency: **Wichita State University (“WSU”)**

Agency Location: 201 S. Topeka
Wichita, KS 67202

Service Locations: **Wichita Biomedical Campus, Main Building**

Period of Contract: The term of this contract is from date of award until all contractual obligations have been satisfied by the contractor

Guarantee: No Monetary Guarantee Required

RFP Scope: WSU is issuing this Request for Proposal (“RFP”) to solicit proposals (“Proposals”) from qualified equipment manufacturers/distributors of Exterior Signage (“Bidders”) is seeking a solution to be provided by one vendor to supply equipment, labor, installation material and follow-up support for the Wichita Biomedical Center exterior signage as described in the referenced **WBC Technical Exterior 12.5 Specification**

Procurement Type: Sealed Bid (See Section 2.1)

READ THIS RFP CAREFULLY AND CHECK FOR UPDATES

This RFP (Number Wichita-100021) was posted to WSU Office of Purchasing Internet website and may be downloaded at: [WSU Bid Solicitations](#).

It shall be the Bidder's responsibility to monitor this website on a regular basis for any changes or addenda.

SECTION I
INSTRUCTIONS AND CONDITIONS FOR BIDDERS

- 1.1. Basic Requirements.** Bidders must be a registered business in good standing and authorized to do business in the State of Kansas. Bidders must provide a certificate of good standing on request. Failure to provide proof of registration and/or a certificate of good standing may result in delay or disqualification.
- 1.2. Bid Specifications.** Bidder must be able to meet all bid specifications, minimum qualifications, and performance specifications set forth in this RFP.
- 1.3. Bid Proposal.** Bidder's Proposal must comply with Section III: Proposal Instructions and Requirements.
- 1.4. Proposal Reference Number:** The RFP Number identified on the first page of this RFP (the "RFP Cover Page") has been assigned to this RFP and MUST be shown on all correspondence or other documents associated with this RFP, including any Proposal, and MUST be referred to in all verbal communications. Any communication or submission that does not reference the RFP Number may be rejected or not considered by WSU, in WSU's sole discretion.
- 1.5. Communication with WSU During RFP Process:** All inquiries, written or verbal, shall be directed only to the Procurement Officer at the contact information identified on the RFP Cover Page. No communication is to be had with any other WSU employee regarding this RFP except: (1) in the course of RFP negotiations; (2) during RFP site inspections or visits; (3) at the time of negotiation and signing of any contractual documents resulting from the Proposal; and (4) as otherwise specified in this RFP. Violations of this provision by Bidder or WSU personnel may result in the rejection of the Proposal.
- 1.6. No Bid Revisions:** No additional revisions to Proposals shall be made after the Closing Date unless requested by WSU.
- 1.7. Cost of Preparing Proposal:** The cost of developing and submitting the Proposal is entirely the responsibility of the Bidder. This includes costs incurred by Bidder to determine the nature of the engagement, Bidder's preparation and submission of their Proposal, the negotiation of the resulting Contract and/or terms and conditions, and other costs associated with this RFP or post-award efforts to enter into a Contract.
- 1.8. Proposals as WSU Property:** All Proposals become the property of WSU upon submission. With few exceptions, the Kansas Open Records Act (K.S.A. 45-215, *et seq.*) requires all information contained in Proposals to become open for public review once a Contract is formed or all Proposals are rejected. Please note: Bidders will **NOT** be notified prior to release of any documents submitted in response to this RFP.
- 1.9. Submission of Proprietary Information:** Trade secrets or proprietary information legally recognized as such and protected by law may be requested to be withheld if clearly labeled "Proprietary" on each individual page and provided as separate from the main Proposal. Pricing information is not considered proprietary, and the Bidder's entire Proposal will not be considered proprietary. All information requested to be handled as "Proprietary" shall be included as a separate attachment; the attachment must be clearly identified and submitted separately from the main proposal in Unimarket. The Bidder shall provide detailed written documentation justifying why this material should be considered proprietary. WSU reserves the right to accept, amend, or deny such requests for maintaining information as proprietary in accordance with Kansas law. WSU does not guarantee protection of any information which is not submitted as required.
- 1.10. Federal, State, and Local Taxes -Governmental Entity:** Unless otherwise specified, the Proposal price shall include all applicable federal, state, and local taxes. The successful Bidder is solely responsible for, and shall pay, all taxes lawfully imposed on it with respect to any good or service delivered in accordance with this RFP. WSU does not agree to reimburse or pay Bidder for any taxes assessed unless itemized in Bidder's bid. **WSU is exempt from state sales, use, and federal excise taxes for direct purchases made in Kansas. These taxes should not be included in the Bidder's price quotations.**

1.11. Debarment of Bidders: Pursuant to K.S.A. 75-37,103, a Bidder may be debarred from consideration for award of contracts for a period of up to three (3) years for any of the reasons set forth in K.S.A. 75-37,103(b).

SECTION II
PROCUREMENT TYPE, PROCESS, AND SELECTION

2.1. Procurement Type: WSU’s competitive procurement types include: (1) Sealed Bid; (2) Negotiated Bid; and (3) Simplified Acquisitions. The type of procurement for this RFP is noted on the RFP Cover Page.

2.1.1. A Sealed Bid process includes: (1) a solicitation to bid; (2) publication of solicitation; (3) Proposals submitted under seal by Bidders and the Proposals are not opened or reviewed until the Closing Date; (4) Proposals are reviewed by WSU after the Closing Date and are generally evaluated without discussion without the Bidders; and (5) WSU awards the work to the “Responsible Bidder” whose Proposal is determined to be the most advantageous to WSU based on the neutral criteria established by WSU.

2.1.2. A Negotiated Bid is a more flexible bidding procedure that includes the receipt of Proposals and permits negotiations between WSU and Bidders. This process usually affords the Bidders an opportunity to revise their Proposal before award of a Contract to account for changes in scope of services or goods, timelines, or value-added changes to a project. “Negotiation” includes discussion, persuasion, and alteration of initial assumptions and positions, and give-and-take may apply to price, schedule, technical requirements, type of contract, or other terms of a proposed contract. “Best and final offers” are frequently required under the Negotiated Bid procurement.

2.1.3. Simplified Acquisitions is the most flexible form of procurement. Simplified Acquisitions can only occur if the procurement expenditure does not exceed the WSU established threshold. A Simplified Acquisition affords WSU the ability to call upon qualified vendors, contractors, and individuals for a quote and to negotiate a final agreement.

2.2 RFP Committee Selection: Final evaluation and selection will be made by designated representatives of WSU who have been designated as potentially utilizing the goods and/or services solicited in this RFP, referred to collectively as the Procurement Negotiation Committee (PNC).

PNC COMMITTEE	
Stacy Christie – Director Special Projects, Facilities Planning	Emily Patterson - Executive Director Facilities Planning
Jory Boyd - Director of Purchasing	Robby Murray - Purchasing, Sr. Procurement Officer
David Rau, Director of Special Projects, KUMC	Adlai Woodworth, Director of Projects and Planning, KUMC

2.3 Appearance Before Committee: The PNC may award to the low Bidder or the Bidder determined to be in the best interest of WSU without question or negotiation. The PNC reserves the right to request information from Bidders as needed. If information is requested, the PNC is not required to request the information of all Bidders. The PNC may require, as a condition of bidding, that Bidders be required to appear before the PNC to explain the Bidder’s understanding and approach to the RFP and/or to respond to questions from the PNC concerning the Proposal. Meetings with and appearances before the PNC are not subject to the Kansas Open Meetings Act. Bidders are prohibited from electronically recording these meetings.

2.4 Pre-Proposal Virtual Conference: An optional virtual Pre-Proposal conference has been scheduled for **Tuesday, February 24, 2026 @ 10:00am CST**. Attendance at the pre-proposal zoom conference is optional but recommended. The meeting can be accessed by the following [\(Zoom Link: Meeting ID: 949 7976 8645 Password: 805523\)](#)

2.5 Pre-Proposal Questions: Questions requesting clarification of the RFP, if allowed, must be submitted in WRITING. [The Messages Tab](#) under the Unimarket Bid Request, located in the Unimarket Supplier Portal, is the preferred method for transmitting questions. However, questions may also be sent to the Procurement Officer by email prior the RFP Question Deadline indicated

on the RFP Cover Page. Failure to notify the Procurement Officer of any conflicts or ambiguities in the RFP may result in items being resolved in the best interest of WSU. Any modification to this RFP as a result of Pre-Proposal Questions shall be made in writing by addendum and sent electronically to all Bidders who received the original request. Only written communications are binding.

2.6 Acceptance or Rejection: WSU reserves the right to accept or reject any or all Proposals or part of a Proposal; to waive any informalities or technicalities; clarify any ambiguities in this RFP; modify any criteria in this RFP; and unless otherwise specified, to accept any item in a Proposal.

2.7 Selection Criteria: Award shall be made in the best interest of WSU as determined by the PNC. WSU reserves the right to make an award based on any of the following factors and is not required to make the determination based solely on cost. Consideration will be given, but is not limited, to each of the following criteria:

2.7.1 Proposal cost [NOTE: Bidders are not to inflate prices in the initial Proposal as cost is a factor in determining who may receive an award or be invited to formal negotiations];

2.7.2 Ability to agree to the terms and conditions set forth in Section 4 (Award and Contract Provisions) without material modification;

2.7.3 Any prior experience providing the goods and/or services to WSU within the five (5) year period prior to Proposal;

2.7.4 Documented experience in providing the same goods and/or services to any third party;

2.7.5 Product, service, and performance specifications;

2.7.6 Qualified staff and/or subcontractors;

2.7.7 Adequacy and completeness of Proposal;

2.7.8 Compliance with the terms and conditions of the RFP;

2.7.9 Response format as required by this RFP.

2.8 Proposal Disclosures:

2.8.1 In the event this is a Sealed Bid, at the time of closing, only the names of those who submitted Proposals shall be made public information. No price information will be released. Bid tab results will not be given to individuals over the telephone. Results may be obtained after contract finalization by obtaining a bid tabulation from the Office of Purchasing. Bid results can be obtained by sending a written request, referencing the Solicitation name and number to the following:

Wichita State University
Office of Purchasing
1845 Fairmount St, Campus Box 38
Wichita, KS 67260-0038
purchasing.office@wichita.edu

2.8.2 Copies of individual Proposals may be obtained by submitting an Open Records Request at <https://openrecords.wichita.edu>. Once your request is received, you will be provided an estimate of the cost to reproduce the documents. Upon receipt of that amount, the documents will be transmitted to you electronically, except that no information in any Proposal file shall be released until a Contract has been executed or all Proposals have been rejected

2.9 Retention of Proposals: WSU reserves the right to destroy all Proposals if the RFP is withdrawn, the RFP does not result in an agreed Contract, or in accordance with Kansas law. Late Proposals will not be considered a valid Proposal and shall not be retained unless deemed necessary by WSU.

SECTION III
PROPOSAL INSTRUCTIONS AND REQUIREMENTS

3.1 Proposal Form & Certifications.

3.1.1 Bidders must submit a Proposal that complies with the requirements set forth in this RFP. Bidders can include additional information with their Proposal including, but not limited to, photos, renderings, plans, designs, quotes, and references except that all such additional information shall be properly marked to include the Bidder's name and RFP Number and Bidder shall make every effort to number all pages.

3.1.2 Bidders must fully complete and submit with its Proposal all certifications and forms attached or referenced in this RFP.

3.1.3 The Proposal will be evaluated in light of the material and substantiating evidence presented in the Proposal, not on the basis of what may be inferred.

3.2 Preparation of Proposal. A Proposal shall not be considered for award if the price in the Proposal was not arrived at independently and without collusion, consultation, communication, or agreement as to any matter related to price with any other Bidder, competitor, or public officer/employee

3.3 Early Proposals. Proposals received prior to the Closing Date shall be kept secured and sealed until closing if they are properly identified as instructed above. WSU shall not be responsible for the premature opening of a Proposal or for the rejection of a Proposal that was not received prior to the Closing Date because it was not properly identified.

3.4 Acknowledgment of Addenda: All Bidders shall acknowledge receipt of any addenda to this RFP. Failure to acknowledge receipt of any addenda may render the Proposal to be non-responsive. Changes to this RFP shall be issued only by the Office of Purchasing in writing.

3.5 Parties to Contract: Proposals shall be submitted in manner that allows WSU-controlled affiliated corporations to enter into similar agreements subject to the same or substantially similar terms and conditions. WSU controlled affiliated corporations include Wichita State University Intercollegiate Athletic Association, Inc., Wichita State University Union Corporation, Wichita State University Innovation Alliance, Inc., and WSIA Investments Corporation.

3.6 Content of Proposals. All Bidders shall include the following information as part of their Proposal:

3.6.1 Company Overview and Qualifications. Provide a narrative description of your company, including capacity to provide the goods and services set forth in this RFP. Provide a description of the Bidder's qualifications and experience in performing the requested or similar services, including summaries of personnel assigned to the project stating their work experience. Bidder should establish in its Proposal that it is an established firm recognized for its capacity to perform and capable of mobilizing sufficient personnel to meet deadlines specified by WSU.

3.6.2 Experience: All bidders must have a minimum of three (3) years active participation in the applicable industry as a distinct company, providing equipment and systems comparable in size and complexity to the equipment and systems specified. Bidders may be required to furnish information supporting the capability to comply with conditions for bidding and fulfill the contract if receiving an award of contract. Such information may include, but not be limited to, a list of similar size and type projects the Bidder has completed. If Bidder cannot meet this requirement, provide a written explanation as to why. Inability to meet this requirement is not necessarily grounds for disqualification and such determination will be made within the sole discretion of WSU.

3.6.3 Successful Projects / Services. Provide a list of past successful projects that align with the expectations set forth in this RFP in the State of Kansas. Such information may be marked as "Proprietary" if it is not open to the public.

3.6.4 Equal Opportunity Employment. Describe how you will accommodate state and federal laws and policy provisions issued by the Kansas Board of Regents and WSU relating to Affirmative Action and Equal Opportunity Employment, including your firm's efforts to recruit and contract with disadvantaged groups and/or businesses (minority, women, veteran, and small business).

3.6.5 References. Complete **Appendix D: References** in its entirety by identifying three (3) references that have used Bidder to complete the same or similar services within the last three (3) years, including a contact person with a telephone number and email address.

3.6.6 Additional Tasks. Identify any additional tasks the Bidder considers necessary to provide the services and/or goods solicited in this RFP and explain any recommended deviation from the requirements set forth in **Attachment 3: Description of Goods and Performance Specifications** that Bidder believes are necessary.

3.6.7 Tax Clearance: WSU strongly supports the State of Kansas Tax Clearance Process. Bidders submitting Proposals which exceed \$25,000 shall include a copy of a Tax Clearance Certification Form with their submittal as set forth in **Attachment 1: Tax Clearance Information**. Failure to provide this information may be cause for rejection of Bidder's Proposal.

3.6.8 Immigration Reform: The Bidder agrees, if awarded a Contract, it shall comply with the Immigration and Reform Control Act of 1986 ("IRCA"), as may be amended from time to time. As a condition of this Proposal, Bidder must certify, by completing and submitting **Attachment 2: Certification Regarding Immigration Reform & Control**, that Bidder has complied with all federal and state laws relating to immigration and reform.

3.6.9 Fees for Goods Services. Bidder must provide an explanation and detailed breakdown of Bidder's fee proposal and any other expenses that are charged for the requested services and/or goods, including reimbursable expenses as set forth in **Appendix C: Cost Sheet**. Bidder's fees are assumed to include the company's cost of doing business such as overhead, management, postage, shipping, telephone, internet, fax, photocopying, research, and general office expenses, unless expressly set out as an additional fee.

3.6.10 Refunded, Credited or Discounted Fees: Describe any circumstances where WSU would receive a refund, credit, or discount of the proposed fees.

3.6.11 Exceptions: By submission of a Proposal, Bidder is acknowledging and accepting all terms and conditions of the RFP, including its willingness to execute the terms and conditions set forth in **Section IV (Award and Contract Provisions)**, unless clearly avowed and wholly documented in a separate section of the Proposal that must be marked as: "Exceptions." If the Bidder will not or cannot comply with any of the terms and conditions contained within this RFP, it will be the Bidder's responsibility to make specific mention of conflicting terms in a separate section of the Proposal as set forth above; otherwise, the terms and conditions of this document will prevail.

3.6.12 Tax Documentation and Insurance: Provide an affidavit or certificate demonstrating compliance with any requirements set forth in Attachment 6: Tax Documentation and Insurance.

3.6.13 Bidder Signature: Complete and execute Attachment 8: Bidder Signature Sheet

3.6.14 Bid Bond: For bids with a total value of \$40,000.00 or more, bidders must submit a bid bond in the amount of five percent (5%) of the total bid price. The bid bond must be submitted with the proposal by the stated closing date and time.

The bid bond shall:

- Be issued by a bonding company approved by the United States Treasury Department
- Be issued by a surety licensed to do business in the State of Kansas
- Be made payable to Wichita State University

Failure to submit a required bid bond may result in the bid being deemed non-responsive.

3.7 Submission of Proposals

3.7.1 Proposals must be sent so that they are received by WSU no later than the RFP Closing Date indicated on the RFP Cover Page. WSU's method of submission is through our eProcurement System – Unimarket Supplier Portal. The following website link provides [information and instructions for Suppliers](#) about Bid Requests in Unimarket.

3.7.2 Bidders must respond to the registration link in order to access the current bid request. Once registration is complete, [click HERE to access the current bid](#), then click on “Join”.

3.7.3 Bidders shall include one (1) electronic version of the Bidder's Proposal and required Proposal attachments to their RFP response, including all literature and other supporting documents, in the Unimarket Supplier Portal.

3.7.4 Pricing must be submitted electronically via Unimarket.

3.7.5 For Sealed RFP Solicitations: In Unimarket, where it references to “Create Quote”: The “Quote” tab provides the primary details about your submission for the bid request. This is where you can attach your RFP response and any supporting documentation.

3.7.6 If additional information is required as part of the bid request, the additional requirements will populate on the Sections tab.

3.7.7 All emails or communications transmitting Proposals shall contain, for identification, the title, the RFP Number, and the subject of the RFP.

3.7.8 An Adobe PDF document type is preferred, but Microsoft Word, Excel, JPEG, and other formats will be accepted.

3.7.9 Bidders will be contacted if additional information is needed.

3.7.10 Bidders who are unable to submit their Proposal through the Unimarket Supplier Portal must contact the Procurement Officer identified on the RFP Cover Page for assistance.

3.7.11 For any additional assistance, please see the full catalog of [Supplier Help](#) topics.

3.7.12 Hand delivered Proposals are not authorized without prior approval.

3.7.13 Late Proposals will not be considered a valid Proposal and will not receive consideration.

3.8 Modification of Proposals: A Bidder may modify a Proposal electronically by email or by DropBox transmission at any time prior to the closing date and time for receipt of proposals.

3.9 Withdrawal of Proposals: A Proposal may be withdrawn on written request submitted electronically in email from the Bidder to the Procurement Officer at the Office of Purchasing prior to the RFP Closing Date.

SECTION IV
AWARD AND CONTRACT PROVISIONS

The provisions outlined in this section set forth the contractual terms and conditions that will govern the relationship between WSU and the successful Bidder (for purposes of this Section IV, the successful Bidder is referred to as “Contractor”). By submitting a Proposal, each Bidder acknowledges and agrees that, if selected for award, it will be required to enter into a contract (“Contract”) incorporating the provisions below. These provisions are non-negotiable unless otherwise expressly stated and are intended to ensure compliance with applicable federal and state laws, regulations, WSU policies, and sponsor requirements (if applicable). The successful Bidder’s obligations will include, but are not limited to, the performance expectations, compliance requirements, and flow-down clauses detailed herein.

- 4.1 Award:** Bidder’s Proposal is not deemed accepted by WSU until a Contract is executed between WSU and the Contractor.
- 4.2 Contract Formation:** No contract shall be considered to have been entered into by WSU until all statutorily required signatures and certifications have been rendered, funds for the contract have been encumbered, and a Contract is deemed formed or executed as set forth this Section.
- 4.3 Notice of Award:** Generally, WSU will notify all Bidders of an award made contingent on a fully executed Contract between the Contractor and WSU. Only WSU is authorized to issue news releases relating to this RFP, its evaluation, award and/or performance of the Contract, unless express written permission is obtained by WSU.
- 4.4 Contract Contacts.** Upon notice of award, WSU and Contractor shall provide contact names and information to enable efficient communication between both parties in furtherance of finalization of Contract.
- 4.5 Form of Contract.** If a Bidder’s Proposal is selected for award, the Bidder will be required to enter into a written contract with WSU (the “Contract”). The Contract will be comprised of the following:
- 4.5.1 The WSU Terms & Conditions – Purchase of Goods and Services, which can be found here: <https://www.wichita.edu/administration/generalcounsel/terms-conditions-information.php>, and any agreed upon modifications thereto;
 - 4.5.2 The WSU Supplemental Terms & Conditions – Construction, Maintenance & Repair, which can be found here: <https://www.wichita.edu/administration/generalcounsel/terms-conditions-information-ad-02.php>, and any agreed upon modifications thereto;
 - 4.5.3 This RFP, including all addenda, attachments, and amendments hereto;
 - 4.5.4 Bidder’s Proposal submitted in response to the RFP.
- 4.6 Order of Precedence:** In the event of a conflict between the documents listed In Section 4.5, the order of precedence shall be as follows:
- 4.6.1 The WSU Terms & Conditions – Purchase of Goods and Services, which can be found here: <https://www.wichita.edu/administration/generalcounsel/terms-conditions-information.php>, and any agreed upon modifications thereto;
 - 4.6.2 The WSU Supplemental Terms & Conditions – Construction, Maintenance & Repair, which can be found here:

<https://www.wichita.edu/administration/generalcounsel/terms-conditions-information-ad-02.php>, and any agreed upon modifications thereto;

4.6.3 This RFP, including all addenda, attachments, and amendments hereto;

4.6.4 Bidder's Proposal submitted in response to the RFP.

4.7 Payments: WSU shall not be responsible for, and does not agree to be charged, any payments for costs or items not listed in the Bidder's Proposal.

4.8 Restrictions on Use: Contractor employees, agents, visitors shall be instructed that state property and state employee property is not available for use in any way, unless prior approval is obtained. Additionally, no person or employee family members shall be allowed on the property who is not directly involved in performance of the Services.

4.9 Default on Delivery: Any Contractor who defaults on delivery as defined in this RFP may, be barred from bidding on any subsequent requests for proposals for a period to be determined.

4.1 Antitrust: If the Contractor elects not to proceed, the Contractor assigns to WSU all rights to and interests in any cause of action it has or may acquire under the anti-trust laws of the United States and the State of Kansas relating to the particular products or services purchased or acquired by WSU pursuant to the Contract.

4.10 Anti-Kickback: When WSU has reasonable grounds to believe that a violation of the Anti-Kickback Act of 1986 (41 U.S.C. 87, *et seq.*, as amended) may have occurred, WSU shall promptly report in writing the possible violation. Such reports shall be made to the inspector general of the contracting department or agency of the United States or the Department of Justice. WSU shall cooperate fully with any Federal agency investigating a possible violation of the Anti-Kickback Act of 1986. The Contracting Officer may (1) offset the amount of kickback against any monies owed by the United States under the prime contract and/or (2) direct that the Prime Contractor withhold from sums owed a Contractor under the prime contract the amount of the kickback. The Contracting Officer may order that monies withheld under subdivision (1) of this clause be paid over to the United States Government unless the Government has already offset those monies under subdivision (2) of this clause. In either case, the Prime Contractor shall notify the Contracting Officer when the monies are withheld. WSU agrees to incorporate the substance of this clause, including this subparagraph in all subcontracts which exceed one hundred thousand dollars (\$100,000.00).

4.11 Criminal or Civil Offense of An Individual or Entity That Controls A Contractor or Organization or Will Perform Work Under the Contract: Any conviction for a criminal or civil offense that indicates a lack of business integrity or business honesty must be disclosed in the Proposal and during the term of the Contract. This includes (1) conviction of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract, or subcontract or in the performance of such contract or subcontract; (2) conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification, or destruction of records, receiving stolen property; (3) conviction under state or federal antitrust statutes; and (4) any other offense to be so serious and compelling as to affect responsibility as a state contractor. For purposes of this section, an individual or entity shall be presumed to have control of a Contractor or organization if the individual or entity directly or indirectly, or acting in concert with one or more individuals or entities, owns or controls twenty-five percent (25%) or more of its equity, or otherwise controls its management or policies. Any conviction for a felony criminal offense, or an adverse judgment in a civil case, that involves the actual or threatened harm to the health or safety of an individual must be disclosed. Failure to disclose an offense may result in disqualification of the bid or termination of the contract.

4.12 Injunctions: Should WSU be prevented or enjoined from proceeding with the acquisition before or after Contract execution by reason of any litigation or other reason beyond the control of WSU, Contractor shall not be entitled to make or assert claim for damage by reason of said delay.

4.13 Statutes: Each and every provision of law and clause required by law to be inserted in the Contract shall be deemed to be inserted herein and the Contract shall be read and enforced as though it were included herein. If through mistake or otherwise, any such provision is not inserted, or is not correctly inserted, then on the application of either party the Contract shall be amended to make such insertion or correction.

ATTACHMENTS and APPENDICES INDEX

Please refer to the attachments and appendices index for all referenced documents associated with this RFP.

Attachment 1: Tax Clearance Information

Attachment 2: Certification Regarding Immigration Reform & Control

Attachment 3: Description of Goods and Services

Attachment 4: Performance Specifications

Attachment 5: Representation and Certifications

Attachment 6: RESERVED

Attachment 7: Tax Documentation and Insurance

Attachment 8: Bidder Signature Sheet

Appendix A: WBC Dimensional Signage Specifications

Appendix B: WBC Dimensional Signage Drawings

Appendix C: Cost Sheet

Appendix D: References

**ATTACHMENT 1:
TAX CLEARANCE INFORMATION**

WSU strongly supports the State of Kansas Tax Clearance Process. Bidders submitting Proposals that exceed twenty-five thousand dollars (\$25,000.00) over the term of the Contract shall include a copy of a current tax Clearance Certification Form with their submittal. Failure to provide this information may be cause for rejection of a Bidder's Proposal.

A "Tax Clearance" is a comprehensive tax account review to determine and ensure that the account is compliant with all primary Kansas Tax Laws administered by the Kansas Department of Revenue (KDOR) Director of Taxation. Information pertaining to a Tax Clearance is subject to changes(s), which may arise as a result of a State Tax Audit, Federal Revenue Agent Report, or other lawful adjustment(s).

To obtain a Tax Clearance Certificate, you must:

- Go to <https://www.kdor.ks.gov/apps/taxclearance/Default.aspx> to request a Tax Clearance Certificate
- Return to the website the following working day to see if KBOR will issue the certificate
- If issued an official certificate, print it and attach it to your Proposal
- If denied a certificate, engage KDOR in a discussion about why a certificate was not issued

Bidders (and their subcontractors) are expected to submit a current Tax Clearance Certificate with every Proposal.

Please Note: Individual and business applications are available. For applications entered prior to 5:00 PM Monday through Friday, results typically will be available the following business day. Tax clearance results may be denied if the request includes incomplete or incorrect information.

Please Note: You will need to sign back into the KDOR website to view and print the official tax clearance certificate.

A copy of the Certification of Tax Clearance form received from the Kansas Department of Revenue should be sent along with your Proposal to:

Wichita State University
Purchasing Office
1845 Fairmount Street, Campus Box 012
Wichita, KS 67260-0012

Failure to provide this information may be cause for rejection of Bidder's Proposal.

Information about Tax Registration can be found at the following website:

<http://www.ksrevenue.org/forms-btreg.html>

The WSU Purchasing Office reserves the right to confirm tax status of all potential Bidders and subcontractors prior to awarding a Contract.

In the event that a current tax certificate is unavailable, the WSU Purchasing Office reserves the right to notify a Bidder (one that has submitted a timely event response) that they have to provide a current Tax Clearance Certificate within ten (10) calendar days, or WSU may proceed with an award to the next lowest responsive Bidder, whichever is determined by the Purchasing Director to be in the best interest of WSU and the State.

**ATTACHMENT 2:
CERTIFICATION REGARDING IMMIGRATION REFORM & CONTROL**

Any Bidder that is awarded a subsequent Contract is expected to comply with the Immigration and Reform Control Act of 1986 (IRCA; 8 C.F.R. Ch. 1, Sub Ch. B, Pt. 245a), as may be amended from time to time. This Act, with certain limitations, requires the verification of the employment status of all individuals who were hired on or after November 6, 1986, by the Bidder as well as any subcontractor or sub-subcontractor. The usual method of verification is through the Employment Verification (I-9) Form. With the submission of this bid, the Bidder hereby certifies without exception that Bidder has complied with all federal and state laws relating to immigration and reform. Any misrepresentation in this regard or any employment of persons not authorized to work in the United States constitutes a material breach and, at the State's option, may subject the contract to termination and any applicable damages.

Bidder certifies that, should it be awarded a Contract by WSU, Bidder will comply with all applicable federal and state laws, standards, orders, and regulations affecting a person's participation and eligibility in any program or activity undertaken by the Bidder pursuant to the Contract. Bidder further certifies that it will remain in compliance throughout the term of the Contract.

At WSU's request, Bidder is expected to produce to WSU any documentation or other such evidence to verify Bidder's compliance with any provision, duty, certification, or the like under the Contract.

Bidder agrees to include this Certification in contracts between itself and any subcontractors in connection with the good provided and/or services performed under the Contract.

Signature:	
Name:	
Title:	
Date:	

**ATTACHMENT 3:
DESCRIPTION OF GOODS AND SERVICES**

3.1 PROJECT OVERVIEW

A. Wichita State University is currently constructing signage on the Wichita Biomedical Campus that is a collaborative project between Wichita State University, the University of Kansas, and WSU Tech. This new campus will play a critical role in the support of the student and faculty across the institutions. The scope includes

B. Wichita Biomedical Campus is seeking one vendor to supply equipment, labor, installation materials, and follow-up support for External Signage as described in the attached **Appendix A: WBC Dimensional Signage Specifications** and **Appendix B: WBC Dimensional Signage Drawings**

C. Signage contractor can assume use of the tower crane for the signage at the penthouse. Penthouse signage must be fabricated and installed by June 19, 2026. Please include any expediting fees if applicable. Sign must be fabricated to mount to steel that has already been installed inside the wall. Reference details in the design documents for steel locations. Signage contractor will be responsible for swing stage, rigging, scaffolding, and all safety and engineering required to install signage. Building is equipped with davit arms at the roof.

D. By submitting a Proposal, Bidder agrees that it can and will furnish all goods, materials, equipment, supplies, and labor necessary to provide the goods and services set forth **Appendix A: WBC Dimensional Signage Specifications** and **Appendix B: WBC Dimensional Signage Drawings** in accordance with the specifications therein. Bidder further understands and agrees that, if awarded a Contract, the substance of this Description of Goods and Services will be incorporated into the Contract.

**ATTACHMENT 4:
PERFORMANCE SPECIFICATIONS**

WSU requires that all goods and services procured under this RFP meet defined performance standards to ensure consistency, reliability, and value. This section outlines the specific technical requirements, service levels, and performance expectations that will govern the successful Bidder's obligations. Bidders are expected to carefully review these specifications and incorporate them into their Proposal. By submitting a Proposal, the Bidder affirms that it has the capacity, expertise, and resources to fully comply with these requirements and acknowledges that adherence to these performance standards will be a material condition of any resulting Contract.

- 4.1 On-Site Inspection:** Failure to adequately inspect the premises shall not relieve the successful Bidder from furnishing without additional cost to WSU any materials, equipment, supplies or labor that may be required to carry out the intent of this Request. Submission of a bid shall be construed as evidence that the Bidder has made necessary examination, inspection, and investigation. Failure to properly inspect the site may result in rejection of the Proposal.
- 4.2 Materials and Workmanship:** Bidders shall perform all work and furnish all supplies and materials, machinery, equipment, facilities, and means, necessary to complete all the work required by this solicitation, within the time specified, in accordance with the provisions as specified.
- 4.3 Implied Requirements:** All goods and services not specifically mentioned in this RFP, but which are necessary to provide the functional capabilities described by the specifications, shall be included.
- 4.4 Technical Literature:** All bids shall include specifications and technical literature sufficient to allow WSU to determine that the equipment meets all requirements. This technical literature will be the primary source for bid evaluation. If a requirement is not addressed in the technical literature, it must be supported by additional documentation and included with the bid. Proposals without sufficient technical documentation may be rejected.
- 4.5 New Materials, Supplies or Equipment:** Unless otherwise specified, all materials, supplies or equipment offered by a Bidder shall be new, unused in any regard and of most current design. All materials, supplies and equipment shall be first class in all respects. Seconds or flawed items will not be acceptable. All materials, supplies or equipment shall be suitable for their intended purpose and, unless otherwise specified, fully assembled and ready for use on delivery. Failure to produce and/or supply materials of the highest quality may result in rejection of an order entirely at the Bidder's expense. The decision of WSU shall be final in all instances of dispute herein. The proof of accuracy or manufacture and quality of material rests with the Bidder.
- 4.6 Equipment:** All offered equipment, equipment options, and hardware expansions must be identified by manufacturer and model number and descriptive literature of such equipment must be submitted with the bid.
- 4.7 Documentation:** Examples of documentation delivered by the manufacturer with purchase of items shall be included. Bidder must be able to deliver additional copies (beyond the response set) of documentation on an immediate basis for use in the evaluation process. Within the section, Bidder may use any format. Include detailed, standard, published literature describing each equipment item and feature offered.
- 4.8 Meet or Exceed** All equipment and services provided must meet or exceed the specifications outlined in the RFP. The bidder must clearly demonstrate how their proposal meets or exceeds these requirements.
- 4.9 Default on Delivery:** Any Bidder who defaults on delivery as defined in this RFP may, be barred from bidding on any subsequent RFP for a period to be determined.
- 4.10 Prices:** Prices shall remain firm for the entire contract period. Prices quoted shall be net delivered, including all trade, quantity and cash discounts. Any price reductions available during the contract period shall be offered to WSU. Failure to provide available price reductions may result in

termination of the Contract. Any increases in the cost of materials, products, or services resulting from newly imposed tariffs, changes to existing tariffs, or other similar trade-related government actions not contemplated by this RFP shall not be passed through to WSU. Bidder shall bear any such additional costs and pricing as stated in this RFP or attached thereto shall remain firm.

4.11 Overall Expectations for Installation: The install locations shall be left with a neat, clean, and attractive appearance. Bidder shall impress upon employees the idea that the specifications are the minimum expected of Bidder. If extra effort is required in any area at any time, it is expected without argument or extra charge

4.12 Performance Bond

The successful bidder will be required, after contract award, to furnish a performance bond in an amount equal to one hundred percent (100%) of the contract price as security for the faithful performance of the contract and the payment of all persons furnishing labor and materials in connection with the work. The performance bond is not required to be submitted with the proposal but will be required prior to execution of the contract or issuance of a notice to proceed, as directed by the University. Any statutory payment bond requirements, if applicable, will be addressed at the time of contract award.

**ATTACHMENT 5:
REPRESENTATIONS AND CERTIFICATIONS**

By submitting a Proposal, Bidder hereby certifies the following:

- 5.1** All goods and services proposed in the RFP meet or exceed all requirements of specifications as set forth in this RFP.
- 5.2** The response to this RFP, together with the specifications set forth herein and all data submitted by the Bidder to support the response including brochures, manuals, and descriptions covering the operating characteristics of the item(s) proposed, shall become a part of any Contract between the successful Bidder and WSU. Any written representation covering such matters as reliability of the item(s), the experience of other users, or warranties of performance shall be incorporated by reference into the Contract.
- 5.3** Bidder is conversant with local facilities and difficulties, the requirements of the documents and of pertinent State and/or local codes, state of labor and material markets, and has made due allowances in the Proposal for all contingencies. Any written representation covering such matters as reliability of the item(s), the experience of other users, or warranties of performance shall be incorporated by reference into the Contract. Later claims for labor, work, materials, and equipment required for any difficulties encountered which could have foreseen will not be recognized and all such difficulties shall be properly taken care of by Bidder at no additional cost to WSU.

ATTACHMENT 6
RESERVED

ATTACHMENT 7
TAX DOCUMENTATION AND INSURANCE

All suppliers new to WSU are required to submit a completed tax ID form to the Office of Purchasing as confirmation of their business identity. This information is used to build supplier profiles in the three databases that support encumbrances from our electronic requisitioning system. A scanned image of your tax ID form will be included in the profiles. Please submit documentation with the Proposal.

All Bidders must affirm compliance with and submit, with their Proposal, proof of compliance with the Insurance Requirements set forth in the WSU Supplemental Terms AD-01: WSU Insurance Requirements, which can be found here: <https://www.wichita.edu/administration/generalcounsel/terms-conditions-information-ad-01.php>.

**ATTACHMENT 8:
BIDDER SIGNATURE SHEET**

INSTRUCTIONS TO BIDDER: Please respond to all questions below. If you intend to rely on any marketing materials or separately submitted proposal document in response to any of the below questions, please reference such materials in response to the relevant question and provide that material along with your responses. Mark any information that is proprietary or business trade secrets as “CONFIDENTIAL.”

1. RFP Name:			
2. Bidder Legal Name:			
3. FEIN Number:			
4. Any Other Relevant Name under which Bidder Operates:			
5. Bidder Parent Contractor, if any:	Corporation <input type="checkbox"/>		
	Limited Liability Contractor <input type="checkbox"/>		
	Not for Profit <input type="checkbox"/>		
	Other <input type="checkbox"/> Describe:		
6. Identify Corporate Structure:			
7. Address:			
8. Main Telephone Number:			
9. io Person if Awarded Bid:	Name:		
	Title:		
	Phone Number:		
	E-Mail:		
10. Do you certify that this Proposal meets the Minimum Qualifications & Performance Specifications set forth in Attachment 3? If no, provide written explanation and attach.			Yes <input type="checkbox"/> No <input type="checkbox"/>
11. Do you acknowledge that you have received all Attachments referenced in this RFP and have, as of the time of submission, reviewed the Purchasing Website for any supplemental terms or amendments?			Yes <input type="checkbox"/> No <input type="checkbox"/>
12. If awarded a Contract and purchase orders are to be directed to an address other than above, indicate mailing address and telephone number below.			
Address:			
City, State, Zip			
Phone Number:			

By my signature below, I hereby certify that this Proposal is being submitted on behalf of the person, Contractor, organization or entity identified above, that I have the authority to submit this Proposal and all certifications, is in accordance with the RFP specifications set forth herein and is a complete and accurate statement of skills, qualifications, service guarantees and costs. I further hereby certify that I do not have and am unaware that Bidder has any substantial conflict of interest sufficient to influence the bidding process on this bid. A conflict of substantial interest is one which a reasonable person would think would compromise the open competitive bid process.

Name of Authorized Official: _____ **Title:** _____

Signature: _____ **Date:** _____

APPENDIX A
WBC Dimensional Signage Specifications

APPENDIX B
WBC Dimensional Signage Drawings

**APPENDIX C
Cost Sheet**

(This form must be completed by bidder to have their bid considered responsive)

Contractor Name: _____ **Date:** _____
(Please print)

Company Name: _____

The Contractor hereby agrees to furnish external signage for the Wichita Biomedical Center to the specifications utilized for which meet all Project Minimum Requirements as outlined in **Attachment 3: Description of Goods and Performance Specifications**

The product shall be delivered and commissioned to a total firm fixed cost of \$_____ (inclusive of installation) within _____ **[number]** weeks from the receipt of the order.

Lead Time: _____

Warranty: _____ **Years/Parts** _____ **Years/Labor**

Delivery Timeline: _____

Please attach separate sheet for consumables and / or replacement parts pricing.

**Appendix D
References**

Bidders Name: _____ Company Name: _____
(please print)

Contact Name: _____

Institution Name: _____

Phone Number: _____

E-Mail Address: _____

Contact Name: _____

Institution Name: _____

Phone Number: _____

E-Mail Address: _____

Contact Name: _____

Institution Name: _____

Phone Number: _____

E-Mail Address: _____