



Request for Proposal – *Window and door signage*

Beginning Date	7-1-2022
Closing Date	7-7-2022
RFP #	LDOCH-009

About

Founded in 1915, the Laredo Chamber of Commerce is Laredo's and Webb County's longest running business organization. Headquartered at 2310 San Bernardo Ave. since 1974, the Laredo Chamber has been an advocate for the local business community for over a century. With 650 members representative of every industry in the community, the Laredo Chamber is accredited with 5 stars by the U.S. Chamber of Commerce. Only 200 chambers out of 7000 across the country are accredited by this organization.

Project Overview

The Laredo Chamber of Commerce is seeking bids for *Window and door signage* with the following specifications:

Quantity:	1
Type:	Sign / Graphic
Size:	50" W x 80" H
Material:	Perforated graphic
Printed Areas:	Front – Full Color

Quantity:	1
Type:	Sign / Graphic
Size:	14" W x 33" H
Material:	Perforated graphic
Printed Areas:	Front – Full Color

Quantity:	2
Type:	Sign / Graphic
Size:	14" W x 18" H
Material:	Vinyl Lettering
Printed Areas:	Front – Full Color

Additional Details:

- Must adhere to our brand guidelines
 - Color palette

- Logo Usage
- Must provide 1 rendering of final product

Cost

Proposals must include estimated cost for all work related to this project.

This includes:

Removal of existing “Amistad Home Health, Inc” white perforated graphic on exterior glass

Removal of old smaller graphics on glass doors

Provide two perforated graphic signs (Similar product to existing white Amistad Home Health full window graphic)

Provide two sets of Vinyl Lettering for the two doors

Installation of signage

Cleanup

Estimated date of completion

Timeline and schedule

07/01/22 RFP distribution begins

07/06/22 Vendor Questions deadline

07/07/22 RFP due to Laredo Chamber of Commerce

07/08/22 Vendor selection and notification

Additional considerations

For any product or service in excess of \$500, the Laredo Chamber of Commerce will open an RFP and select a vendor who is a Chamber member in good standing. Firms may submit a proposal; however, the selected vendor must be a Chamber member prior to the start of the project.

The Laredo Chamber reserves the right to cancel this request for services at any time, to elect not to award the work listed, and to reject any or all of the responses.

How to Apply

[Click here to submit an online application](#) and include an official estimate along with any supporting materials. Applications should consist of **no more than four pages** (including supporting materials) containing the criteria listed below. Applications must be submitted by Thursday, July 7th, 2022 at 5:00 pm.



