



Office of Procurement  
9221 Corporate Boulevard  
Rockville, MD 20850

REQUEST FOR INFORMATION (RFI)  
RFI NO.: E623-010

All proposals MUST BE RECEIVED **electronically** by **2:00 PM** local time on **May 16, 2023**.

**Bid Bond Requirements:** Not Applicable

**Performance, Labor and  
Material Bond requirements:** Not Applicable

**Pre-Proposal Conference:** Not Applicable.

Minority vendors are encouraged to respond to this Request for Information.

Important: Your proposal will be jeopardized if any portion of this inquiry is not complete. No proposal will be accepted after the date and time stated above.

*Patrick Johnson*  
Patrick Johnson, MBA, CPPB  
Director of Procurement

**NOTE: Prospective Bidders who have received this document from a source other than the Procurement Office should immediately contact the Procurement Office and provide their name and e-mail address so that amendments to the Bid/RFP or other communications can be sent to them. Failure to contact the Procurement Office may result in non-receipt of important information.**

**REGISTRATION OF CORPORATIONS NOT REGISTERED IN THE STATE OF MARYLAND** Pursuant to 7-202 et. Seq. of the Corporation and Associations Article of the Annotated Code of Maryland, corporations not incorporated in the State of Maryland shall be registered with the State Department of Assessments and Taxation, 301 West Preston Street, Baltimore, Maryland 21201 before doing any interstate or foreign business in this State. A copy of the registration or application for registration may be requested by the College.



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EXTERIOR SCROLLING MARQUEE, CULTURAL ARTS CENTER, TP/SS CAMPUS  
RFI CLOSING DATE/TIME: MAY 16, 2023 @2:00 PM

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**SECTION 1 – GENERAL RFI INFORMATION**

**1.1 INTENT**

It is the intent of this Request for Information (RFI) to provide Montgomery College with the available exterior scrolling marquee product information and capabilities. Information received in response to this RFI may assist the College in defining and finalizing the scope of work and requirements to replace the current exterior scrolling marquee at the Cultural Arts building on the Takoma Park/Silver Spring Campus.

Montgomery College will hereinafter be referred to as the “College” and “MC.” Respondents to the RFP will be referred to as “Offerors” or “Proposers.”

This RFI does not create any representation, either express or implied that, any solicitation or procurement process will proceed; or if a solicitation or procurement process does proceed, that participant’s bid proposal will be given any preference or special consideration.

Participants are still required to follow the bid or procurement process that may take place. The RFI does not indicate any College’s commitment to any course of action.

**1.2 SITE VISIT**

Each campus at Montgomery College is an open-access facility and Proposers are free to tour the campus during regular business hours. Proposers are requested to contact the individual noted below with their planned site visit schedule as a manner of courtesy. Instructional and administrative activities shall not be disrupted by Proposers during site visits.

Site Examination may be obtained by contacting:

Jason Bruffy  
Arts Center Manager  
the **CU** Cultural Arts Center  
Montgomery College TP/SS Campus  
7995 Georgia Ave.  
Silver Spring, MD 20910  
Phone (cell): (240) 595-1244  
[Jason.Bruffy@montgomerycollege.edu](mailto:Jason.Bruffy@montgomerycollege.edu)

**1.3 CONTACT INFORMATION**

For any questions related to this RFI, please contact Yu (Judy) Zhu, CPPO, C.P.M., Purchasing Manager via email to [yu.zhu@montgomerycollege.edu](mailto:yu.zhu@montgomerycollege.edu). Proposers shall not initiate contact with any other College representative about this RFI.

**1.4 ELECTRONIC SUBMITTAL DUE DATE**

All responses to this Request for Information (RFI) shall be submitted **electronically** to: [vendor.proposals@montgomerycollege.edu](mailto:vendor.proposals@montgomerycollege.edu) via one email, in PDF file attachments, no later than **2:00 p.m. Eastern Daylight time, on May 16, 2023**. Subject line of email must include the following: Response to RFI No. e623-010, Exterior Scrolling Marquee, Cultural Arts Center, TP/SS Campus.



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**SECTION 1 – GENERAL RFI INFORMATION**

**1.5 OFFEROR'S PROPRIETARY AND CONFIDENTIAL INFORMATION**

As a public entity, the College is subject to the disclosure requirements in the Maryland Public Information Act, Title 10 of the State Government Article of the Annotated Code of Maryland. Information that is deemed to be confidential commercial or financial information, as defined by the Maryland Public Information Act may be exempted from disclosure. Offerors must clearly identify each part of the Offer that it believes contains confidential commercial or financial information by stamping the top right-hand corner of each pertinent page with large red bold letters stating the words "confidential" or "proprietary". It is not sufficient to preface your proposal with a proprietary statement, or to use a page header or footer that arbitrarily marks some or all pages as confidential. General claims of confidentiality or similar blanket designations shall not be effective. Each Offeror must submit a proprietary and confidential redacted copy of its proposal to be used in responding to MPIA requests.

Offeror agrees that upon request from the College, it will provide justification as to why any material, in whole or in part, should be considered confidential, proprietary information or trade secrets and provide any justification of why such materials should not be disclosed pursuant to a request under the Maryland Public Information Act. The College, by law must apply the MPIA requirements for public information disclosure deemed proprietary and/or confidential; therefore, even the information marked as such by the Offeror may still require public disclosure. Offeror agrees that any portion of the proposal that is not stamped as proprietary or confidential is not proprietary or confidential and shall be disclosed upon request under the MPIA.

**1.6 CONFIDENTIALITY**

Proposer agrees to maintain in strict confidence Montgomery College's confidential information as listed herein. The Contractor may not disclose such information to any person or entity without the expressed written consent of Montgomery College. The Contractor shall not publish or use any information about the contract in any format or media for advertising or publicity without prior written consent from the College.



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**SECTION 2 – GENERAL BACKGROUND AND INFORMATION REQUEST**

**2.1 BACKGROUND**

Montgomery College is Maryland's second largest and second oldest community college. Founded in 1946, the College serves roughly 54,000 students each year through credit and noncredit programs, at nonresidential campuses located in Germantown, Rockville, and Takoma Park/Silver Spring and at off-campus sites throughout Montgomery County. To support students' academic and professional goals, the College employs more than 3,100 faculty, administrators, and staff.

MC Cultural Arts Center is located on the southside of the Silver Spring Arts & Entertainment District and housed on the campus of Montgomery College Takoma Park/Silver Spring. The building is on the corner of East-West Highway and Georgia Ave. The CU is a performing arts center and educational space with multiple venues.

The College is seeking a solution to replace the existing exterior scrolling marquee which is at the end of its product life cycle. The current sign is on the third level of the exterior of the Cultural Arts building on the Takoma Park/Silver Spring Campus, approximately 60' x 2' suspended from above.

The project is to provide design, supply, installation and extended manufacturer and service warranties to remove and replace the existing one.

**2.2 PROJECT GOALS**

- Removal of existing signage and installation of new signage on exterior, third floor level of the CU Cultural Arts Center building.
- Provide controlling systems for signage both onsite and networked remotely.
- The hardware and platform need to fulfill the College Office of Information Technology's (OIT's) security requirements.
- Sign to be controlled via Scala (preferred).
- Sign to be multi-color and high-resolution (preferred).
- Extended manufacturer and service warranties.
- Aesthetic and Architectural design that works within the aesthetic of the building architecture.
- Longevity of technology and investment by the College.

**2.3 INFORMATION REQUEST**

The following information is being requested.

- 2.3.1 Description of offered product(s), including but not limited to the manufacturer, model(s), specifications, physical attributes (IE Weight, Shape, aesthetic), sign attributes (IE Color, Resolution), ability to execute removal and Installation, system controls and software solutions (flexibility, learnability, integration), manufacturer warranty, and lead time.
- 2.3.2 Description of Proposer's experience and technical competence in large format signage physical installation and product support, and his/her business relationship with the manufacturer, such as the reseller, or authorized dealer of the manufacturer.
- 2.3.3 Description of Proposer's offered local service support to provide extended service within 24 hours.



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**SECTION 2 – GENERAL BACKGROUND AND INFORMATION REQUEST**

- 2.3.4 Description of Proposer’s capabilities and experience in aesthetic and architectural design.
- 2.3.5 Provide information related to the proposed solutions that are already in place at the other public institutions, Hi-Ed institution is preferred.  
  
Submit a list of projects Proposer has completed for the proposed products/solutions in the last five years. Provide a brief description of each project’s scope, relevant features, contract amount (including design, supply and installation), project delivery time (anticipated schedule & actual date of completion), project architect, project owner/end user.
- 2.3.6 Other additional information that may be helpful to the College.

**2.4 PRESENTATION/DEMONSTRATION OF OFFERED SOLUTIONS**

The College strongly encourages responding Proposers to present and/or demonstrate their solutions and capabilities.



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**SECTION 3 – INFORMATION SUBMISSION INSTRUCTION**

**3.1 RFI RESPONSE SUBMISSION**

Proposers are expected to provide information related to all requests listed in Section 2.3. It is requested that the submitted information be detailed, concise, and prepared in a simple and straightforward manner.

The submittal must be signed by an authorized official of the firm. The College will reject any offer without an authorized signature. All responses to this Request for Information (RFI) shall be submitted electronically to: [vendor.proposals@montgomerycollege.edu](mailto:vendor.proposals@montgomerycollege.edu) via one email, in PDF file attachments, no later than **2:00 p.m. Eastern Daylight time, on May 16, 2023**. Subject line of email must include the following: Response to RFI No. e623-010, Exterior Scrolling Marquee, Cultural Arts Center, TP/SS Campus.

The RFI submittal may include brochures and other associated material.

All files, photographs, etc., which are prepared by the Proposers as part of RFI submission will not be returned to the Proposers.

**3.2 RFI SUBMISSION FORMAT**

The following is an outline for responding to this RFI. This outline is intended to minimize the effort of the Respondent and structure the responses for ease of analysis by the College. Proposers shall adhere to this format without comprising their response.

**Transmittal Letter with Executive Summary and Company Overview**

The transmittal letter must be prepared on the Proposer's business letterhead. The letter must introduce the company and give a brief history of the organization. The letter must summarize the key points of the response; indicate the Proposer's understanding of the College's requirements; and demonstrate the Proposals's ability to provide the requested services. The letter must be signed by an individual authorized to represent the Proposer for this RFI.

**Information Request**

Requested information shall be listed in same order outlined in Section 2.3.

**3.3 COST INFORMATION**

Please **DO NOT** provide any solution cost information.



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**ATTACHMENT A – NO RESPONSE FORM**

Please be advised that our company does not wish to submit a proposal in response to the above-captioned RFI for the following reason(s):

Too busy at this time

Not engaged in this type of work

Project is too large

Project is too small

Cannot meet mandatory specifications (Please specify below)

Other (Please specify)

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Company Name	Name
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Street Address	Authorized Signature and Date
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City, State, Zip Code	Title
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Please return to:	Montgomery Community College Office of Procurement 9221 Corporate Boulevard Rockville, Maryland 20850
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