

**Request for Proposals to Purchase & Install Wayfinding Signage**


Posted: June 6, 2025

This Addendum No. 1 shall be considered part of the RFP for the RFP to Purchase and Install Wayfinding Signage at SWACO’s Facilities and is intended to correct, change, and/or add to the documents as described below. Please make sure to complete the *Addenda Acknowledgement* form included in the *Required Forms* (Exhibit B).

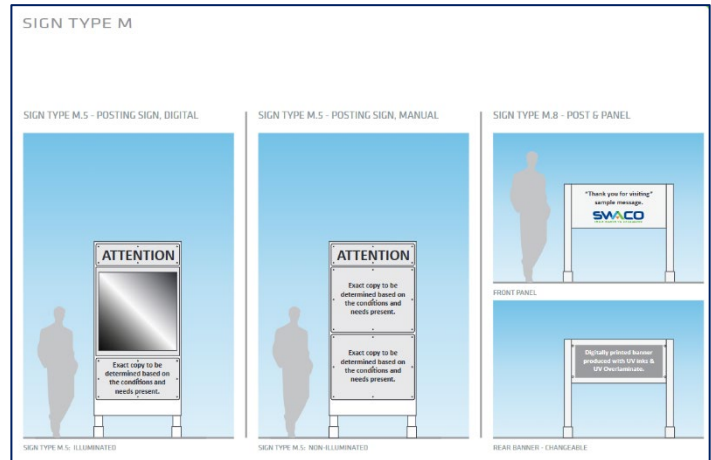
Included in this Addendum No. 1 are the minutes and list of attendees from the mandatory pre-submission meeting that took place on June 2, 2025.

Listed below are questions received with answers from SWACO:

**Question #1:** *During the pre-bid meeting today. We were told that M.5 digital sign was removed from the scope of work. I see this item on the schedule though for FCSL site. I figured this was for a digital M.5 sign instead of the manual one as it looks like you want to be able to change prices on the sign. Can you clarify?*

FCSL	17	GROUND	M.5		NO	TRANSFER STATION NOTICE CURRENT PRICE (PRICE PANEL) TIRES (PRICE PANEL) WHITE GOODS (PRICE PANEL) YARD WASTE PROHIBITED DO NOT PROCEED PAST TRAFFIC LIGHT UNTIL SCALE IS CLEAR	[NOTICE]	REMOVE EXISTING SIGN PANELS. TURN OVER SIGN TO SWACO TO RECYCLE.		FABRICATE/PURCHASE AND INSTALL NEW SIGN
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**Answer:** This is a Sign Type M.5 – Posting Sign, Manual. See picture to the right →



**Question #2** *Is there a bid tabulation or award notice from the previous purchase of these items?*

**Answer:** SWACO has not previously purchased wayfinding signage; therefore, there is no bid tabulation or award notice to share.

Attachments: Pre-submission meeting minutes and sign-in sheet.

**The deadline for questions relating to this RFP is 4:00 p.m., June 6, 2025**

**Proposals are due no later than 1:30 p.m., June 13, 2025**

++ This completes Addendum No. 1 ++

**Pre-Bid Meeting Agenda**  
**Wayfinding Installation and Fabrication**  
**June 2, 2025**  
**SWACO Project No. 7040**

Introductions

- Terri Davis, Customer Service & Operations Systems Administrator (PM), SWACO
- Adam Burleson, Manager of Operations (PM), SWACO
- Barb Colebank, Procurement Analyst, SWACO
- Glenn Davis, Project Executive, Gresham Smith

Meeting Sign-In and Meeting Minutes Preparation

- Sign-In Sheet – very important to get future project correspondence and permitted to bid
- SWACO will prepare meeting minutes and distribute them electronically to all in attendance in Addendum 1.





General Proposal Information

- The Solid Waste Authority of Central Ohio (SWACO) posted a Request for Proposal (RFP) for the Wayfinding Signage Project on May 27, 2025.
- Gresham Smith prepared the technical specifications and drawings.
- Requests for information from Proposer shall be submitted **in writing only** to Terri Davis of SWACO via email at [procurement@swaco.org](mailto:procurement@swaco.org). **Any and all requests must be received no later than 4:00 p.m. on June 6, 2025.** By June 10, 2025, SWACO will respond to any properly submitted request for information by a written addendum issued to all Proposers who have obtained the RFP Documents for this Project.
- Proposals are due by 1:30 p.m. (local time) on June 13, 2025 and must be received electronically. See Section IV. Submitting the Proposal.

Review of Milestones presented in Exhibit A of the RFP

Expected Notice to Proceed.....	July 2025
00 Project Additional Extras Provided by.....	August 29, 2025
01 Franklin County Sanitary Landfill Completed by.....	October 31, 2025
• Locations 1- 13, 16 – 22, 27 – 35 only	
• SWACO anticipates longer lead times for items 14, 15, 23, 24, 25A, 25B, 26A, and 26B. Provide delivery date of mast and arms from supplier. Signs to be installed within thirty (30) days of supplier delivery date.	
02 Operation Office Building Installed by.....	October 31, 2025
03 Administration Office Building Installed by.....	October 31, 2025
04 Transfer Station & Recycling at Jackson Pike Installed by .....	December 31, 2025
05 Transfer Station at Morse Road Installed by.....	TBD
• Work performed at Morse Road Transfer Station will need to be coordinated with a separate construction project performed by others. Installation of the signs may not occur until 2Q 2026.	
06 Clubhouse Facility Installed by.....	December 31, 2025
07 Household Hazardous Waste Collection Facility Installed by.....	December 31, 2025

**Prebid Meeting Sign in Sheet**  
**Solid Waste Authority of Central Ohio**  
**Wayfinding Sign Fabrication & Installation**  
**June 2, 2025**

Name	Company	Cell Phone Number	Email	Signature
Terri Davis	SWACO	(614) 725-8493	terri.davise@swaco.org	
AL Brooks	SRD + ASSOC	330-937-5761	AB@SRDdevelopment.com	
Oliver Holtzberry	DaNite	414-296-3664	oholtzberry@danitesign.com	
Nick McCord	DaNite Sign Company	614-657-9190	nmccord@danitesign.com	
Adam Burleson	SWACO	614-725-8400	adam.burleson@swaco.org	