



Request for Proposal

Signage & Display Items Contractor Supporting TAFB
Facilities and Brand Awareness

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I. Introduction & Organizational Overview

Founded in 1982, Tarrant Area Food Bank (TAFB) provides hunger relief and supportive services across 13 North Texas counties. Each week, TAFB distributes more than one million meals through a network of over 450 partner agencies—including schools, senior centers, non-profit service providers, and faith-based organizations.

TAFB's service area includes Bosque, Cooke, Denton, Erath, Hill, Hamilton, Hood, Johnson, Palo Pinto, Parker, Somervell, Tarrant, and Wise counties. With a staff of 140 and an annual operating budget of \$25 million, TAFB distributes over 60 million pounds of food annually. Recent investments, such as the launch of a new Agricultural Hub, have expanded our ability to provide fresh produce and scale impact.

II. Scope of Work

TAFB is seeking a full-service, reliable and experienced vendor to produce and deliver a range of signage and display solutions. These services will support both permanent and temporary installations, wayfinding, and facility signage.

The total available budget for this project should not exceed \$25,000, inclusive of all design fees, charges, materials, and delivery of final assets. The awarded RFP will establish a preferred vendor relationship for a three-year period beginning October 1, 2025.

Project Objectives:

- Enhance wayfinding and visitor experiences at TAFB's facilities i.e. Main, West, Ag Hub, and distribution locations.
- Ensure professional and branded visibility with printed graphics.
- Support scalable signage solutions for recurring and seasonal campaigns.

Core Deliverables

The selected vendor will be expected to provide and manage fulfillment of the following categories:

- Facility Signage
 - Dimensional wall lettering (interior and exterior)
 - Mounted signs (metal, acrylic, composite) for program spaces
 - Directional signs (indoor wayfinding, parking lot signage)
 - Compliance signage (e.g., ADA, safety, room ID)
 - Bronze donor plaques
- Window, Wall, and Floor Graphics
 - Window clings, etched vinyl, or perforated window graphics
 - Wall decals (quotes, values, program branding)
 - Floor graphics (wayfinding or branding)

- Employee frosted and static name decals, magnets for magnet boards
- Vinyl and Banner Signage
 - Vinyl banners for long-term indoor/outdoor use
 - Hanging signs or ceiling-mounted displays
 - Temporary wall-mounted signage with hooks or adhesives
- Installation & Delivery Fees
 - Onsite installation costs, by signage type and location
 - Removal/replacement of existing signage
 - Geographic limits or travel fees (if applicable)

III. Proposal Requirements

To be considered, each proposal must address the following:

1. Vendor Background & Capabilities

- Identify the primary point of contact and account manager.
- Provide an overview of your company's capabilities and experience in sourcing and fulfilling branded signage and display services.
- Describe your experience serving nonprofit organizations or clients with similar size and scope.
- Share examples of relevant projects or long-term fulfillment programs.

2. Product Sourcing & Customization

- Describe your process for sourcing and customizing a variety of signage and display solutions.
- Describe the materials typically used in your signage (e.g., aluminum, vinyl, acrylic, mesh, coroplast) and their suitability for long-term use, indoor/outdoor conditions, and portability.
- Detail how you ensure consistency in product quality, branding, and production across multiple item types.
- Outline your proofing process, including mockups, sample approvals, and brand adherence checks.

3. Installation, Turnaround & Fulfillment

- Describe your delivery process and availability for onsite installation at TAFB headquarters, Agricultural Hub, and other TAFB facilities.
- Share your capacity and protocol for handling expedited or short-turnaround requests.
- Explain how projects are scheduled and tracked from design to delivery/installation. Include timelines for typical small, medium, and large projects.
- Outline any required permits, safety protocols, or city ordinances you comply with when performing on-site installations.

- Provide average turnaround times for common items (e.g., decals and vinyl).
- Indicate any order minimums or limitations for reorders or special requests.
- Describe your ability to support recurring needs or expand orders mid-year based on TAFB needs.

5. Sample Work

- Include photos or product examples from similar branded signage, display and fulfillment projects.
- Provide at least one example of a successful signage rollout.

6. Conflicts of Interest

Disclose any existing or prior work with other food banks or similar hunger relief organizations in the North Texas media market.

IV. Proposal Pricing

Vendors must provide clear, itemized pricing for all services and products proposed. Pricing should include all applicable costs related to customization, production, fulfillment, and delivery. TAFB understands that pricing may vary by product type and volume; however, vendors should provide general pricing ranges and typical turnaround times.

Required Pricing Details:

Please include per-unit or package pricing for the following categories:

- Facility Signage
 - Dimensional wall lettering (interior and exterior)
 - Mounted signs (metal, acrylic, composite) for program spaces
 - Directional signs (indoor wayfinding, parking lot signage)
 - Compliance signage (e.g., ADA, safety, room ID)
- Window, Wall, and Floor Graphics
 - Window clings, etched vinyl, or perforated window graphics
 - Wall decals (quotes, values, program branding)
 - Floor graphics (wayfinding or branding)
- Vinyl and Banner Signage
 - Vinyl banners for long-term indoor/outdoor use
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Additional Pricing Guidance:

- Design Services
- Rush Orders or Expedited Production
- Optional Services / Value-Adds

All prices should remain valid through the contract period (October 1, 2025 – September 30, 2026). TAFB reserves the right to request clarification or negotiate final terms based on facility needs and annual planning.

V. TAFB Terms and Bid Timeline

1. TAFB reserves the right to reject any and all proposals received as a result of this RFP.
2. Proposals become property of TAFB.
3. TAFB shall not compensate or reimburse bidders for costs associated with proposal submission or presentations.
4. TAFB reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures and to accept or further negotiate cost, terms, or conditions of any bid determined by TAFB to be in its best interests even though not the lowest bid.
5. All questions, interpretations, or clarifications arising from this RFP and any requests for access to relevant data necessary to compile a revenue budget must be submitted by email to **communications@tafb.org** prior to the proposal's due date.
6. Price quotations stated in the bidder's proposal shall not be subject to any price increase from the date of submission to contract execution.
7. The proposal must be signed by an official authorized to bind the bidder to its provisions. Failure of the successful bidder to accept the obligation of the bid will result in cancellation of the award.
8. All information contained in this RFP or disclosed in the bidding process shall be held strictly confidential. Likewise, bidder proposals shall be held strictly confidential by TAFB.
9. The successful bidder will be required to sign a non-disclosure and confidentiality agreement.

VI. Schedule

Event	Date
RFP Released	May 26, 2025
Proposals Due	July 31, 2025
Presentations and site visit	August 11 - 22, 2025
Award notification	September 1, 2025
Contract start	October 1, 2025

Submit bid in Adobe Acrobat format via electronic mail to:

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