

REQUEST for PROPOSALS for Design, Development, and Production of a Donor Wall

May 1, 2026

Garrett College is seeking **sealed proposals** for the design, development, and production of a donor wall at Garrett College's new Athletics facility - building 700, located at 687 Mosser Road, McHenry, MD 21541.

The Donor Wall will honor gifts supporting our athletic capital campaign, including general, memorial, honorarium, and legacy gifts.

PROJECT GOALS

- Recognize and honor the donor
- Provide an opportunity for a 3-Tiered Giving Level
- Incorporate Garrett College Athletics logo/colors/branding palette
- Ensure the display is removable, movable, and can be relocated if needed
- Provide on-going partnership for adding names to the display

SPECIFICATIONS DETAILS

- Interchangeable installation of donors
 - Costs for adding donor names and updates to be included in the proposal
- Space available: 24'8 x 9'1 cinderblock wall - entire wall space does not need to be utilized and can be agreed upon by Garrett College and the designer.
- Design and produce a donor recognition wall display featuring the Garrett Lakers wordmark, measuring approximately 5'2" H x 11'4" W, to be installed in the entryway of the new athletics facility (Building 700). The display must accommodate three donor recognition levels with clear visual differentiation between levels. The vendor should propose a method for incorporating individual donor names within the lettering design that allows for future additions as naming rights are secured.
- Use Garrett College branding palette (below)
- Incorporate opportunities for 3-tiered giving levels
- Provide a plan for ongoing support for updating names of new donors
- Seeking a vendor who is able to meet the financial and project needs, not exceeding \$10,000.00.



EXPERIENCE. EXPLORE. EXCEL.

SUBMISSION REQUIREMENTS

- Proposal should include:
 - Name and contact information for the Project Manager, along with credentials
 - Notice of interest: Please include a statement of why you would be interested in partnering with Garrett College for this project
 - 2-3 color design submissions that include Garrett College's specified color palette
 - Final concepts to be discussed and approved by Garrett College
 - Plan for maintaining and updating donor names
 - Timeline of project design, production, and suggested delivery date to accommodate for unveiling in September 2026
 - Budget Outline including,
 - projected total costs for design, development, and production (NOTE: Garrett College Facilities will complete the installation)
 - Projected costs for the ongoing update of donor names
 - Photos of previous/similar work
 - At least 2 customer references, and contact information for similar work
- Proposals submitted may be subject to disclosure under the Maryland Public Information Act. Vendors should clearly mark any proprietary information.
- No email, telephone, fax, or verbal quotations will be accepted. Please clearly indicate "Donor Wall RFP- ATTN: Shelley Menear" on your envelope or package.
 - Garrett College will acknowledge receipt of RFP via email.
 - Garrett College is not responsible for late, lost, misdirected, damaged, incomplete, illegible, or postage-due mail.

EVALUATION CRITERIA

Proposal will be evaluated based on, but not limited to, the following criteria:

- Demonstrated experience with donor recognition or similar projects
- Quality and creativity of proposed design concepts
- Cost and overall value to the College
- Ability to meet project timeline
- References from comparable projects

CONTRACT TERMS:

- Award will be made via **purchase order or institutional contract**
- Payment contingent upon satisfactory delivery of agreed deliverables
- Garrett College retains ownership of final approved designs
- No reimbursement for proposal preparation costs



This procurement is conducted in accordance with Garrett College procurement policies and applicable provisions of Maryland procurement law governing community colleges.

It is the College's intent to award the contract to the most responsive and responsible bidder for the successful completion of this project.

Garrett College reserves the right to accept or reject any or all bids, to cancel this request for proposals, and to waive technicalities in any part deemed to be in the College's best interest. The College reserves the right to request additional information from applicants and to make any additional investigations deemed necessary by the College to make a determination relating to the qualifications of an applicant.

TIMELINE

- **Friday, May 1, 2026:** Notice of RFP
- **Friday, May 8, 2026:** Opportunity to view site in-person at 2:00pm EST
 - RSVP by contacting Shelley Menear (procurement@garrettcollege.edu) by Wednesday, May 6, 2026 by 10:00am EST
- **Friday, May 29, 2026:** Proposals Due by 5:00 pm
- **Friday, June 5, 2026:** Vendor selected
 - All candidates will be notified via email of the awardee
 - Production and delivery should be completed for unveiling of the wall in September 2026

CONTACT

All questions should be directed to:

Shelley Menear
Director of Institutional Compliance- Procurement Officer
procurement@garrettcollege.edu
301-387-3037
<https://www.garrettcollege.edu/purchasing.php>

RFPs should be mailed to:

Garrett College
Donor Wall RFP- ATTN: Shelley Menear
687 Mosser Road
McHenry, MD 21541

Display rendering:



Athletics wordmark



Color Palette Codes:

Light Blue (63A5D3) C:60 Y:22 M:4 K:0

Navy (1E3160) C:100 Y:89 M:34 K:25