

Indiana Athletics
Memorial Stadium North End Zone and Mellencamp Pavilion
Football Branding RFP - (RFP-MRO-1706-2025)

Background:

All of Indiana Football's operations take place out of the north endzone portion of Memorial Stadium and the adjacent Mellencamp Pavilion. Over the course of the last few years, Athletics has focused on rebranding the Terry Tallen Football Complex, the eight position rooms, and recently the Wilkinson Strength and Conditioning Center. The goal of this projects is to elevate Mellencamp Pavilion and the Football office area to be more consistent with our updated brand within the Football spaces. A new turf field was recently installed at the indoor practice facility, and we want to continue the focus on upgrading the practice space and other areas.

Areas of Interest:

The focus of this project will be a full rebrand of Mellencamp Pavilion with a focus specifically on Indiana Football, and an update to their office areas. Additionally, this project does have an alternate to provide an updated design to the Football Team room on field level in the north endzone.

1. Mellencamp Pavilion
 - a. New paint throughout matching current IU Athletics paint schemes, preferably a bright white paint to capture a clean look with the newly installed Hellas turf (2024) and the accompanying LED light upgrade.
 - b. Addition of Football graphics
 - i. Including Championship teams and Bowl teams
 - c. Four main walls (north, south, east, and west)
2. Football Office hallway
 - a. Athletics will have removed existing graphics, so new paint scheme can be proposed.
 - b. Addition of Football graphics
 - c. Several large walls for statement pieces.
 - d. Incorporation of lit elements would be a plus.
3. Team Room *Alternate*
 - a. Replace all graphics to be inline with 8 existing position room branding elements
 - b. Updated paint scheme to match current Athletics paint schemes in position rooms
 - c. Incorporated lit elements would be a plus from Football's perspective
 - d. Graphics in the [IU Graphics File](#) linked here.

Schedule of Events:

Request for Proposal Issued:	1/28/2025
Supplier Question Due Date:	2/10/2025 by 5pm EST
Supplier Questions Answered Due Date:	2/12/2025 by 5pm EST
Supplier Proposals Due by:	2/14/25 by 5pm EST
Selection of supplier on/about:	2/19/2025
IU will provide all updated images as needed:	Week of 2/24/25
In person or virtual meetings with Design and IU Team:	Week of 2/24/25

Final Paint Decisions:
Project Timeline:

Week of 3/10/25
May – July 2025

RFP Requirements:

Bidders will be asked to submit a plan and price allocation for the entirety of work in Mellencamp Pavilion, and Football office hallway. The total budget for this area will be \$400,000. Bids must include a breakdown of proposed design vs. build vs. installation costs.

Bidders must design a concept for Mellencamp Pavilion, and Football Office area. All photographs for other areas will be loaded into [IU Graphics File](#) for this. Bidders must provide an option with design elements outlined above. If the bidder chooses, they can submit an additional design with more creative liberties.

Bidders will be asked to submit pricing (design vs. build vs. installation) on the team room graphics. Since this will be an alternate, there is no budget for this area. It will be awarded if it is determined to fit within the entire project cost. Bidders can submit a design of the area, suggested paint scheme, etc. if they choose.

Please note that IU will assist with the paint plan provided by the successful bidders for portions of the project where applicable. Bidder will be responsible for paint plan for Mellencamp Pavilion. IU and the successful bidder will decide together on the established paints that will be permitted to be used in the project (specific red, black, white, grey, etc.) for consistency purposes. Paint samples/codes available upon request. The paint plan will need to be finalized between IU and the successful bidder by March 10th, 2025 so the IU team and bidder have enough time to complete and plan.

Bidders will be able to schedule a formal walk through of the spaces by request. Bidders who would like to set up a site visit should contact Davis Bolsteins (dbolstei@iu.edu).

Successful bidder will be required to perform the design work and then execute the build and installation of the final product by July 15th, 2025. The successful bidder will communicate with IU for installation timing, working with the contractor installing the store front windows and garage door.

Bids will be evaluated on the following criteria:

- Total Value
- Design
- Cohesiveness with existing designs

Helpful Information for Design:

Football will finish their spring season on April 19th, 2025. Successful bidder could complete some preliminary work following that, Commencement will not be utilizing Mellencamp Pavilion, but other facility improvements will also begin in May.

Photos, Marks, Logos and fonts are included in the following link: [IU Graphics File](#)

Bidders should request specific individuals access to [IU Graphics File](#) through Davis Bolsteins (dbolstei@iu.edu). IU will add these individuals' emails to receive all design information.

Bidders should be mindful that design should fit within the recent IU projects related to Football. Examples are located within the [IU Graphics File](#) focusing on the eight position rooms, Football locker room, and the newly renovated Wilkinson Strength and Conditioning Center.

Target Audience:

1. Indiana Football student-athletes, coaches, and recruits

Proposal Instructions and Conditions:

- All questions and inquiries regarding this document should be submitted via email to the IU Strategic Sourcing Manager, John Bodle, at jbodle@iu.edu EXCEPT FOR CASES AUTHORIZED IN WRITING by John Bodle, during the span of the activity calendar indicated in this Solicitation (RFP issuance through official notification of award/non-award), participants are to communicate only with John Bodle. Email is the preferred method of contact. A participant(s) who contacts any other individual directly by any means regarding this Solicitation, without the approval of John Bodle may, at the University's discretion, be eliminated from all further consideration. Questions regarding this RFP should be submitted as they occur. Questions asked after the deadline shown in the schedule in Section E will not be answered. **All email correspondence, including questions or proposal responses should always comprise the original email subject line message including the RFP/Project# RFP-MRO-1706-2025 assigned to this project. Purchasing is not obligated to answer your email without following these instructions.**
- The proposal must include one (1) electronic version in Microsoft Word format or .pdf format, via the Jaggaer/BUY.IU vehicle, or via email to John Bodle at jbodle@iu.edu. Proposals must be received by the due date/time stated in Section E. A legally authorized representative(s) of the participant must sign the proposal. Proposals should be addressed as follows:
- The University reserves the right to waive any irregularities, to reject any or all proposals, and to select the proposal that, in the sole opinion of The University, best meets The University's interests. The University also reserves the right to negotiate with potential bidders so that its best interests are served. Proposals will be evaluated on the assumption that the proposed rates are your most favorable.
- The University will not pay for any information requested herein, nor is it liable for any costs incurred by the participant in responding to this request. All proposals submitted become the property of the University; they will not be returned and may be subject to the Freedom of Information Act.
- Participants may withdraw their proposals prior to the closing time. Proposals received after the time set for receipt may not be considered. The proposal constitutes an offer by the participant, which shall remain open and irrevocable for a period of 90 days.

- After the RFP closing time, proposals will be opened and reviewed at the convenience of the University Purchasing Category Manager. There is no public opening.
- The University reserves the right to accept the proposal that appears to be in the best interests of Indiana University and to negotiate a contract with that participant using the proposal submitted as a basis.
- The University reserves the right to award multiple contracts if deemed by University to be in its best interest. Consequently, any contract awarded does not provide supplier exclusive rights.
- Any information released either verbally or in writing prior to the issuance of this request shall be deemed preliminary and not binding upon the University in any manner.
- If requested, participants must submit audited financial statements for the past two (2) years (or equivalent data) in order to demonstrate financial capability to provide the required services.
- Participants may be invited to come to Indiana University to provide a presentation about their submission at their own expense.
- The University will not enter into any agreement or execute any contract or affix signature to any document from a participant whose terms, written or verbal, require the University to waive all conditions or requirements negotiated, provided for in this document, our purchase order, or by mutual consent. Any document containing a clause or clauses that serve to supersede all other documents attached to this transaction may be rejected.
- Notwithstanding any other provision of this Request for Proposal, the University expressly reserves the right to:
 - 1) Conduct discussions with any or all participants for the purpose of clarification of proposals.
 - 2) Accept, reject, or negotiate the terms of any proposal, or any parts thereof, for the purpose of obtaining the best and final offer.
 - 3) Reissue a Request for Proposal.
 - 4) Select the finalist(s) based on the University's analysis and evaluation of proposals submitted.
 - 5) Request presentations of proposals if the University feels further information is appropriate to the decision-making process.
- By virtue of submittal, the participant is attesting that all requirements, terms, and conditions communicated in this RFP, including those listed in the Prerequisites Section, have been read and understood. Unless the responding participant expressly and specifically provides otherwise in its written proposal, the proposal received in response to this Request for Proposal shall automatically be deemed to include the responding participant's agreement to all terms and conditions of the RFP.

- Accessibility Measures and Standards: Supplier shall employ sufficient measures to ensure accessibility and to comply with applicable laws and regulations and relevant industry standards.
 - a. Industry Standards: Supplier represents and warrants it has adopted and stays current with a set of commonly used accessibility standards which substantially align with (or are reasonably analogous to) the baseline of standards recommended by Section 508 of the Rehabilitation Act and/or by the Web Accessibility Initiative Web Content Accessibility Guidelines (WCAG) 2.1 AA. The accessibility standards adopted by the Supplier must be published by an independent, authoritative entity and approved by IU. Supplier hereby agrees to use reasonable efforts to provide product maintenance and upgrades in a manner that does not compromise existing product accessibility.
 - b. Accuracy of Documentation; Remediation: Supplier represents and warrants the accuracy of all documentation and information that it provides to IU with respect to the technical and administrative safeguards it uses to ensure accessibility during the application development lifecycle, including any HECVAT responses or VPAT documentation that Supplier provides to IU upon request. Supplier agrees to remediate any accessibility nonconformities listed in its documentation, as well as any nonconformities that Supplier is aware of and/or discovers outside of its documentation, during the evaluation period (within 120 days from the beginning of this Agreement) at no cost to IU.
 - c. Notice of Nonconformity: Supplier will notify IU promptly of any material nonconformity to applicable standards and requirements of its product and/or applications of which Supplier becomes aware during the term of this Agreement.
 - d. Defect handling and resolution: If IU discovers an accessibility defect in the Supplier's product that violates the agreed upon standard(s), the Supplier agrees to manage the defect in accordance with its normal service level agreements related to software defects (and not treated as feature requests or requests of that nature). Further, Supplier agrees to provide IU with a roadmap that identifies the accessibility defect(s) in question alongside a timeline under which Supplier agrees to address the accessibility defect(s).
 - e. Indemnification: Supplier shall defend, indemnify, and hold harmless IU for all direct costs, expenses, and liabilities incurred by IU as a result of Supplier's breach of the accessibility obligations included in this section, including any costs incurred by IU in providing accommodations required to mitigate accessibility barriers in the Supplier's product. These remedies shall be in addition to any other remedies provided within this Agreement or available under applicable law.

Proposal Response:

The participant's response to this proposal should include answers to the following series of questions. So that the RFP Team can easily follow the questions and responses, please assure that the question is stated immediately before the response. Any deviation from this format and sequence may result in the proposal being immediately rejected.

All proposal responses must include:

- 1) The name, address, phone and fax number, and email address for the duly authorized agent submitting the proposal.
 - 2) Full description of company, including experience, qualifications and organizational chart.
 - 3) Documentation of any intent to use another company(ies) or private individual(s) as a subcontractor(s) for any part or the whole of the services offered in response to this RFP. Indiana University reserves the right to approve or reject any subcontracting agent or to reject proposals based on the use of subcontracted work.
 - 4) Completed Non-Collusive Certificate (Included in Prerequisites Section of the JAGGAER/BUY.IU RFP).
 - 5) Completed Federal Debarment Certification form (Included in Prerequisites Section of the JAGGAER/BUY.IU RFP).
 - 6) Completed Sustainability Questionnaire (Included in Prerequisites Section of the JAGGAER/BUY.IU RFP).
 - 7) Proof of minimum insurance requirements (as specified in Prerequisites Section of the JAGGAER/BUY.IU RFP).
 - 8) Copies of all documents that could become a part of a final Agreement arising from this process. A legal review of the Participant's proposed Agreement terms will be part of the criteria in evaluating the Participant's offer.
 - 9) References from previous clients.
- Describe in detail your company's capability of providing the services required.
 - Describe your methodology for providing these services, how you organize your team and the IU team, and how you ensure you deliver a quality product that meets expectations.
 - Describe the individual staff members in your company that would be assigned to this project and include their resumes.
 - Describe how you would break down this project into specific tasks with a timeline and assigned costs.
 - This will be a fixed price quote.

Signature: the submission must be signed by a legally authorized agent of the firm.

Name: _____

Signature: _____

Title: _____

Company: _____

Phone: _____

Date: _____