

BID FORM

INVITATION TO BID

This invitation to bid is issued to a list of pre-qualified bidders for the purchase and installation of custom fabricated exhibit components for the Gerald R. Ford International Airport- Observation Deck Exhibits.

CONTACT INFORMATION

Designer: Riggs Ward Design, L.C.
Contact: Michael Radtke
Address: 2315 West Main Street, Richmond, VA 23220
Telephone: 804.254.1740 x205
Email: mradtke@riggsward.com

Owner: The Gerald R. Ford International Airport
Contact: AJ Nye
Address: 5500 44th St. SE, Grand Rapids, MI 49512
Telephone: (616) 233-6251
Email: purchasing@grr.org

INSTRUCTIONS

1. Bids are due on or before 2 p.m., Thursday, March 19, 2026.
2. All questions shall be directed to purchasing@grr.org and due on or before 2:00 p.m., Tuesday, March 10, 2026.
3. Bidders shall submit bid forms and any addenda. Submit one original and two copies to Riggs Ward Design.
4. All pricing is to be shown as a firm fixed cost. All pricing submitted is to include costs for the labor, materials, taxes, and all other associated costs required for the production and installation of each sign type shown.
5. Bidders shall fill in the Price Schedule or direct copies of the form. The forms shall be typed or filled in with ink and signed by an authorized representative of the bidder.
6. In submitting the invitation to bid, the undersigned has considered all conditions of the bid documents.

SCHEDULE

The schedule outlined below is to provide guidelines for the bidding, award, and fabrication. Due to the brief duration of this project, no changes are anticipated to the schedule shown below at this time.

Bid package sent to prospective bidders	February 12, 2026
Questions due to RWD, on or before 5pm	March 10, 2026
Answers due from RWD	March 16, 2026
Bids due to RWD	March 19, 2026

Contract awarded to fabricator	TBD
Shop drawings	TBD
Finish samples submitted for review no later than	TBD
Completion of installation	TBD

CLARIFICATIONS AND DEVIATIONS

All clarifications to the bid documents shall be submitted to purchasing@grr.org. Oral clarifications can be requested; however, they shall not be binding. Clarifications shall include, but not be limited to, any conflicts, discrepancies, or omissions.

REVISED BID FORM

Changes made to the bid documents shall be issued in writing to all bidders as an addendum to the original documents. All clarifications must be submitted by 2:00 p.m., March 10, 2026. Bidders shall sign and return each addendum.

PAYMENTS

Contracts shall be made with the Owner. Bidders must submit a schedule of payments based on approved deliverables as part of the proposal. Invoices must be received by the Owner for payments to be made.

WARRANTY

Contractor shall guarantee all materials and workmanship for one year from period of final acceptance. Any defective materials or faulty workmanship occurring within that time shall be replaced at no cost to the Owner.

ALTERNATE BIDS

Alternate bids shall be accepted by the Owner. The Bidder shall outline the proposed alternate work on an attached sheet with the amount added or deducted from the original bid.

PRICE SCHEDULE

<i>Description</i>	<i>Drwg.</i>	<i>Total Cost</i>
Wall mounted SEG graphics (qty= 2 @ 60”h x 78” w)	2/2.01	\$ _____
Two-sided backlit, freestanding SEG graphics and frame (qty= 2 @ 82.5”h x 92” w)	2/2.01 & 4.01	\$ _____
Remove and relocate existing wall mounted equipment (5 pcs.)	2/2.01	\$ _____
Wall mounted and standard graphics (Graphics 3.1, 3.2 A-C)	2/2.02	\$ _____
Wall mounted graphic (qty=1) and installation of 14 existing framed images, bronze panels (qty= 3) and a glass panel (qty = 1)	1/2.03	\$ _____
Install aircraft wing artifact	4.02	\$ _____
Produce and install bios panel support structures and graphics (qty= 9)	4.03	\$ _____
Produce and install exhibit case and propeller artifact (qty=1)	4.04	\$ _____
Produce and install touch screen and bezel/ shroud (qty= 1)	1/4.05	\$ _____
Produce and install directional signage (qty= 1)	1/4.06	\$ _____
Artifact mounts (qty= 2)	4.02 & 4.04	\$ _____
Misc graphics panels and murals (Graphics 3.3 A & B, 3.4, 4.1, 7.1)	0.01	\$ _____
Sub-total		\$ _____
Subtotal		\$ _____
Shipping and Installation		\$ _____
Sale Tax		Exempt
Grand total		\$ _____

REVISED BID FORM

AUTHORIZATION

Firm Name

Street Address

City/State/Zip

Authorized Representative

Signature

Date

Telephone Number

Email address
