

Sign Vendor Introduction

COMMUNICATIONS BRIEF

JUNE 25, 2013

VALLEY SCREEN/OLEE CREATIVE SELECTED PREFERRED SIGN VENDOR

Valley Screen/Olee Creative in Mishawaka has been selected as the preferred vendor to replace the University Sign Shop. Valley Screen/Olee Creative has been in business since 1967 and is a local Michiana area vendor. Valley Screen is a certified Women's Business Enterprise and has been honored recently with a variety of awards. With over 50 trained employees, Valley Screen is committed to exceeding campus customer expectations. To learn more about Valley Screen and Olee Creative specifically, visit their websites: www.valleyscreen.com and www.oleecreative.com.

The Valley Screen offices and production plant are located approximately eight miles from campus. They have been working with University clients since 2010.

ORDER PROCESS WITH VALLEY SCREEN

Campus clients may request a quote and layout/design from Valley Screen/Olee Creative in one of two ways:

1. Use the web request form located at:
<http://www.oleecreative.com/quotes-and-ordering.html>
OR
2. Call or email **Kim Thomas** at Valley Screen:
kimthomas@valleyscreen.com, 574-256-0901 x 139
 - Valley Screen will provide a price and proof for approval
 - Campus client submits a requisition with approved quote and proof into the BuyND system. **NOTE:** Use commodity code 30 when placing your requisition in the BuyND system
 - Notre Dame Procurement will place the order via a purchase order (PO) to Valley Screen
 - Once the PO has been received by Valley Screen, the campus client will receive an order acknowledgement from Valley Screen

STANDARD PRODUCTS AND CUSTOM PRODUCTS

Signage and graphics orders can be categorized as either a standard product or custom product.

Standard products will include items such as:

- Yard Signs
- Name Badges
- Banners

As Valley Screen collects orders over time for repeat business, more standard products will be added.

Custom products include those items that are specifically designed and planned for a campus client's use, such as:

- Wall art
- Vinyl glass graphics
- Vehicle wraps, etc.

The two categories of signage have slightly different ordering processes.

STANDARD ITEM ORDER PROCESS

Standard items have a pre-negotiated and assigned price. These prices have been negotiated with Valley Screen and Notre Dame Procurement Services.

For pricing of standard items, request a price list from Valley Screen.

NOTE: The latest version of University branding standards from University Communications will be used to create layouts for standard product items for use on campus.

CUSTOM ITEM ORDER PROCESS

Contact Kim Thomas at Valley Screen to start the process, discuss project needs and design options.

Once design decisions have been made, a quote and proof for approval will be provided for the order to be placed into the BuyND system by the campus client.

PERTINENT INFORMATION TO PROVIDE

When requesting an item from Valley Screen, be prepared to provide as much information as possible. The following items are critical to streamline the process and ensure that Valley Screen provides a final product that meets expectations.

- Overall measurement requirements
- Basic description
- Color and material information
- Provide a sample, if available

If matching or replacing an item, provide a picture of the original product. After the quote is received from Valley Screen, a proof approval will be required.

QUOTE LEAD TIMES

- Standard item: Lead time for a quote for a standard product is 0-2 days
- Custom item: Lead time for a quote for a custom product is 3-7 days

PRODUCTION LEAD TIMES

- Standard item: 5 days to 2 weeks
- Custom item: 2-6 weeks from design approval

EXTERNAL SIGNS

- ▶ **NOTE:** Any exterior sign or banner of a permanent/semi-permanent nature will require a review by Facilities Design & Operations before being approved to order and install.

DELIVERIES

Orders will be delivered by Valley Screen in a variety of ways. The delivery method will be determined by size of the order, size of package, priority receipt, etc. Valley Screen will provide deliveries to campus by:

- UPS
- Campus delivery to ND Central Receiving twice weekly
- Customer pick up at Valley Screen
- Drop off to your location

NOTE: A higher cost delivery charge will apply for a direct drop-off to a campus office.

Most residence hall orders will be sent directly to the hall rector via United States Postal Service. If the order is too large to mail, Valley Screen personnel will make arrangements for direct delivery.

INSTALLATION

Order type and style will often determine how the installation should take place. Valley Screen will provide assistance and direction in making an installation decision. Orders can be installed in one of the two ways:

- Installation by Valley Screen professional and trained installers
- Installation by the University Carpenter Shop. **NOTE:** This method will require a Facilities Work Order using the AIM Work Order maintenance system.

For answers to questions regarding work with Valley Screen, contact: **Julie Boynton**, Director of Interior Architecture, boynton.3@nd.edu, or **Tom Rogers**, Procurement Specialist, trogers@nd.edu