

TOWN OF BORDEN-CARLETON



**Request for Proposals LED
Event Signs
RFP: BC-2023-12-01**

1. **Organization**

This Request for Proposals (RFP) is organized into nine parts that are listed below:

1. Organization
2. Overview
3. Scope of Work
4. Proposal Requirements
5. Proposal Submission and Guidelines & Inquiries
6. Evaluation of Submissions
7. Other Terms and Conditions
8. Bid Submission Format

2. **Overview**

The Town of Borden-Carleton is looking for two outdoor wall mounted LED digital signs to promote community events. The objective of this project is two signs with a one-sided LED digital display, which is programable. The quality of the sign is the most important aspect of the Scope of Work

3. **Scope of Work**

There are two components to this RFP:

- (1) The supply of two outdoor Programable LED Signs**
- (2) The installation and electrical connection of the signs to the Town buildings. The Town may as an option have the signs installed by a local contractor (negotiable item)**

3.1 **Sign #1**

The Town of Borden-Carleton is requesting an RFP for the design, supply, and delivery and installation of a single sided LED sign, including frame, posts and other installation material, to be able to be installed on the front wall at the Gateway Arena 246 Main Street. Borden-Carleton PE COB 1X0

This sign to be used to post info on events being held at the Arena that night or in the future.

3.2 **Sign #2**

The Town of Borden-Carleton is requesting an RFP for the design, supply, and delivery and installation of a single sided LED sign, including frame, posts and other installation material, to be able to be installed on the front wall at the Borden-Carleton Fire Hall 244 Borden Ave, Borden-Carleton PE COB 1X0

This sign to be used to post info on community events or notices/direction to residents regarding Town activities including EMO information.

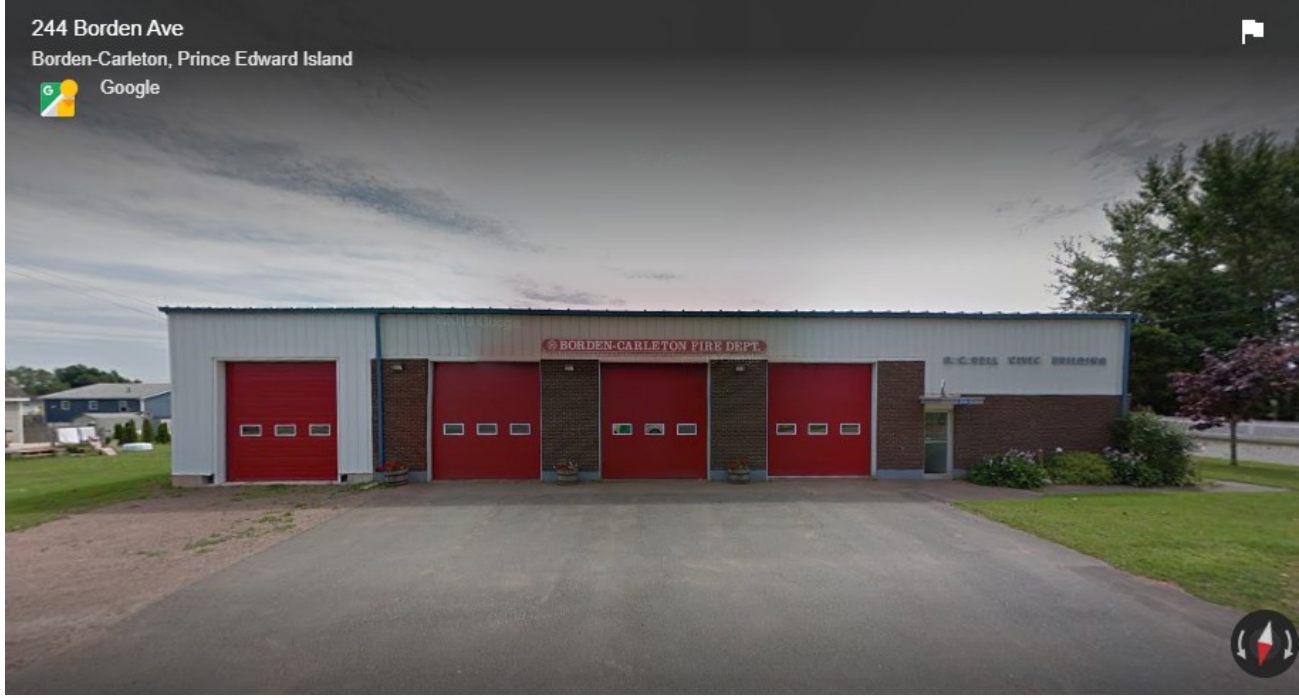


Location for Sign #1  Gateway Arena

Location for Sign #2  Borden-Carleton Community Fire



SIGN LOCATION: EITHER ABOVE ENTRANCE WAY or TO THE LEFT OF GATEWAY ARENA SIGN



SIGN LOCATION- RIGHT HAND SIDE OF BUILDING where GE BELL SIN IS AT PRESENT

4.Proposal Requirements

The Town is looking for signs with the highest resolution/lowest dot pitch, and with the best warranty that is available.

Please provide all specifications, including, but not limited to:

- Full color
- One-sided display
- Sign measurements - approximately 3''h x 7'w (21 sq. ft)] up to 4'h x 8'w (32 sq ft)
- Resolution and Pitch
- Wireless-g/n connectivity and/or CAT5/6 ethernet connectivity for sign programming. Is an internet connection required.
- please state IP and IK rating of sign and display
- System shall come complete with software package (100% Windows Compatible), and or remote programming devise with full documentation and training session.
- Sign (external) shall be designed to withstand maritime climate
 - Electrical requirements (Voltage / Amperage / Wattage)
 - Whether the sign is plug in ready or hard wired ready.
 - Required periodic service maintenance (filters/cleaning/etc.)
 - Operating temperature range
 - Warranty - 3-year parts and labour minimum
 - Display should be designed for accessibility for regular maintenance.
 - Outline availability of parts, how service would be carried out
- The successful proponent shall ensure sign meets all current federal and provincial standards and that the sign is fabricated by a CSA certified shop and carries a CSA certified sticker upon completion.

4.1 Company Information, Qualifications and Experience

Proponents shall include their credentials and documentation of successful experience in past contracts, especially those related to the requirements of this RFP. The following information shall also be included:

- Contact information
- Company background
- Three (3) LED Sign supply **and installation** references in Canada

4.2 Project Schedule

Proponents shall provide a schedule showing timelines for start-date, activity, and completion date.

4.3 Cost

Proponents shall provide the total project cost for providing all required equipment, labour and materials to supply the operating LED digital message board.

4.4 Additional Information

Proponents should also include any additional information they consider relevant.

5 Proposal Submission and Guidelines

5.1 **All proposals must be received in their entirety at or before 3:00 pm local time on Monday, January 15 2024**

5.2 Submissions must be clearly marked Project "BC 2023-12 on the outside of the sealed envelope.

5.3 Proposals must be delivered by mail, courier, email, or hand delivered to:

James A Wentzell, CAO
Town of Borden-Carleton
20 Dickie Road – Box 89
Borden-Carleton PE
COB 1X0

bcadmin@borden-carleton.ca

5.4 Submission inquiries to be directed to the CAO Additional information or clarification can be obtained by e-mailing the CAO. All questions of substance (as opposed to administrative issues) will be forwarded, with responses, to the inquirer as well as all others who have received this RFP.

5.5 Applicants must identify their company as well as provide the name, address, and telephone number of a contact person.

5.6 **The proposal must be signed by an appropriate authorized official of the firm submitting the proposal.**

6 Evaluation of Submissions

6.1 Qualifications

Proponents must demonstrate a comprehensive understanding of the objectives of this Request for Proposals. Understanding and previous experience in all aspects of this RFP documents and implementation of similar projects are essential criteria in the qualifying process. The Town of Borden-Carleton reserves the right to perform inquiries as may be deemed necessary to ensure that competent persons shall be utilized in the performance of the awarded contract.

6.2 Conformance with Objectives of the Town

Proponents must demonstrate a comprehensive understanding of the objectives outlined in this RFP and clearly state how these objectives are addressed or accommodated by their proposal.

6.3 Quality of Submission

The quality and clarity of any proposal shall be taken into consideration as part of any evaluation of submissions.

6.4 Cost

Cost will be considered in the evaluation of proposals. Proposals will first be evaluated on the basis of their technical merit.

6.5 Schedule of Work

The proposed schedule must be reasonable and achievable, and the proposed time line will be a consideration in determining the successful proponent.

6.6 Evaluation Process

The Evaluation process of the Town of Borden-Carleton will be based on the following criteria:

- Company Qualifications and Installation Plan 10%
- Ability to meet/exceed all specifications and requirements 35%
- Warranty & Service Plan 20%
- Cost 35%

7 Other Terms and Conditions

7.1 Duration of Proposal

Proposals must remain open to acceptance and are irrevocable for a period of 90 days after the closing date.

7.2 Addenda, Corrections, or Extensions of the Invitation

The Town of Borden-Carleton reserves the right to modify the terms of this RFP at any time prior to closing, at its sole discretion.

7.3 Acceptance of Proposal/ Right to Reject

Failure to comply with any of the terms or conditions contained or referenced in this RFP document may result in the rejection of a proposal. All of the terms, conditions and/or specifications stated or referenced in this RFP are assumed to be accepted by the proponent and incorporated in the proposal. Issuing this RFP implies no obligation on the Town to accept any proposal, or a portion of any proposal submitted.

Following closing, the Town of Borden-Carleton reserves the right to enter into negotiations with one or more proponents to enter into a contract. All proposals will be awarded contingent on budget availability.

7.4 Cancellation

This RFP may be cancelled in whole or in part without penalty, when in the opinion of the Town of Borden-Carleton:

- There has been a substantial change in the requirements after this RFP has been issued;
- Information has been received by the Town of Borden-Carleton after this RFP has been issued that they feel has substantially altered the procurement;
- There was insufficient competition in order to provide the level of service, quality of goods, or pricing required; or
- The Town of Borden-Carleton, in its sole discretion, decides that there is any other sufficient justification to cancel this RFP.
- The Town of Borden-Carleton may cancel this RFP, reject all the Proposals, or seek to do the Project through a new RFP or other means.

7.5 Proposals Property of the Town

All physical documents submitted become property of the Town of Borden-Carleton. The Town of Borden-Carleton will not be liable for any costs incurred by a proponent in responding to this RFP, regardless of whether the Town awards the Contract through this process, decides not to go forward with the project, cancel this RFP for any reason, or contracts for the Project through some other process, including by issuing another RFP.

7.6 Accuracy of the RFP Document

While every reasonable effort has been made to ensure the accuracy of this RFP, it is not guaranteed or warranted by the Town of Borden-Carleton to be accurate, nor is it necessarily comprehensive or exhaustive.

7.7 Right to Seek Clarification

The Town of Borden-Carleton reserves the right in their sole discretion to clarify any proposal after closing by seeking further information from that proponent, without becoming obligated to clarify or seek further information from any or all other proponents.

8 Format of Bid Submission

Sign #1 ARENA

Price of Sign	<input type="text"/>
Delivery to Site	<input type="text"/>
GST/HST	<input type="text"/>
TOTAL	<input type="text"/>

Installation/ Wiring Cost

Sign # 2 Fire Hall

Price of Sign	<input type="text"/>
Delivery to Site	<input type="text"/>
GST/HST	<input type="text"/>
TOTAL	<input type="text"/>

Installation/ Wiring Cost

Note: All prices to be quoted in CAD funds

END OF RFP DOCUMENT