



Request for Proposals

Digital Message Display Sign

The City of Fircrest Parks and Recreation Department is requesting proposals from qualified sign manufacturers for a digital message display sign.

Instructions and Guidelines

Bid proposals will be received for a digital message display sign. All bid proposals are based on the specifications included in this packet.

1. City of Fircrest will award the selection based on the guidelines below.
2. Bid proposals should be mailed or hand delivered to:
City of Fircrest
Jeff Grover
115 Ramsdell St
Fircrest, WA 98466
3. Bid proposals must be received by 4:00 pm on November 23rd in order to be considered.
4. Questions Concerning the specifications should be directed in writing to Jeff Grover at jgrover@cityoffircrest.net
5. Area of Work
Alice Peers Park
601 San Juan Ave
Fircrest, WA 98466

Scope of Work

1. Scope of Work

The City of Fircrest is accepting proposals from qualified sign manufacturers for a double-sided Digital Message Display Sign to be located at Alice Peers Park. The contractor will be responsible for site preparation (grading), removal of existing sign, construction of flagpole design sign base and sign pole, providing communication capabilities and electrical supply to sign location. The sign manufacturer will be responsible for manufacturing and final installation of the signs and the testing of the Digital Message Displays.

2. Background

The City of Fircrest is seeking flagpole type digital message display sign honoring the look and style of the current manual reader board to be installed at Alice Peers Park. This sign will be used for communicating messages about a variety of events and are also intended for providing communications to the public during emergency situations. Operation of the sign is to be IP or cellular based so that the messages can be remotely controlled from a smart phone or desk top.

3. Location

The work address is Alice Peers Park – 601 San Juan Ave, Fircrest, WA 98466.

4. Minimum Specifications:

- Each display shall be a 16mm color message center or equal.
- The sign will have LED message centers on both sides with an LED luminated cabinet with the City of Fircrest logo at the top of the LED message center.
- Communication to signs to be controlled via the IP or cellular network.
- Each sign shall have light dimmer capabilities.
- The signs shall not produce glare to adjacent properties and shall automatically dim the intensity of lights during hours of darkness.
- The sign will have the ability to adjust for lighting.
- The sign will have the capability to have independent messages on either side.
- Proposed materials, design and artwork shall require minimum long-term maintenance by City staff.
- Manufacturer to submit and apply for sign permits. Each sign to include City logo at the top of the sign with similar proportions as the current sign.
- One digital and one hardcopy of all sign specifications and design drawings shall be submitted to the City of Fircrest upon completion of the project. These shall become property of the City of Fircrest for possible use at other locations.
- Training of city staff is to be included in the proposal schedule and pricing.
- Signs to be delivered, installed and tested at the following locations: Alice Peers Park – 601 San Juan Ave, Fircrest, WA 98466

5. Authorized Workdays and Hours.

Work on the Project shall be scheduled for weekdays, excluding holidays, Monday through Friday, 7am to 5 pm.

6. Tentative Schedule of Events:

- RFP issued October 26th
- Pre-Proposal Meeting November 3rd
- End of question period November 17th
- Proposals due November 23rd
- Proposals opened and evaluated at 2:00 pm on November 24th

7. PRE-PROPOSAL MEETING: A pre-proposal meeting will be held at Fircrest City Hall at 11 AM on November 3rd. The purpose of the meeting is to inform interested parties of sign location specifics, proposal evaluation criteria and provide a question/answer opportunity.

8. QUESTIONS REGARDING THIS RFP: ALL questions must be submitted in writing (Email will suffice) to the Jeff Grover. Questions and answers will be forwarded to all proposing suppliers who provide contact information. In order to make information available to all proposing suppliers, no questions will be entertained after 4:00 pm on November 17.

9. DISTRIBUTION OF RFP DOCUMENT AND ADDENDA: This RFP can be downloaded directly from the City of Fircrest's Website by following this link <https://www.cityoffircrest.net/>. Those who choose not to submit contact information will be solely responsible for monitoring the City's website for any addenda or a notice of cancellation. Notice of this RFP has also been published in the Tacoma Daily Index.

10. PROPOSAL PREPARATION: Firms submitting proposals shall be responsible for any and all costs and/or expenses associated with preparing such proposal.

11. SUBMISSION OF PROPOSALS: A sealed proposal package must be submitted by no later than 4:00 pm on November 23rd. The sealed package should contain a hard copy original and three (3) printed copies of the proposal with design/artwork for sign.

City of Fircrest

Attn: Jeff Grover, Parks & Recreation Director

RFP No. Electronic Message Display

115 Ramsdell St, Fircrest WA 98466

It is the responsibility of the supplier to be sure the proposals are sent sufficiently ahead of time to be received no later than 4:00 pm on the due date. Proposals received after the deadline will be returned to the supplier unopened.

12. CONTENT OF PROPOSALS: At a minimum, all proposals should contain:

- Pricing for each sign to include delivery, installation, communication install and usage, electrical connections, testing, permitting and training.
- Delivery time after receipt of order.
- Proposed schedule (permitting process, installation and testing at each site).
- Proposed design/artwork for each sign.
- Checklist of RFP Minimum Specifications Completed Statement of Supplier's Qualifications with references. (All references should be for work done on the supplier's most recent projects with a similar scope of work.)
- Completed Noncollusion Affidavit.
- Required Prevailing Wage Documentation

13. EVALUATION PROCEDURES: Proposals will be evaluated by a panel of City personnel. After an initial review of the proposals, the City's evaluators may select finalists to meet with the panel to discuss their proposals.

It is important that the responses be clear and complete so that the evaluators can adequately understand all aspects of the proposal. The evaluators will consider how well the supplier's proposed solutions meet the needs of the City, and how well it addresses the specifications and conditions in this RFP

The City of Fircrest reserves the right to reject any or all proposals and to waive informalities or irregularities with respect thereto.

14. CONTRACT: The contract shall consist of the following documents:

- The Request for Proposals (RFP), the accepted proposal, and any agreed upon written changes to any of the foregoing documents. The contract documents are complimentary and what is called for in any one document shall be binding as if called for by all.

15. COMPLIANCE WITH LAWS: The supplier shall comply with all applicable federal, state and local laws, rules, and regulations, affecting its performance and hold the Purchaser harmless against any claims arising from the violation thereof.

16. NONCOLLUSION: The supplier must certify that their firm has not entered into any agreement of any nature whatsoever to fix, maintain, increase or reduce the prices or competition regarding the items covered in this Request for Proposals. Supplier is to complete the attached Noncollusion affidavit and submit it with the proposal.

17. PAYMENT TERMS: Net 30 days after delivery and receipt of invoice.

18. PREVAILING WAGE: Prevailing wages are required for this contract.

Option 1: Include a printed list of the wage rates that identifies the effective date and the county in which the public work project is located.

OR

Option 2:

a) Include a link to prevailing wages

<http://www.lni.wa.gov/tradeslicensing/prevwage/wagerates/> and

b) Identify the exact wage publication date to use (the effective date) and

c) List the county in which the work will be performed and

d) Provide a statement indicating a printed copy of the wage rates are available for viewing in your office and

e) Explain that your agency will mail a hard copy upon request.

19. FREIGHT TERMS: Quoted price is to include delivery to each specific sign destination and includes on-site installation and testing of message displays.

20. BIDDER'S WARRANTIES: By signing and submitting this Bid Proposal, Bidder warrants the following:

- a. Bidder has thoroughly examined the Contract Documents, and represents that, to the best of Bidder's knowledge there are no errors, omissions, or discrepancies in the Contract Documents.
- b. Bidder has had the opportunity to examine the Worksite and local conditions at the Project location.
- c. Bidder is fully qualified to perform the Work.
- d. Bidder has carefully reviewed this Bid Proposal and is solely responsible for any errors or omissions contained in its completed Bid.

21. Award of Contract: By signing and submitting this Bid Proposal, Bidder agrees that if Bidder is awarded the Contract for the Project, that within ten (10) days following issuance of the notice of award to Bidder, Bidder shall:

- a. Enter into a Contract with The City in accordance with the terms of this Bid Proposal, by signing and submitting to The City the Contract form included with the Contract Documents;
- b. and Submit to the City the insurance certificate(s) and endorsement(s) as required by the Contract Documents.

CITY OF FIRCREST REQUEST FOR PROPOSAL
DIGITAL MESSAGE DISPLAY SIGN
STATEMENT OF SUPPLIER'S QUALIFICATIONS

Each supplier shall prepare and submit the following data along with their proposal.

Company: _____

Business Address: _____

Business Phone: _____

Email: _____

How many years have you been engaged in business under the present firm name? _____

List recent projects completed by your company, including contracting agency type of work and approximate cost: (Provide at least three contract references with phone numbers.)

- (1)
- (2)
- (3)
- (4)
- (5)

State of Washington Registration No.:

Federal IRS Identification No.:

I certify that other contracts now in progress or hereafter obtained will not interfere with timely performance of services to the City of Fircrest should I become the successful bidder.

Authorized Signature: _____

Print Name: _____

Title: _____

Date: _____

Return this form with your proposal by 4:00 pm on November 23rd.