



INVITATION FOR PROPOSAL

Charter Township of Shelby

Shelby Township Municipal Offices
52700 Van Dyke Avenue
Shelby Township MI 48316
(586) 731-5100

You are invited to participate in this Invitation for Bid. Please submit your bid response in conformance with the instructions specified herein. A Mandatory Pre-Bid Meeting is scheduled.

Bid Title: Burgess-Shadbush Nature Center Sign Proposal	Department Head: Joseph J. Youngblood youngblj@shelbytwp.org
Mandatory Pre-Bid Meeting: Monday, July 16th, 2018 @ 10:00am	Phone: (586) 731-0300
Mandatory Pre-Bid Meeting Location: Burgess-Shadbush Nature Center, 4101 River Bends Dr., Shelby Township MI 48317, 10:00 am	Bid Opening Date and Time: Monday, July 23rd, 2018 @ 2:00pm, Shelby Twp. Clerk's Office, 52700 Van Dyke, Shelby Township

Bidders Instructions

Bid Opening All bids received by the time and date of the bid opening will be publicly opened by the Township Clerk's Office at the location indicated above. Interested parties are invited to attend the bid opening.

Acceptance/Rejection The Township reserves the right to accept any bid, to reject any and all bids in whole or part or to waive any irregularities in any bid that is in the best interest of the Township.

Mailing/Submittal Instructions

Mail a completed and signed Invitation for Bid response in a sealed envelope to address listed below. Bid responses received after the date and time specified on this cover sheet will be rejected. Address the envelope containing your response in the following manner:

Charter Township of Shelby, Clerk's Office
Burgess-Shadbush Nature Center Sign Proposal
52700 Van Dyke Avenue
Shelby Township MI 48316

1) Project Background

The Township operates a Nature Center in River Bends Park. The Nature Center is located just east of the intersection of Ryan Road, Hamlin Road on the north side of River Bends Drive. The previous sign for the nature center was damaged beyond repair due to vehicular impact. The previous sign was lit and power is available in the area. The Township is seeking concept plans and associated pricing for the replacement of that sign. The desire is to include an LED Message Board if the costs are reasonable.

Bidders interested in submitting a bid for the design and construction of the Nature Center sign should include two (2) concept plans. Both concept plans should incorporate an LED message board with non-proprietary software for the operation of the message portion of the sign.

2) Scope of Work

- a) Work with the Director of Parks, Recreation & Maintenance and the Manager of the Nature Center to finalize the design for the proposed sign.
- b) The sign should not exceed 48 square feet in total as per the Charter Township of Shelby Sign Ordinance.
- c) The sign face should be double sided and include Name, Address, and other information as requested by Charter Township of Shelby.
- d) The panel shall be 3 mm Green Alupanel (or approved equal) with premium vinyl graphics.
- e) The contractor shall excavate and pour the required concrete footing for the sign.
- f) The electronic display shall be approximately 24-30" tall and the full width of the proposed sign.
- g) The contractor shall furnish all manpower, trucks or any other equipment necessary to complete the installation of the sign.
- h) The contractor shall obtain all necessary permits and inspections required for the sign construction.
- i) Install a double-faced, internally illuminated sign with electronic message board sign with a programmable LED message display inside the permanent exterior freestanding monument sign.
- j) Provide and install all hard-wired equipment and software, programming and training required in order to operate and control the sign from the Burgess-Shadbush Nature Center.
- k) The Sign shall be configured in such a manner as to make a significant visual impact and be clearly visible and legible when driving north and south on Ryan Road at the posted speed limit.
- l) The sign and message board must be easily readable in the sunlight and be decoratively lit in order to be seen at night.

3) Sign Specifications

Proposer shall provide a double-sided LED message display that complies with the following specifications:

- a) Single and/or Full color range RGB LED message display pricing options.
- b) Internal display component hardware (nuts, bolts, screws, standoffs, rivets, fasteners, etc.) shall be fabricated from stainless steel, aluminum, nylon or other durable corrosion-resistant materials suitable for the signage application.
- c) The sign should not exceed 48 square feet in total as per the Charter Township of Shelby Sign Ordinance (including the electronic display).
- d) The surface materials in the LED active area such as metal, plastic, or other face materials must be designed for low sunlight reflectivity.
- e) All wiring must be housed inside wire ways. Wire ways should be mounted so that water cannot get into wires resulting in shorts. Wiring shall comply with all federal (national standards)
- f) The display shall be protected from electrical spikes, transient voltage and surges.

- g) The sign shall be thermostatically controlled and be equipped with a cooling system and rain-tight vents. It shall be ventilated properly and not allow overheating. Intake and exhaust vents associated with the cooling system shall resist water from entering the enclosure.
- h) The equipment shall be built to withstand exposure to extreme heat, cold, moisture (including humidity), wind and corrosion and shall be able to operate in ambient temperatures typically ranging from 0 to 95 degrees F.
- i) Panels shall have front access for ease of service.
- j) Preference toward universal LED panels so that replacement panels are available should the proposer lose the ability to provide them.

4) Display Requirements

- a) The display areas shall be capable of displaying alphanumeric text, multiple font styles and traveling text in either a single color and/or wide spectrum of colors options.
- b) Messages must be legible 24 hours per day and in most normally encountered weather conditions as well as during dawn and dusk hours when sunlight is shining directly on the display face or when the sun is directly behind (silhouetting) the display.
- c) All components must be UL rated
- d) The display shall display a full range of alphanumeric text and support the storage and use of a minimum of five (5) English alphanumeric character fonts and the ability for other fonts to be downloaded and saved.
- e) Minimum modes of operation required are:
 - i) Static messaging
 - ii) Flashing messages
 - iii) Alternating messages
 - iv) Sequencing messages
 - v) Time of day clock/calendar and accurate temperature

5) Message Display Controller

Proposer shall provide and install one (1) message display controller that utilizes wireless data transmission in order that it would be remotely controlled and operated from the Nature Center Building and would be operable when the computer is disconnected, turned off or the power is unavailable. The controller must also meet the following specifications:

- a) The controller shall be connected to a light sensor allowing each LED display to adjust the level of brightness manually or automatically, according to display direction and lighting conditions.
- b) The controller shall allow connection to a temperature sensor that provides accurate site temperatures.
- c) Controller will have a time of day clock/calendar.
- d) Active messages, stored messages, message schedules, display configuration, time and date shall be stored in non-volatile memory. No external power will be required to maintain this data.

6) Power Supply

- a) The LED and all other components of the sign shall operate on a 110 volt AC power source (120/240 VAC single phase)
- b) The electronic power supply shall be short circuit protected.
- c) The sign must shut down automatically when reaching a certain temperature to protect against damage, without losing any programming.
- d) The Contractor shall supply all labor and materials necessary to connect the sign to a power source provided by the Township.
- e) The display should have a photocell and dimmer system, which will automatically dim or brighten the intensity of the display during periods of high or low light levels.

- f) The system should permit the operator to have the capability of overriding the photocell and create either a full brilliance display or dimmer display.
- g) The sign must have 120 VAC weatherproof duplex outlets for service and maintenance requirements.

7) System Software Requirements

Proposals shall include display control software that is compatible with the Township's existing computers and Windows operating system. Software shall include profanity protection. Wireless connections shall not be the sole connection source. Proposals shall include descriptive literature and detailed software specifications.

8) Warranty & Maintenance

The proposal shall include specific, detailed warranty information as well as any maintenance program that is available from the proposing firm. Estimated response time for service and repairs should be included. All restoration of the affected area will be the responsibility of the contractor.

9) Training and Testing

The Contractor must provide a factory-trained technician to test the operation of the sign to the satisfaction of the Township. The Contractor must also provide the Township with a technician to teach appropriate Township staff how to program and operate the sign as well as standard trouble shooting procedures.

10) Price Proposal

Proposers shall submit an itemized proposal to provide a complete, turn-key service to manufacture, install and service an LED sign as specified above. This shall include, but is not limited to, all required permits, materials, labor, supervision, equipment, clean-up and haul away and necessary training.

Proponents are required to satisfy themselves as to existing conditions of the site and make appropriate allowances when preparing and submitting a proposal. The information provided is the best available at the time proposals are solicited and proponents shall use the available information as a basis for any proposal. The proponent shall allow for any conditions deemed reasonable and appropriate for the performance of the work as outlined in the Request for Proposal and incorporate such reasonable allowances in their proposal.

A proposal shall be prepared and submitted at the sole expense of the proponent and without cost to the Township. All proposals received by the Township become the property of the Township and as such are subject to the Freedom of Information and Protection of Privacy Act.

A proposal, whether or not it has been accepted, and any rights thereunder, shall not be reassigned by the proponent without prior written consent of the Township. Any such reassignment shall not under any circumstances relieve the proponent of any liabilities and obligations under the Proposal.

11) Insurance

- a) The Contractor will maintain or carry insurance in accordance with the provisions identified in the sample contract language (See Appendix A)
- b) The Contractor will provide the Township with a copy of the Certificate of Insurance showing proof of insurance. Certificates containing words that release the insurance company from liability for non-notification of cancellation of the insurance policy are not acceptable.

- c) All said insurance shall contain a provision that coverage afforded under the policies will not be cancelled unless and until thirty (30) days prior written notice has been given to the Township.

12) Guidelines for RFP Evaluation – The following principals will govern this RFP review, evaluation and selection process:

- a) Clear, complete and accurate responses to the RFP requirements
- b) Satisfactory responses to issues and requirements as determined by the Charter Township of Shelby
- c) Competitive cost solutions and reasonable timeline
- d) Experience in providing this type of service
- e) The Charter Township of Shelby will be the final arbiter for determining firm compliance with these principles.

13) Deadline Enforced

Proposals delivered after the time and date set for the receipt of proposals shall not be accepted and will be returned unopened. It is the bidder's responsibility to ensure timely delivery of their proposal. Weather, flight delays, carrier errors, and other acts of otherwise excusable neglect are risks allocated to bidders and will not be exempted from deadline requirements. Telephone or facsimile proposals will not be accepted.

14) General Procurement

Firms are cautioned that any statements made by Township staff or advisors that materially change any portion of this document are NOT binding on the Township, and shall not be relied upon unless subsequently ratified by written addendum. All changes shall be in the form of a written addendum. Oral information obtained otherwise will NOT be considered in awarding a contract.

Your proposal or bid is a public document under the Freedom of Information Act (FOIA), except as to information that may be treated as confidential as an exception to disclosure under the FOIA. If you cannot agree to this standard, please do not submit your proposal or bid.

The Township accepts no responsibility for any expenses incurred by the bidder in the preparation and presentation of an offer. Such expenses shall be borne exclusively by the firm. The Charter Township of Shelby reserves the right to reject any or all offers; to waive any informality or irregularity not affected by law; to evaluate, in its absolute discretion, the offers submitted; and to award the contract according to the offer which best serves the interest of the Township, or to not award the contract if the Township determines that it is not in its best interest to do so.

All submittals shall become the property of the Charter Township of Shelby, and shall not be returned to the vendor

15) Submittal Information

Submittal of proposals must be hand delivered or mailed to the Shelby Township Clerk in a sealed envelope marked "RE: Burgess-Shadbush Nature Center Sign Proposal" no later than **2:00 pm on Monday, July 23, 2018.**

Submittals **MUST** be on the attached Bid Sheet and contact information for three (3) references. Sealed submittals must be submitted to:

Charter Township of Shelby, Clerk's Office
Burgess-Shadbush Nature Center Sign Proposal
52700 Van Dyke Avenue
Shelby Township MI 48316

Any offer submitted as a result of this Request for Proposals (RFP) shall be binding on the bidder for sixty (60) calendar days following the specified opening date. Any offer for which the vendor specifies a shorter acceptance period may be rejected by the Township.

Charter Township of Shelby
Burgess-Shadbush Nature Center Sign
Proposal Sheet

Cost for Concept/Design Plan #1 (single color) \$ _____
 Option A – additional cost full-range color \$ _____

Cost for Concept/Design Plan #2 (single color) \$ _____
 Option A – additional cost for full-range color \$ _____

Company Name _____

Address _____

City/Zip _____

Contact: _____ Phone: _____

Email: _____

Signature _____ Date: _____

REFERENCES/WORK EXPERIENCE

The vendor must furnish at least three (3) references from persons who can attest to the quality of similar prior work performed:

1. Company Name: _____

Street Address: _____

City/State/Zip Code: _____

Contact Person: _____

Telephone No.: _____

Email Address: _____

2. Company Name: _____

Street Address: _____

City/State/Zip Code: _____

Contact Person: _____

Telephone No.: _____

Email Address: _____

3. Company Name: _____

Street Address: _____

City/State/Zip Code: _____

Contact Person: _____

Telephone No.: _____

Email Address: _____