

City of Greenville

411 S. Lafayette St.
Greenville, MI 48838
616.754.8887 Phone 616.754.5885 Fax

REQUEST FOR BID

GREENVILLE RECREATION DEPARTMENT GARCC Signage

The City of Greenville will accept sealed proposals from qualified firms interested in providing a Signage Solution in accordance with the Scope of Work specified in this Request for Proposal (RFP).

One Signed Proposal
MUST BE RECEIVED BY:
2:00pm, August 1, 2017

Please send your sealed proposal marked
'GARCC Signage' to:
City of Greenville
Attn: Kristina Berry, Director of Recreation
411 S. Lafayette St.
Greenville, MI 48838
616.754.9163

All bids will be opened publicly at 2:00pm on Tuesday, August 1, 2017. All contractors are invited to attend this bid meeting. No faxed or emailed bids will be accepted. No bids shall be withdrawn for a period of 60 days after the bid opening. The City reserves the right to reject any and all proposals, to waive technical defects, and to select the proposal(s) deemed most advantageous to the City.

Questions pertaining to this Request for Proposal (RFP) must be communicated in writing and the received by [1 week prior to deadline]. Questions must be sent to the email address below and should include the specified Bidder's name, and any question(s) should include a reference to the appropriate page and section number of the RFP. Questions and answers will be posted on the City of Greenville webpage listed below by July 27, 2017 at 5:00pm.

Kris Berry
GARCC Director
Email: kberry@greenvillemi.org

Copies of the Request for Proposal, questions and answers, and any related documents are available on the City of Greenville website: <http://greenvillemi.org/bids-rfps/>

**GREENVILLE AREA RECREATION & COMMUNITY CENTER (GARCC)
GARCC SIGNAGE**

**SECTION 1
INSTRUCTION TO BIDDERS**

1. Completed bid form to include the Section 5 Bid Form.
2. Brand names, design & technical descriptions are intended to indicate a range of performance, or a standard of quality, and not a designation of specific articles to the exclusion of all others. Bidders must provide written description of all deviations from the specification in Section 3.
3. Bid must be accompanied by specifications and descriptive literature.
5. All items to be delivered within **three months from the bid notification.**

PROJECT SCHEDULE & QUESTIONS CONCERNING REQUEST FOR BID

Release of Bid	July 13, 2017
Last Day to submit written question	July 25, 2017
Last Day to issue addenda	July 25, 2017
Bids Due	August 1, 2017 at 2:00pm

Any questions, interpretations or clarifications, either administrative or technical about this RFP, must be requested in **writing or email**. All written questions will be answered in writing and conveyed to all vendors. The deadline for written questions will be July 25, 2017. Oral statements concerning the meaning or intent of the contents of this RFP by any person are unauthorized and invalid. All questions must be directed, in writing to:

Kris Berry
GARCC Director
Email: kberry@greenvillemi.org

SUBMISSION OF BID

Sealed bids, marked “GARCC Signage” will be accepted on or before the date and time indicated. One original bid is to be delivered to City of Greenville, 411 S. Lafayette St., Greenville, MI 48838.

It is the responsibility of the vendor to see that the bid is received by the proper personnel, at the proper location, and in the time as stated in this RFP. Any bid not meeting these requirements will be disqualified from consideration. The vendor is cautioned that delays caused by the public or private mail systems will not excuse the vendor from the obligation to submit the bid as required in this paragraph. **LATE BIDS WILL NOT BE ACCEPTED.**

SECTION 2 INSTRUCTION & CONDITIONS

GENERAL INSTRUCTIONS & CONDITIONS

1. Bids should be verified before submission and cannot be withdrawn or modified after being opened. The GARCC will not be responsible for errors or omissions by the bidder on the bid form.
2. Bidders must furnish as references a list of customers who have purchased like equipment in the general area, number of years in business. References must include entity name, industry type, address, contact name and contact information including email address and year(s) service provided.
3. Changes in or additions to the bid form, alternate bids, or any other modifications of the bid form which are not specifically called for in the bid documents may result in the GARCC's rejection of the bid as not being responsive to the invitation to bid. No oral, telephone, facsimile (fax), e-mail or telegraphic bid or modifications will be considered.
4. Any bidder may withdraw a bid personally or by written request at any time prior to the scheduled closing time for receipt of bids.
5. If any potential bidder finds discrepancies in or omissions from the bid documents, she/he may submit to the GARCC a written request by email for clarification or correction. Corrections will be made by written addenda and posted on the City of Greenville website. The GARCC will not be responsible for oral interpretations. All addenda issued during the time of bidding shall be incorporated into the bid.
6. **AWARD OF BID:**
 - a. The Greenville Area Recreation & Community Center reserves the right to reject any or all bids, or to waive any irregularities or informalities in any bid or the bidding and to make its selection of items and quantities awarded based upon its best judgment as to which items substantially comply with the specifications, or which are most economical and/or best suited for the purpose for which they are intended.
 - b. **The Greenville Area Community Center reserves the right to reject any, all or to make an award on either (a) an all-or-none basis or (b) each item individually, according to funds available.**
 - c. **Bids shall remain open, valid, and irrevocable and subject to acceptance for ninety (90) days after the bid opening date.**
 - d. The successful contractor shall submit the following items within ten calendar days of written notification from the city of the bid award:
 - i. Proof of a valid and current business license
 - ii. Proof of Workmen's Compensation Insurance and, General Liability insurance including vehicle coverage issued to the CONTRACTOR and protecting him from all claims for personal injury, including death, and all claims for destruction of or damage to property, arising out of or in connection with any operations under the CONTRACT DOCUMENTS, whether such operations be by himself or by any SUBCONTRACTOR under him, or anyone directly or indirectly employed by the CONTRACTOR or by a SUBCONTRACTOR under him. Insurance shall be written with a limit of liability of not less than \$1,000,000 for all damages arising out of bodily injury, including death, at any time resulting from, sustained by any one person in any one accident; and a limit of liability of not less than \$1,000,000 aggregate for any such damages sustained by two or more persons in any one accident. Insurance shall be written with a limit of liability of not less than \$500,000 for all property damage sustained by any one person in any one accident; and a limit of liability of not less than \$500,000 aggregate for any such damage sustained by two or more persons in any one accident.
7. **BRANDS:** Brand or trade names and/or specifications are given for descriptive purposes to indicate the quality, utility and capabilities desired by the GARCC, but the specification is not intended to restrict competition. Competing brands shall be considered for award provided that the same general quality, utility

and capabilities as those specified are available as determined solely by the GARCC. These specifications are not intended to be considered as minimum thresholds that competing brands must meet or exceed unless specifically noted in the specifications as a minimum requirement, but are used to describe the general performance levels or characteristics that the GARCC is interested in acquiring. Bidders should attempt to provide bids that closely approximate the stated specifications, but the GARCC reserves the right to select items that it believes will meet the needs for which the item(s) is/are intended regardless of performance levels or other characteristics. Descriptive information and information fully describing any brands offered MUST be submitted with the bid. Failure to submit such information may eliminate that brand from consideration for award.

8. **INSPECTION AND ACCEPTANCE:** All items provided by the successful bidder under this bid shall meet or exceed the bid specifications upon which the bid was awarded and shall comply with Federal and Michigan State laws governing their production, handling, processing and labeling. Inspection and acceptance of all items shall be at destination. Items found to be defective or not in accordance with the bid specifications shall be replaced by the bidder at no cost to the GARCC. Failure to replace said items shall be considered sufficient cause for default action under the DEFAULT provision of the contract documents.
9. **WARRANTY:** The bidder shall include with the bid response the manufacturer's standard written warranty for all items bid including materials and labor.
10. **SAFETY STANDARDS:** All equipment offered must conform to all applicable code requirements and shall be in conformance with industry standards of operation and practices. All materials, arrangements, and procedures shall comply with applicable code requirements, allowing the users to arrange and operate a safe assembly and working environment for audience and user personnel.
11. **RIGHTS AND REMEDIES OF GARCC FOR DEFAULT:**
 - a. In the event any item furnished by the firm in the performance of the contract or purchase order should fail to conform to the specifications therefore, or to the sample submitted by the vendor with this bid, the GARCC may reject the same, and it shall thereupon become the duty of the vendor to reclaim and remove the same forthwith, without expense to the GARCC and immediately to replace all such rejected items with others conforming to such specifications or samples, provided that should the vendor fail, neglect or refuse so to do, the GARCC shall thereupon have the right to purchase in the open market, in lieu thereof, a corresponding quantity of any such items and to deduct from any moneys due or that may thereafter become due to the vendor the difference between the price named in the contract or purchase order and the actual cost thereof to the GARCC.
 - b. In the event the vendor shall fail to make prompt delivery as specified of any item, the same conditions as to the rights of the GARCC to purchase in the open market and to reimbursement set for the above shall apply, except when delivery is delayed by fire, strike, freight embargo, or Act of God or of the government.
 - c. In the event of the cancellation of the contract or purchase order, either in whole or in part, by the reason of the default or breach thereof by the vendor, any loss or damage sustained by the GARCC in procuring any items which the vendor therein agreed to supply shall be borne and paid for by the vendor.
 - d. The rights and remedies of the GARCC to provide above shall not be exclusive and are in addition to any other rights and remedies provided by law or under the Contract.
12. **PROJECT SCHEDULE & DELIVERY**
 - a. The project must be completed within three months from the date of the bid notification. Specific dates for installation must be negotiated with the Greenville Area Community Center personnel.

The GARCC reserves the right to reject any or all bids, or to waive any irregularities or informalities in the bids.

END OF GENERAL INSTRUCTIONS & CONDITIONS

SECTION 3 PROJECT SCOPE

1. SCOPE OF WORK

This project seeks to implement two signs for the Greenville Area Recreation & Community Center; a monument style digital signage solution (software and hardware) and a dimensional wall-mounted sign. The purpose of this project is to implement a digital signs that will alert public to important facility information, events and deadlines and a sign mounted to the entrance of the Community Center for facility identification.

2. TECHNICAL REQUIREMENTS

A. EQUIPMENT TO BE PROVIDED

1. Ground Sign

- a. One double sided, outdoor identification sign
- b. One double sided, outdoor computer programmable LED message display
- c. One monument style support structure
- d. Control system software
- e. Wireless communication technology
- f. Computer hardware with programming software

2. Wall Sign

- a. One outdoor identification sign
- b. Wall-mounted, dimensional letters to read ‘Greenville Area Recreation & Community Center’
- c. External or internal lighting
- d. Remove existing dimensional letters.

B. SIGN SPECIFICATIONS

1. Sign Cabinet Specifications (Digital Ground Sign)

- a. Size not to exceed 100 sq.ft
- b. EMC size not to exceed 50% of the total sign
- b. Double sided
- c. Aluminum construction, UV and corrosion resistant
- d. Monument mountable
- e. Meet or exceed NEMA 4 guidelines
- f. Unit should protect Electronic Sign against heavy rainfall, dust debris, electrical surges/spikes, physical impact, extreme temperatures, theft and vandalism.
- g. Display Sign will be warranted for 5 years against faulty workmanship or defective materials.
- h. Option 1: Dimensional lettering with external lighting
- i. Option 2: Dimensional back lit LED lettering

2. Wall Sign

- a. Dimensional letters
- b. Wall mounted
- c. Option A: External lighting
- d. Option B: Internal lighting (back-lit)

3. Electronic Display Specifications (Digital Ground Sign)

- a. Double sided display
- b. Minimum 120 degree viewing angle
- c. Size not to exceed 32 sq.ft.
- d. Minimum 16mm pixel pitch
- e. Resolution: 32 pixels x 128 pixels
- f. Color: RGB

- g. **The LED Electronic Message Center will be warranted for a period of no less than five (5) years.** The EMC product shall be free from defects in material and workmanship, for a period of five (5) years.
- h. Average LED Lifetime is no less than 100,000 hours
- i. Text, animation, picture and video graphics capability
- j. Dimming capability, automatic and scheduled; minimum 325 nit – 6,500 nits.
- k. Front accessible for service
- l. UV resistant to ensure long term vibrant coloring
- m. Operating Temperature range -30degrees to 120 degrees F
- n. Minimum 5 pre-programmed messages

D. SOFTWARE FEATURES AND FUNCTIONS (Digital Ground Sign)

- 1. Web-based application or Windows 98/XP/Windows 7/8
- 2. User friendly interface
- 2. Scheduling in 12 or 24 hour format
- 3. Scheduling system allows for scheduling over 12 months
- 4. Library functions saving messages, animations and graphics to disk.
- 5. Text and graphics can be added to the same frame
- 6. Monochrome graphics capability
- 7. A variety of font styles and sizes
- 8. Message compression for transmission to the sign. This reduces transmission time.
- 9. Real-time editing with ability to import graphic images and video files.
- 10. Accurate “what you see is what you get” display graphics ensures that what you see on the computer screen is what you see on the sign.
- 11. Time, temperature in degrees in C or F, day of the week, month, year and date can be added to any message.
- 12. Menu-guided control
- 13. Simultaneous display and edit capability
- 14. Automatic rebooting of system disk after power outage; system clock and calendar continues to function during power failure.

E. SUPPORT STRUCTURE (Digital Ground Sign)

- 1. Monument style support structure featuring brick or brick-like material (brick siding panel acceptable) to match the Greenville Area Recreation & Community Center, 900 E. Kent Rd., Greenville, MI 48838.
- 2. The support structure is designed and warranted to withstand wind loads of 155 mph
- 3. The support will be warranted for the lifetime of the purchasing organization against defects in workmanship and or materials.

F. MISCELLANEOUS SPECIFICATIONS

- 1. Bidder must include drawings of proposed sign and support structure.
- 2. Detailed colored drawings will be submitted to the City for written approval prior to construction.
- 3. Electric source will be provided by the City.
- 4. The City will remove the surrounding trees and brush and will perform surface preparation to level the surface area and bring the ground level to the height of the road (M-57).

G. TRAINING

- 1. Equipment and software training provided at installation.
- 2. Software manual and Web-based or in-person training to be included with 5-year unlimited phone support. .

END OF TECHNICAL SPECIFICATIONS

SECTION 4

RFP COMPLETION CHECKLIST

This checklist is a summary of some of the required components of the RFP. It is provided as a convenience to contractors, but is not intended to be all-inclusive or to imply acceptance or evidence of compliance by its use. It is the responsibility of the contractor to submit complete and compliant proposals.

- **Cover Letter**
- **Bid Form**
- **References**
- **Response to Project Scope**
- **Exceptions Requested**
- **Cost Proposal**

SECTION 5
BID FORM – GARCC Signage

For the GARCC Digital LED Marquee at the Greenville Area Recreation & Community Center in the City of Greenville, Michigan.

The undersigned, as bidder declares that:

- (1) (s)he has carefully examined the annexed advertisement for Proposals, Specifications, and forms for Contract therein mentioned;
- (2) (s)he has received, examined and taken into full account the provisions of Addenda Number _____, dated _____.
(if none, so state)
- (3) (s)he has familiarized himself with all Federal, State and local laws, ordinances, rules and regulations affecting the proposed Project;
- (4) (s)he has visited the sites of the work and made such independent investigations as he deems necessary; and (s)he has examined fully into the conditions, costs and expenses involved in the performance of the proposed work; and (s)he hereby proposes, and agrees that if this proposal is accepted (s)he will enter into contract with the City of Greenville to provide the necessary equipment, machinery, tools, power, labor, services, hauling, superintendence and all materials and things required for, and will do and perform all work of installation, construction and completion of the entire Project described in said Specifications, all in entire accordance with the requirements of the said Specifications, for the following prices.
- (5) The undersigned certifies that he/she has the authority to bind this company in an agreement to supply the services or commodity in accordance with all terms and conditions herein. Please type or print the information below. Respondent is REQUIRED to complete, sign and return this form with the submittal.

Company Name

Authorized Person (Print)

Address

Signature

City/State/Zip

Title

Telephone # Fax #

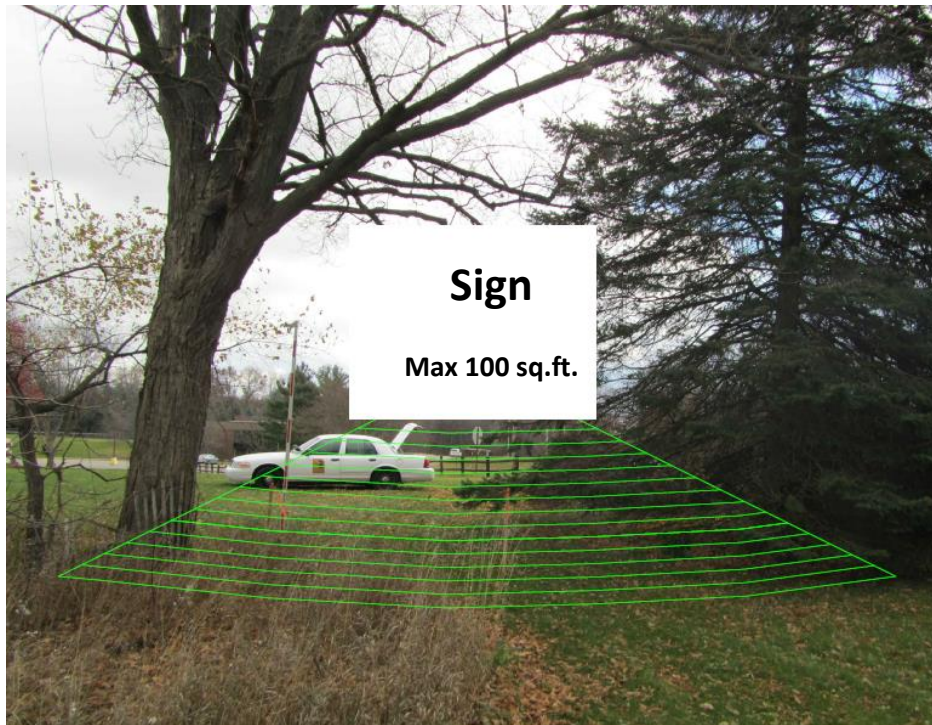
Date

Email

Tax ID #

ATTACHMENT A (page 1 of 3)
SITE IMAGES

Digital Ground Sign Site



Digital Ground Sign Site



ATTACHMENT A (page 3 of 3)
SITE IMAGES

Wall Mounted Identification Sign



**ATTACHMENT B
COST PROPOSAL**

SOFTWARE/TECHNOLOGY \$ _____

Detail what is included in this price and any additional costs or ongoing expenses.

HARDWARE

Digital Ground Sign

Electronic Messaging Center Unit Cost \$ _____ Warranty ____ yrs.

Sign - Unit Cost to include Cabinet and Support Structure

Option 1: Dimensional Letter with External Lighting

Option 1: Unit Cost \$ _____ Warranty ____ yrs.

Option 2: Dimensional Back Lit LED Letters

Option 2: Unit Cost \$ _____ Warranty ____ yrs.

Wall Mounted Sign

Option A: External Lighting Unit Cost \$ _____ Warranty ____ yrs.

Option B: Internal Lighting Unit Cost \$ _____ Warranty ____ yrs.

INSTALLATION

\$ _____