

REQUEST FOR PROPOSALS

**Community Electronic Message Sign
City of Bonney Lake, Washington**



Proposals are due September 29, 2017 at 12:00 p.m.

www.citybonneylake.org

Questions – Contact in writing:

Don Morrison, City Administrator

City of Bonney Lake

morrisond@ci.bonney-lake.wa.us

REQUEST FOR PROPOSALS

Community Electronic Message Sign

City of Bonney Lake, Washington

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SECTION I: REQUEST FOR PROPOSALS

Through this Request for Proposals ("RFP"), the City of Bonney Lake, Washington ("City"), requests proposals from qualified contractors for the purchase and installation of one new programmable, single faced digital electronic message sign ("New Sign") with a digital signage software ("Software") that will be used to manage the content displayed on the New Sign. The installation of the New Sign will be located at the intersection of SR 410 and Veterans Memorial Drive within the City's Central Business District ("CBD").

The location and the specific design of the support structure ("Cabinet") for the New Sign is shown in the attachment provided. The selected proposer will provide the City with the technical specifications of the New Sign.

The selected proposer will be invited to enter into an agreement with the City, in a form to be provided by the City ("Agreement"). The City Council has the ultimate authority to approve any proposal and to authorize execution of the Agreement.

SECTION II: KEY DATES

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| • Release of RFP | September 8, 2017 |
| • Written Questions Due from Proposers | September 15 |
| • Written Responses to Questions Posted on City Website | September 22 |
| • Proposal Due Date | September 29 |
| • Notification of Interviews (if needed) | October 6 |
| • Interviews | October 11 |
| • Preliminary Selection of Contractor | October 20 |
| • Draft Agreement Finalized | October 31 |
| • Award of Contract by City Council | November 7 |
| • Contractor to Commence Work | As Agreed/TBD |

SECTION III: PROJECT SCOPE & REQUIREMENTS

The City invites qualified contractors to submit proposals to: (i) construct and install one new programmable electronic message sign; (ii) furnish the Software; and (iii) coordinate with the City.

A. TECHNICAL SPECIFICATIONS OF NEW SIGN

The contractor must construct and install the New Sign in accordance with the following standards and requirements:

1. The contractor must provide a single-faced electronic message sign at a size appropriate for vehicular-scale use and legibility. The proposer should submit information on the different sizes of signs available and the City will determine which size it desires. The sign should be easily readable from two hundred and ten feet (210 ft./70 yards).
2. The New Sign must be illuminated using LED panels.
3. The New Sign should have a high definition television resolution.
4. The New Sign should have the ability to fluctuate the illumination that is emitting from the device.
5. The New Sign must be able to withstand temperatures ranging from -40°F to 140°F and rain, snow and other weather-related conditions.
6. Display requirements include:
 - A. The display areas should be capable of displaying alphanumeric text, three-dimensional graphics, animations, multiple font styles and traveling text, including photos and videos in a wide spectrum of colors.
 - 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 should be able to 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.

Pending coordination with the City, the contractor will need to establish a connection system to adhere the sign to an existing fracture-finish concrete wall at the intersection of SR 410 and 181st Street E. Electrical conduit and power are available to use to energize the single faced electronic message sign.

B. SOFTWARE

The Software used to display and manage content on the New Sign, and support services relating to the Software, must satisfy the following requirements:

1. The Software must operate on Windows 8.1/10 platforms or be browser or appliance-based.
2. The Software must allow users to program and manage messages and images for display on the LED panels of the New Sign via the Internet and wireless communication.
3. Software upgrades must be provided and performed at no additional charge for at least 5 years after the installation of the New Sign.

4. Training must be provided for at least 5 City staff members regarding the operation of the Software, either on-line or in person. The contractor must furnish the City user manuals regarding the operation of the Software.

C. WARRANTIES

1. Notwithstanding any manufactures' warranties, the proposer must provide at least a one year warranty on the New Sign and all work and services necessary to construct and install the New Sign, which warranty shall begin on the date the installation of the New Sign and Software are completed and accepted by the City.
2. Notwithstanding anything contained in Section III. C. 1 of this RFP, the proposer must warrant the LED panels and Software for at least five years, which warranty shall begin on the date the installation of the New Sign and Software are completed and accepted by the City.
3. Proposers must detail and provide pricing for any additional warranties that may be available to the City.
4. Proposers must provide details and pricing for a minimum 1-year, and maximum 3-year, renewable agreement for the performance of support and maintenance services that the City may purchase for the New Sign and Software.

SECTION IV: MINIMUM QUALIFICATIONS

The City encourages proposals from any proposers meeting the following minimum qualifications:

1. At least five years of experience providing and performing work and services similar to the work and services necessary to meet the requirements of this RFP;
2. Experience working with governmental agencies, including school districts.

In addition, proposers should:

1. Have an ability to meet the goals and objectives of this RFP;
2. Have the resources available to meeting the training and maintenance requirements;
3. Demonstrate an ability to provide detailed and accurate information concerning project activities, measure success, and report progress and outcomes on an ongoing basis.

SECTION V: SUBMITTAL REQUIREMENTS

All proposals must be signed by an authorized official. Proposals that contain omissions, erasures, alterations, conditional quotes, or that contain irregularities of any kind may be rejected.

The proposal should contain, without limitation, the following information at a minimum:

A. Contact Information

1. Name of firm and designated sales representative, including direct telephone number, cellular phone number and email; and
2. Office address, main telephone and fax numbers, and website address.

B. List of Qualifications, Certifications, and Required Licensing. The proposer shall describe its ability to satisfy the minimum requirements set forth in Section IV of this RFP.

C. Proposal and Fee Structure

1. Submit a thorough written plan for the installation of the New Sign; provision and implementation of the Software; all in accordance with this RFP. If any part of your proposal does not satisfy the requirements of this RFP, identify and explain the reason for the deviation.
2. Proposals shall be clear, straightforward, and not exceed 10 pages in length, excluding company brochures. Company brochures may be provided as attachments to the 10 pages referenced above.
3. Proposals should address the following questions:

Size and Placement of New Sign; Life span of New Sign; operational cost projections; warranties and post-installation maintenance and support

- i. The City needs expertise on determining the size of the new sign to meet the site specific conditions. The sign should be easily readable from two hundred and ten feet (210 ft./70 yards). What size would you propose with respect to the attached site photos and specified reading distance?
- ii. The City needs expertise on the mounting structure for the new sign. What would you propose with respect to the attached site photos?
- iii. The City expects a minimum life span of 15 years for this investment. What is the projected life span of your product?
- iv. What are your recommendations to the City in order to ensure such a life span?
- v. What kind of costs should the City anticipate over the 15-year life span?
- vi. What is the cost for any support beyond the initial warranty and initial service period? In other words, what are the costs for support that the City would incur that are not covered by the initial contract?

Contractor's experience with comparable LED sign projects

- i. Is there a sign in operation that is substantially similar to the New Sign you are proposing that would be practical for a City staff member to go see?
- ii. Will there be more than one company involved in this project? In other words, will the installing company also be the manufacturer(s) of the sign components? Describe any such partnerships.
- a. Quality and features of LED message panels and sign
 - i. How will you assure that only high quality commercial work will be provided?
 - ii. How are the proposed signs accessed for service?

- iii. Does the proposed sign have the ability to adjust brightness relative to ambient lighting conditions?
- iv. What are the available sign programming features, such as content management, hold time variations, transitions, scrolling, and timing, etc.?
- v. How long has this sign and equipment proposed been in production?
- b. Overall project cost. Proposals should include an itemized cost 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 the necessary training.
 - i. What are the prices for all work and services necessary to fulfill the RFP?
 - ii. What are the prices for each size of sign offered?
 - iii. Options should be proposed and priced as an alternative.
- c. Operating System and Software
 - i. What are the available tools to create and manage sign content?
 - ii. What kind of content can the sign management program accept? What kinds and formats of content will the system and sign support? What are the specific file formats supported?
 - iii. Can different signage software than that which you are proposing be used to manage the display of content on the proposed signs?
 - iv. Is the software that you are proposing appropriate for use by non-technical staff?
 - v. What kind of training and technical support would be appropriate for the Software you are proposing? If needed, how can the City obtain training and support after year 1? Will there be a cost?
 - vi. Does the Software and system you are proposing support multiple user IDs and one or more administrator accounts?
 - vii. How do remote users access the system?
 - viii. Does your system provide for an administrator who can approve, disapprove, or override submissions by others?
 - ix. The City has a requirement for the City to be able to override all other content in case of an emergency. How will your proposed solution address that?
 - x. Does your system keep a log of sign content changes, who made them, when they were made, and what the change was?
 - xi. Describe the capabilities of your proposed system to schedule the rotation of the content. Can the user or administrator control the duration?
 - xii. Is the system you are proposing scalable? Can it support multiple LED signs, should the City acquire more of them?
 - xiii. Are there minimum specifications that are required for the Internet connection to the system? What technology is required to connect the Software and control system to the New Signs?
 - xiv. What is the typical amount of down time, scheduled and unscheduled, that the City can expect from the operating system?

SECTION VI: EVALUATION OF PROPOSALS

A Review and Selection Committee ("Selection Committee") consisting of representatives of the City staff will review and evaluate all proposals. As part of the selection process, the Selection Committee may interview none, some, or all of the proposers for the Agreement. The Selection Committee will then make a recommendation to the City Administrator (CA) as to which proposer should be awarded the Agreement. The CA will then present the recommendation to the City Council for formal consideration. The results of the RFP process will be posted on the City's website at www.citybonneylake.org and all proposers will be notified by electronic mail.

The City reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether the proposal is selected.

The City reserves the right to make clarifications, corrections, or changes in this RFP at any time prior to the deadline for submission of proposals. Proposers should check the City's website for clarifications, corrections, or changes to the RFP.

SECTION VII: SUBMITTAL PROCEDURES

A. Questions and Clarifications:

All questions regarding this RFP should be directed in writing only to the following person:

Don Morrison
City Administrator
City of Bonney Lake
9002 Main Street E
Bonney Lake, Washington 98391
Email: morrisond@ci.bonney-lake.wa.us
Telephone: 253-447-4307

Questions will be accepted until 12:00 p.m. PST on September 15, 2017. All questions and responses will be compiled, posted on the City's website, and distributed to known prospective proposers by September 22, 2017.

All contacts regarding the proposal should be with the above-named individual only. Proposers should not contact other City staff or City officials.

B. Submission of RFP Proposals

Proposers must deliver one original and four hard copies of their completed proposals to the City Administrator at the address set forth above. The sealed proposal package and the outside cover of each proposal must state the RFP title and the proposer's name.

Proposals shall not exceed 10 pages in length, which page limit shall not include any company brochures or other attachments.

Proposals must be received at the office of the City Administrator no later than 12:00 p.m. PST, on September 29, 2017 ("Deadline"). Proposals will not be opened publically. Proposals submitted after the Deadline will not be opened. No oral, telephone, e-mail, or facsimile proposals will be considered.

Submission of a proposal indicates acceptance by the contractor of the conditions contained in this RFP unless clearly and specifically noted in the proposal submitted and confirmed in the subsequent Agreement between the City and the contractor selected.

C. Standard Terms and Conditions

Proposals submitted are offers only, and the decision to accept or reject is a function of quality, reliability, capability, reputation, and expertise of the firms submitting proposals. Issuance of this RFP does not obligate the City to pay any costs incurred by a proposer in its submission of a proposal or conducting any necessary studies or creating any necessary designs for the preparation of that proposal, or for procuring or contracting for the services to be furnished under this RFP.

A proposer may withdraw its proposal, either personally or by written request, at any time prior to the Deadline for submittals. No proposal shall be withdrawn for 60 days after the date set for opening proposals. Proposals shall be subject to acceptance during this period.

The City reserves the right to accept the proposal that is, in its judgment, the best and most favorable to the interests of the City and to the public; to reject the proposal with the lowest cost to the City; to accept any item of any proposal; to reject any and all proposals; and to waive irregularities and informalities in any proposal submitted or in the RFP process; provided, however, that the waiver of any prior defect or informality shall not be considered a waiver of any future or similar defect or informality. Firms should not rely upon, or anticipate, such waivers in submitting their proposal.

THE SUCCESSFUL CONTRACTOR WILL BE REQUIRED TO ENTER INTO THE CITY'S STANDARD CONSTRUCTION CONTRACT, AND WILL BE REQUIRED TO PAY INTALLERS PREVAILING WAGES PER WA STATE LAW UNLESS OTHERWISE EXEMPT.

SECTION VII: EXHIBIT A

