



REQUEST FOR PROPOSALS TOWNSHIP OF FRONT OF YONGE

Digital LED Sign

The Township of Front of Yonge is requesting proposals from qualified companies to provide options and prices to supply and install a two-sided Digital LED sign at the Township Municipal Office in Mallorytown.

Specifications and proposal guidelines are attached for your reference. The request for proposal will be awarded to the proposal deemed to be the most favourable to the interests of the Township. Front of Yonge Township reserves the right to waive informalities in or reject any or all proposals. The Township also reserves the right to negotiate scope and price with the selected company, without obligation to any other proposal. The Township of Front of Yonge shall not be obligated in any manner to any Proponent whatsoever until written agreement has been duly executed relating to a Council related proposal.

Questions related to this proposal may be directed to Jennifer Ault, Clerk at 613-923-2251 or admin@frontofyonge.com.

Proposals will be accepted up to **4:00 p.m., March 1, 2019** and must be submitted in a sealed opaque envelope and clearly marked "**RFP 2019 FOY Township LED Sign**" to the attention of:

Township of Front of Yonge
P.O. Box 130
1514 County Rd. 2
Mallorytown, ON K0E 1R0

INTRODUCTION

The Township of Front of Yonge invites proposals from qualified companies to provide options and prices to supply and install a permanent digital LED sign at 1514 County Rd. 2, Mallorytown, (Township of Front of Yonge Municipal Office).

Specifications:

- To provide and install a digital LED two-sided weatherproof sign that is mounted on two permanent posts.
- To provide a frame for the LED signs that would be esthetically pleasing.
- The system must include wireless data transfer capacity.
- The system must be compatible with existing windows based computer systems.
- The system must be capable of handling graphics and full colour.
- Must be able to provide necessary software training to Township staff.
- Must be a product of high quality and durability that can withstand extreme cold temperatures, is vandal resistant, user friendly, has parts that are easy to access and come with excellent service.
- Must be appropriate size and resolution to be clearly legible to drivers travelling by on County Rd. 2, taking into consideration;
 - Speed of traffic
 - Viewing distance
 - Sign height/elevation
 - Content
- Panels should be approx. 1.6m x 1m in size.
- A warranty of 5 years parts and 2 years labour.

Companies are required to be aware of the 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 interested companies shall use the available information as a basis for any proposal.

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

Form of Proposals

The proposal submission must be legible, written in ink, or typewritten. Proposals containing changes, erasures, overwriting, white-outs, cross-outs or strike outs which are not initialed by the proponent may not be accepted.

All proposals must be submitted with the following cost breakdown:

1. Panels
2. Support equipment, e.g. WI-FI radius, software
3. Sign frame (Township to supply locates)
4. Installation (Township to provide electrical supply)
5. Service costs (out of warranty)

Proposals will be accepted up to **4:00 pm, March 1, 2019** and must be submitted in a sealed opaque envelope and clearly marked **“RFP 2019 Front of Yonge LED Sign”**

**Township of Front of Yonge
P.O. Box 130
1514 County Rd. 2
Mallorytown, ON K0E 1R0**

Proposals shall not be submitted by e-mail or facsimile. Adjustments by e-mail facsimile, letter or otherwise to a proposal already submitted are permitted, providing that they do not reveal the value or details of the original proposal.

Companies may inquire into and clarify any requirements of this RFP. Inquires must be directed to Jennifer Ault, Clerk, Township of Front of Yonge, at admin@frontofyonge.com or 613-923-2251.

It is the company submitting the proposals' responsibility to clarify any details prior to submitting a proposal. The Township of Front of Yonge will assume no responsibility for any oral instruction or suggestion.

Please note that the proposals are not limited to the above items. Any additional information pertinent to the proposal shall be included.

Cost of Preparation of Proposals

Companies shall be solely responsible for their own expenses in preparation and submission of a proposal and in subsequent negotiations or clarifications, if any with the Township.

Evaluation of Proposals

In order to fully explore all available options, creative and imaginative proposals are encouraged. Proposals will not be evaluated solely on costs.

Selection of the successful proposal will be determined by the Township in its sole discretion to be the submission which is the most beneficial to the interests of the Township. All proposals will be evaluated for completeness and suitability.