

**AUGUSTA TOWNSHIP**



**REQUEST FOR PROPOSAL**

**CONTRACT NO. 2024-06**

**Supply and Installation of an Outdoor Electronic Sign**

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**Closing Date:** Friday April 26, 2024 at 2:00 pm

Any document submitted with respect to this RFP will be subject to the Municipal Freedom of Information and Protection of Privacy Act.

# AUGUSTA TOWNSHIP

## A. Introduction:

The Corporation of the Township of Augusta is inviting qualified vendors to submit proposals for an outdoor LED electronic Sign in front of the municipal office at 3560 County Road 26, Prescott ON, K0E 1T0.

## B. General Description of Project

The goal of this project is to obtain a solution for an outdoor LED electronic sign for conveying important public information and emergency alerts to the community.

As a result of the above, the Township of Augusta is issuing this Request for Proposal ("RFP") to identify qualified vendors for the design, supply, delivery, installation, software, maintenance/support and training for an outdoor colour LED Electronic Sign in front of the municipal office at 3560 County Road 26, Prescott, Ontario.

Preferred options for a new electronic sign:

- i. Option to leave the existing structure and just replace the existing electronic sign cabinet and replacing it with a same sized new cabinet. (This option must include logo portion); or
- ii. Option to replace entire structure with new pedestal or monument style signage with height suitable for traffic movement including the Augusta Logo and necessary footings, if can't use existing footings.

The Township recognizes that there are variances in products, digital technology in the outdoor electronic signage industry. The Township is open to suggestions for high quality, functional options made with durable materials.

## C. General Specifications:

The Township is seeking proposals with the following specifications:

- All weather durable materials and water and dust proof.
- Provide literature pertaining to the proposed signage.
- Light pollution control
- Pantone 3435 (green) and 7406 (yellow) logo and structure.
- Content Management to develop, schedule, update and display text and pictures/graphics.
- Double-Sided colour LED with minimum 10mm pitch and adequate for height and distance to road (approximately 50 ft) for traffic flow for text and pictures.
- Provide expected life span of LED Signage.
- CSA approved standards.

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### D. Scope of Work (for either option)

- Provide the most suitable option for high-quality double sided outdoor LED sign with features such as wireless connectivity, easy programmability, and energy efficiency that are suitable for public information and emergency alerting.
- Provide detailed design plans and specifications for the LED signs, ensuring compliance with local regulations and guidelines.
- Option i – Repaint post structure with green pantone 3435 and replace vinyl township logo sign with pantone 3435 background and writing in white with pantone 7406 for the wheat. New footings if required.
- Option ii – include required concrete footings and Township Logo signage with pantone 3435 background and writing in white with pantone 7406 for the wheat.. Sign removal by the township.
- Compatible operating software, wireless programming capabilities connected to Municipality operated computers. Required line of site and wifi distance). Outline any special set up requirements or prerequisites (phone line, power, wi-fi, networks unrelated to the internet). Remote broadcast communication with home VPN access capabilities a plus.
- Professional installation including Electrical compliance documentation, including CSA or UL certification and have Ontario Electrical Safety Authority certification inspection. (connect the sign to a power source and ensure proper electrical work).
- Ensure that the LED signs meet relevant industry standards for visibility and durability and light pollution control to avoid interference with traffic and lifestyle quality of surroundings.
- Conduct thorough testing of each LED sign to verify functionality and readability.
- Obtain any necessary permits for the installation of the signs. (Township shall provide the building permit and footing inspections).
- Train staff on how to operate and program the LED signs and provide user manuals for the LED sign. Indicate if on site or remotely.
- Provide a maintenance plan/procedures that includes regular inspections, cleaning, and repairs as needed. As a separate line item outside the scope of the sign cost.
- Offer technical support and troubleshooting assistance in case of issues with the LED signs. As a separate line item outside the scope of the sign cost.
- Maintain a warranty on the LED signs and provide details of warranty coverage.
- Provide a detailed project timeline outlining key milestones, including design approval, procurement, installation, testing, and maintenance schedules and availability of replacement parts.
- Submit a detailed and itemized budget proposal that includes all costs associated with the project, including supply, delivery, installation, electrical, ongoing maintenance/support and training.

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## E. Contact Information

Questions regarding this RFP shall be directed to:

Annette Simonian, Clerk  
Township of Augusta  
Telephone: 613-925-4231 x 105  
Fax: 613-925-3499  
Email: [asimonian@augusta.ca](mailto:asimonian@augusta.ca)

Deadline for questions: April 22, 2024 by 2:00pm

## Addendums

All questions and subsequent responses made prior to the deadline for questions will be issued as an addendum and posted on the website, MERX.

It is the proponent's sole responsibility to check the website for MERX for addendums prior to submission. No addendums will be issued within 48 hours prior to bid closing.

## F. Proposed Project Schedule

Issue Date	April 9, 2024
Deadline for Questions	April 22, 2024, 2:00pm
Deadline for Submission of Proposals	April 26, 2024, 2:00pm
Presentation of Proposals to Council	May 13, 2024
Awarding of Proposal	May 14, 2024

## G. RFP Submissions

Vendors interested in providing these services must prepare and submit a Proposal that includes:

- A recommendation/description of project design of an optimal an outdoor electric sign with the most cost effective and efficient options.
- Make recommendation for value added to achieve better functionality.
- Vendor/firm's contact of vendor/firm's representative that can make binding commitments for the firm.
- Company profile – description of the company and qualifications.
- 2 to 3 references with names and telephone numbers for services similar to those required in the RFP, preferably municipalities.
- Provide a detailed picture/drawing of the proposed system.
- Warranty information.
- Proposed timeline (work schedule) for complete installation and any milestones.

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- Itemized equipment, software, support and delivery costs submitted on the RFP form supplied properly signed and witnessed.
- All other potential costs for the proposed solution.
- Identify any portion of the scope of work that will be subcontracted. Include firm qualifications and key personnel, telephone number, and contact persons for all subcontractors. The Township reserves the right to approve or reject all subcontractors proposed by the vendor.

### Deadline and Delivery

Proposals shall be on the form supplied and submitted in a sealed envelope clearly marked with the RFP # 2024-06 to:

Township of Augusta  
3560 County Road 26  
Prescott, ON K0E 1T0  
Attention: Annette Simonian, Clerk

The deadline for a submission of a Proposal is April 26, 2024 at 2:00pm EST. Any Proposals received after the deadline date and time may be rejected.

**All submissions must be in original, hard copy form. (Facsimile, email or other forms of transmissions will not be accepted)**

### H. General Provisions

1. The proponent will be responsible for all permit requirements (ie service locates, engineering drawings, approvals and inspections) that are required to complete the work as per specifications.
2. Any building permits required will be supplied by the Township and footing inspections.
3. Notification five business days` prior to commencement of work.
4. The contractor is responsible for protection and security of materials stored on site.
5. Dispose of all rubbish and surplus materials and the contractor will leave the site in a neat and presentable condition.
6. The Township of Augusta will not be responsible in any way whatsoever for project material or the Contractor's equipment when placed at the site or during construction. The Township will assume responsibility for the project only after completion in all detail, the Contractor has vacated the site, and acceptance has been made by the Township.
7. Proof of CSA Standards met.
8. Electronic certification required.
9. The contractor shall always make provisions for the safe passage of vehicles and pedestrians around the area of work.

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### **I. Payment**

Full compensation for conforming to the requirements of this article shall be paid for at the contract lump sum price within 30 days of completion of work, less 10% holdback pending final approval of the satisfactory completion of the project.

### **J. Insurance:**

The vendor/firm shall procure and maintain, for the duration of this contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the vendor/firm, his/her agents, representatives, employees, or subcontractors. The cost of such insurance shall be paid by the vendor/firm. Insurance shall meet or exceed the following unless otherwise approved by the Township.

The Township shall have the right, but not the obligation of prohibiting vendor/firm (or any subcontractor) from entering the project site until such certificates in compliance with requirements have been received and approved by the Township.

Failure of the Township to obtain compliance with insurance requirements or identify deficiencies shall not be construed as a waiver of vendor/firm's obligation to maintain such insurance.

Insurance Requirements:

- i. Worker's Compensation coverage as required by the Province of Ontario.
- ii. Comprehensive or Commercial General Liability: \$5,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage.
- iii. Professional Liability Errors and Omissions: \$5,000,000.
- iv. Automobile Liability: \$5,000,000 combined single limit per accident for bodily injury and property damage.

### **K. Safety Equipment**

All contractors and all sub-contractors shall be appropriately trained, licensed and certified as required and shall comply with all applicable OH&S rules and regulations. requirement under the OH&S Act, including working from heights documentation. Contractor shall provide all necessary safety equipment and ensure that their crew and all sub-contractors used on the work use this safety equipment when working on this job. Contractor shall be held accountable for any infraction of safety rules.

### **L. Indemnity:**

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In addition to other standard contractual terms, the Township will require the selected vendor to comply with indemnification, hold harmless and insurance requirements.

- The Vendor shall indemnify and hold harmless the Township (including any of its bodies, agencies, Councils, associations, and their servants, agents, officers, directors, elected officials, successors, assigns, employees, and personal representative and each of them) from and against any loss resulting from negligence, claim, demand, damages, liability, and costs and permitted assigns. These provisions shall survive termination of any agreement resulting from this RFP.

### **M. Equal Opportunity**

The Township is an equal opportunity employer and requires all respondents to comply with policies and regulations concerning equal opportunity. The respondent, in the performance of this contract agrees not to discriminate in its employment due to an employee's or applicant's race, religion, national origin, ancestry, gender, sexual preference, age, physical handicap or any other characteristic protected by law.

### **N. Accessibility**

The Township is committed to and working toward ensuring municipal services are accessible to all. We strive to meet or exceed the standards set by the *Accessibility for Ontarians with Disabilities Act* ("AODA") which establish the rules established by the Province to help businesses and organizations identify, remove and prevent barriers to accessibility. The proponent is responsible to insure that all of its employees and sub-contractors for which the proponent is responsible are adequately trained.

### **O. Rights Reserved by the Township**

Under no circumstances will the Township consider a quote which is not received at the address given in the Invitation to quote, within the time prescribed, or not properly signed and sealed in an envelope.

The Township has the unqualified right to cancel the RFP, accept or reject any quote or all quotes, and to waive the formalities in any quote documents as the interest of the Township may require; without giving any reason for such action.

The Municipality reserves the right to modify any and all requirements stated in the RFP at anytime prior to the possible awarding of the contract.

The Municipality reserves the right to request specific requirements not adequately covered in their initial submission and clarify information contained in the RFP.

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The Municipality reserves the right to enter into negotiations with the selected Proponent. If these negotiations are not successfully concluded, the Municipality reserves the right to begin negotiations with the next selected Proponent.

If any question arises regarding meaning, intent or other matter required by the Contract, the question shall be decided by the Township.

All work performed by the Contractor shall be completed to the entire satisfaction of the Township.

Where the vendor becomes bankrupt or insolvent, delays commencing or diligently executing the work, abandons the work or has otherwise failed to perform any of the provisions of the Contract, the Township may, without previous notice and without process or suit of law, take the work out of the hands of the vendor/firm and have it completed by whatever means are considered necessary. In addition to any other remedy available in law or equity, the Township may use all monies due on the Contract to correct or complete the work.

### **P. Review and Evaluation Process**

Staff may request additional clarifying information from any or all vendors/firms that submit a Proposal during the review process.

An evaluation by the Township will be conducted and each proposal will be scored. Proposals will be evaluated on the basis of the following criteria:

i	Clarity and design (in conformance with instructions) (25%)	
ii	Company description (10%)	
iii	References (15%)	
iv	Timeline (work schedule) (25%)	
v	Budget/Cost (25%)	
	Total (100%)	

Following the review, a recommendation will be made to the Council on the selection of the vendor/firm determined to be the most qualified for the project.

### **Q. Accept or Reject Proposal**

The RFP does not commit the Township to award a contract and the Township reserves the right to accept or reject any or all proposals and recommendations and may waive minor errors or omissions in any proposal. The Township reserves the right to select a vendor/firm, who in and upon Township approval, provides the most advantageous solution and demonstrates their ability to provide the expected outcomes of the proposals that will best serve the interests of the Township. The Township of Augusta is not obligated to award the contract based on the lowest price or any other particular factor. The Township will not be



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liable or reimburse any firm for the costs they incur to prepare their proposals. All quotations are prepared at the sole risk and cost of the bidder.

The Bid shall be irrevocable for a period of thirty days following the date of Bid Closing.

### **R. Altered Bids**

A Bid may be altered by submitting another bid at any time up to the specified time and date for bid closing. The last bid received shall supersede and invalidate all Bids previously submitted by the Bidder for that Contract.

No information provided orally by the Township, or its staff shall be binding, nor shall it alter the requirements in any way.

### **S. Withdrawal of Proposals**

The Bidder may withdraw the Bid at any time up to the specified time and date for Bid closing by submitting a letter bearing the Bidder's signature to the Township Contract Administrator for this project. Faxes or telephone calls shall not be accepted.

### **T. Unbalanced Bids**

Bids that contain prices which appear to be so unbalanced that they may adversely affect the interests of the Township of Augusta may be rejected; each item bid shall be a reasonable price for such work.

### **U. Bids With Discrepancies**

Wherever the amount Bid for an item does not agree with the extension of the quantity and the unit price, the unit price shall govern, and the amount and the Total Bid Price shall be corrected accordingly.

Mathematical discrepancies shall be corrected by the Township of Augusta by appropriate means to arrive at the correct Total Bid Price. Where an error has been made in transferring an amount from one part of the Bid to another, the amount shown before transfer shall, subject to any corrections as provided for above, be taken to be correct, and the amount shown after transfer and the Total Bid Price shall be corrected accordingly.

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**FORM OF REQUEST FOR PROPOSAL  
RFP No.: 2024-06**

In accordance with the RFP documents, the vendor hereby offers the following prices:

<b>Item</b>		<b>Description of Work</b>	<b>HST</b>	<b>Total Price</b>

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Item		Description of Work	HST	Total Price
		<b>TOTAL</b>		

**NOTE: The Township, may at its discretion, award the contract in whole or in part based on the best interest of the Township.**

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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Name and Position (of person signing below)

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Vendor's Signature

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Witness

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Vendor's Address

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Contact Person

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Telephone

H.S.T. Number: \_\_\_\_\_

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Township of Augusta, Name and Position

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**MAILING LABEL:**

REQUEST FOR PROPOSAL FOR OUTDOOR ELECTRONIC  
SIGN

RFP 2024-06

COMPANY NAME: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

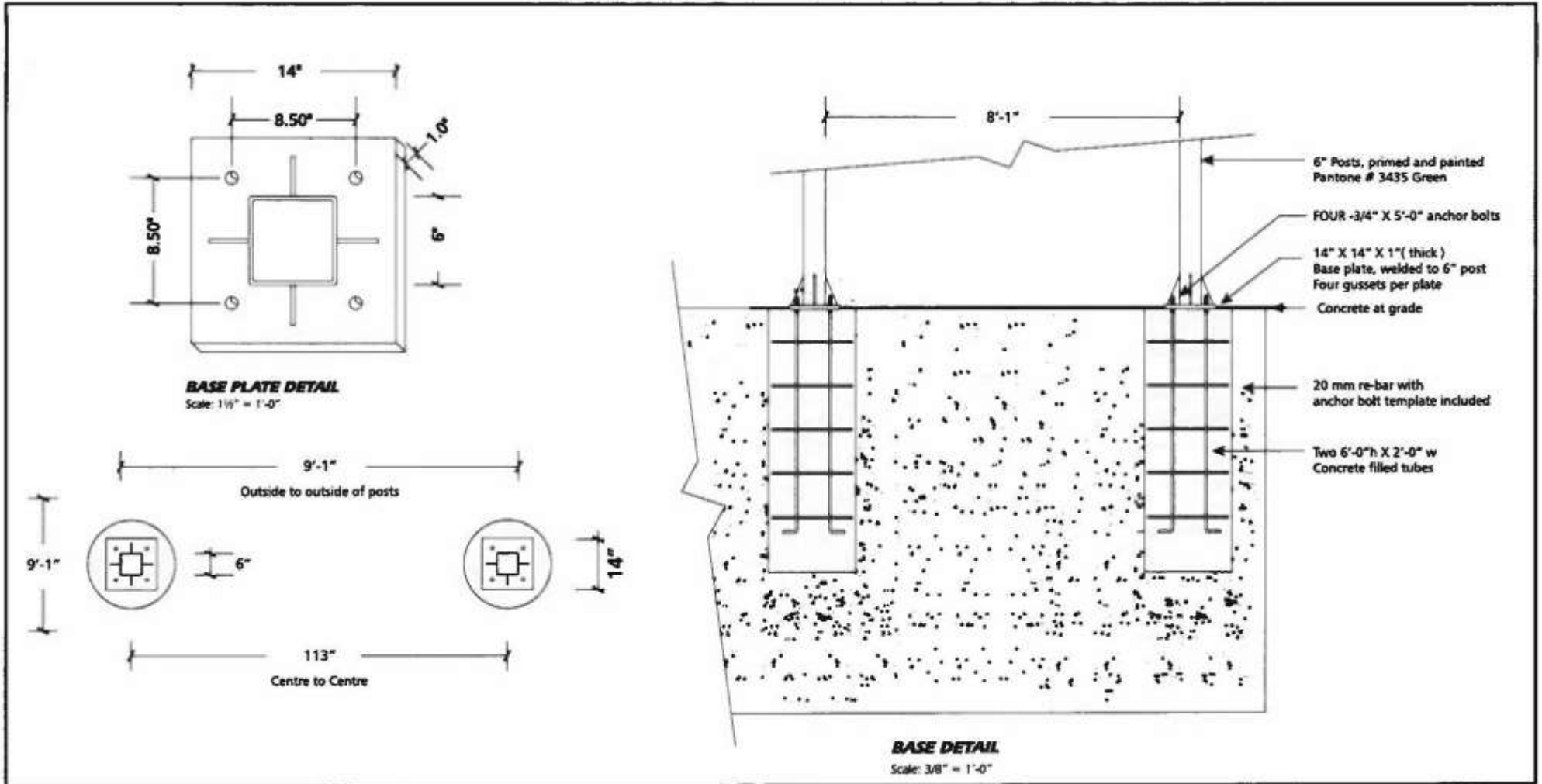
Mailing Address: \_\_\_\_\_

\_\_\_\_\_

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D/S Aluminum cabinet 42" h X 8'-1" w  
 3/16" White plexiglass face  
 1st surface translucent vinyl graphics  
 H.O. Ballasts and lamps

D/S Aluminum cabinet to house L.E.D system  
 StreetSmart electronic display board  
 LED Reader board size: 30" h X 7'-4" w X 9.875" d  
 D/S Aluminum cabinet size: 33" h X 8'-1" w X 26" d  
 Returns in .080 aluminum primed & painted PMS # 3435 green

- 6" X 6" Posts  
 Primed and painted to match PMS # 3435 Green

← approximately  
 50 Ft to road





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**SUPPLY AND INSTALLATION OF AN OUTDOOR ELECTRONIC SIGN:**

The **“Township of Augusta”**

(Hereinafter referred to as the **“Township”**)

and

\_\_\_\_\_

(Hereinafter referred to as the **“Vendor”**)

This agreement is for \_\_\_\_\_(Vendor) to design, supply and install an electronic sign at 3560 County Road 26, Prescott, ON. for the Tender amount of \$ \_\_\_\_\_ plus applicable taxes. All work will be performed in accordance with the Contract No. 2024-06.

Signed at Maynard this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**Township of Augusta:**

\_\_\_\_\_  
NAME & POSITION

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
NAME & POSITION

\_\_\_\_\_  
SIGNATURE

**Contractor:** \_\_\_\_\_

\_\_\_\_\_  
NAME & POSITION

\_\_\_\_\_  
SIGNATURE