



# **REQUEST FOR PROPOSAL**

## **Digital LED Signage**

**INGERSOLL, ONTARIO**

**November 13, 2019**

# REQUEST FOR PROPOSALS

## Digital LED Sign

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### Summary:

The Town of Ingersoll is requesting proposals from qualified firms to provide options and prices to supply and install a Digital LED sign for Dewan Park (corner of Thames St. S and Charles St. W. The scope of services includes the following: (1) sign design, (2) wireless data transfer capability and software to manage content on the screen (PC compatible), (3) installation including electricity (4) warranty, service and maintenance plan (5) vandalism protection mechanisms

Branding of the signage is to include the Town of Ingersoll logo with clock tower (above led screen), "Generously sponsored by" Unifor Local 88 logo (prominent below sign), GM CAMI Assembly logo (prominent below screen), "With additional support from" Ingersoll District Chamber of Commerce and Ingersoll Downtown BIA in text or logos below Unifor and CAMI logos.

### Key Dates:

- Proposals Due: Friday December 20, 2019  
Curtis Tighe, Economic Development Officer  
Town of  
Ingersoll  
130 Oxford Street, N5C 2V5  
Ingersoll, Ontario
- Pre-Submittal Meetings/  
Question Period: Meetings by appointment only – Detailed date and time.
- Award of Contract: Friday January 10, 2019

**Screening Committee:** Town employees from various departments

**Contact:** Curtis Tighe  
Economic Development Officer  
(519) 485-0120  
[business@ingersoll.ca](mailto:business@ingersoll.ca)

## ***TABLE OF CONTENTS***

<b>I.</b>	<b>INTRODUCTION</b>	<b>4</b>
<b>II.</b>	<b>PROJECT PURPOSE</b>	<b>4</b>
<b>III.</b>	<b>PROJECT DESCRIPTION</b>	<b>4</b>
<b>IV.</b>	<b>PERFORMANCE EXPECTATIONS</b>	<b>5</b>
<b>V.</b>	<b>SCOPE OF SERVICES</b>	<b>6</b>
<b>VI.</b>	<b>ORGANIZATION OF THE PROPOSAL</b>	<b>6</b>
<b>VII.</b>	<b>SUBMITTAL OF THE PROPOSAL</b>	<b>7</b>
<b>VIII.</b>	<b>PROPOSAL ACCEPTANCE</b>	<b>8</b>
<b>IX.</b>	<b>TOWN REQUIREMENTS</b>	<b>8</b>
<b>X.</b>	<b>TOWN CRITERIA FOR SELECTING A CONSULTANT</b>	<b>9</b>
<b>XI.</b>	<b>SELECTION PROCESS</b>	<b>9</b>
<b>XII.</b>	<b>LIMITATIONS</b>	<b>10</b>
<b>XIII.</b>	<b>WORK SAFETY &amp; INSURANCE BOARD (WSIB)</b>	<b>10</b>
<b>XIV.</b>	<b>ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES (AODA)</b>	<b>11</b>
<b>XV.</b>	<b>ATTACHMENTS</b>	<b>12</b>

# Digital LED Signage

## PROFESSIONAL SERVICES REQUEST FOR PROPOSALS

### I. INTRODUCTION

The Town of Ingersoll (“Town”) is seeking proposals from qualified respondents interested in providing the services as described in this request for proposals (“RFP”).

### II. PROJECT PURPOSE

The primary purpose of the Digital LED Sign is to promote events and activities throughout the Town of Ingersoll.

### III. PROJECT DESCRIPTION

Through a generous donation from Unifor Local 88 and GM CAMI Assembly and additional support from the Ingersoll District Chamber of Commerce and Ingersoll Downtown BIA, the Town is interested in purchasing a fully functioning and installed, LED sign to promote local activities and events.

The sign will be installed in Dewan Park at the corner of Thames St. S and Charles St. W. A map of the location is attached. It is expected the sign will be viewed from vehicle and pedestrian traffic heading west on Charles Street and North on Thames Street. Content for the sign will be controlled from Ingersoll Town Hall at 130 Oxford Street, 2<sup>nd</sup> Floor.

The proponent will be responsible to include options and pricing for the sign that includes branding. Branding of the signage is to include the Town of Ingersoll logo with clock tower (above LED screen, full width), “Generously sponsored by” Unifor Local 88 logo (prominent below sign 50% of width of sign), GM CAMI Assembly logo (prominent below screen 50% width of sign), “With additional support from” Ingersoll District Chamber of Commerce and Ingersoll Downtown BIA in text or logos below Unifor and CAMI logos.

The proponent must consider the following:

- Speed Limit of traffic
- Lanes of traffic
- Viewing distance
- Sign/height elevation
- Content

The proposing firm must ensure the sign is installed and meets all requirements of any by-laws or laws and meets any engineering specifications and other requirements. The sign must be installed and fully functioning including electricity. Any permits or other requirements are the responsibility of the proponent.

The proponent must include PC based software with remote connectivity to ensure the sign content can be controlled from Ingersoll Town Hall (130 Oxford Street, 2<sup>nd</sup> Floor). This shall include training of Town staff to use the software. The software and connection to the sign must be secure to ensure only Town staff or assignees can control the content of the sign.

Proponents are also to include a maintenance plan and warranty for the sign and provide full details of both for Town staff's consideration.

Proponents are welcome to include any other value propositions for the Town to consider as part of this project.

#### **IV. PERFORMANCE EXPECTATIONS**

##### **Aesthetics**

The sign including logos and an LED screen must be of high quality and visually appealing.

##### **Security**

Proposed equipment must offer the latest security methods utilizing industry-standard technologies. The system must be upgradeable by way of firmware, software, or ROM upgrades as new security technologies are standardized.

##### **Performance and Reliability**

Any implemented sign should maintain a minimum of 95% uptime. Proponents should include in their proposal a mechanism to notify Town staff when the sign is not functioning.

##### **Physical Requirements**

All outdoor equipment must operate in an ambient temperature range of -40 degrees to +50 degrees Celsius, have enclosure and cable connections that are weatherproof and able to withstand shock and vibration and high wind speeds. The sign must be designed and installed in order to ensure safety and reduce opportunities for vandalism. All bases and supports will need to be engineered and meet requirements of the Town's Chief Building Official.

##### **Display Requirements**

Display must be capable of displaying picture, text and video with a minimum of 20 FPS. Display must have a pixel pitch of 8mm or lower.

### **Orientation**

The sign shall be installed in Dewan Park (Thames St. S and Charles St. W) and be able to be viewed from traffic and pedestrians heading West on Charles Street and North on Thames Street.

### **Warranty and Post Implementation Support**

The proposing firm will provide manufacturer and vendor warranties on equipment and installation services covering firmware, hardware and software.

## **V. SCOPE OF SERVICES**

Vendors must submit a detailed scope of work outlining the project plan, tasks, and milestone events. In general, the Town anticipates a “turn-key” full-service process. To that end, services are expected to include, at a minimum, the following:

- Sign design.
- All necessary equipment including remote access to control sign content and software
- Suitable location for installation. (Please note: the selected bidder will be required to work with, and receive approval from, the Town’s Public Works and other departments for the installation. Further, the Town will provide assistance in receiving necessary permits and meeting any other requirements)
- All installation services for all equipment (The vendor will be responsible for securing any required permits, if applicable; these may be no-fee permits)
- All necessary software and latest firmware updates.
- All necessary testing to assure acceptable service to control sign content.
- Provision and management of the manufacturer’s warranty.
- Necessary training to Town staff.
- Post-installation support, as needed.

## **VI. ORGANIZATION OF THE PROPOSAL**

The organization of the proposed scope of work is described in this section. The proposal shall include any material that the proposing firm believes will aid in determining its qualifications for the project. The following guidelines must be followed by all potential consultants.

### **1. General Provisions**

Responses to this RFP must include the following information:

- The name, address and telephone number of the proposing firm.
- A summary of the firm’s experience completing similar projects. Please provide examples of the design, equipment and results of these projects. Also include any names, addresses and phone numbers of clients involved with these projects.

- Detailed work plan describing the firm’s approach to design, installation, testing and training. The description should, at a minimum, include a listing of manufacturers, including model numbers for proposed equipment, subcontractors, and a project schedule.
- Detailed warranty and support information.
- Detailed designs with detailed quotes including **all** costs associated (sign, installation, software, training, warranty, extended support, etc.).
- Propose vandalism prevention/reduction mechanisms.
- Detail timelines of installation and when the sign will be fully functioning.

## **2. Supplemental Materials**

Vendors may provide any supplemental information or material not specifically required. Additional material may include the following:

3. Additional reports, photos and/or descriptions of similar projects the firm has completed.
4. Promotional material describing your firm and its services.
5. Additional references.
6. Manufacturer literature.

## **3. Sub-consultants**

List all sub-consultants proposed for this project.

# **VII. SUBMITTAL OF THE PROPOSAL**

- A. Proposals may be submitted in an electronic Portable Document Format (PDF) or one original (reproducible and submitted in loose-leaf, letter sized 8.5” x 11” format, with numbered pages). The proposal must be received by Town of Ingersoll, by 4:30pm on Friday December 20, 2019. Faxes will not be accepted. Electronic submissions can be sent via e-mail to [business@ingersoll.ca](mailto:business@ingersoll.ca).
- B. All proposals, as well as any modifications, received at the Town after the hour and date specified above, will not be accepted. Postmarks are not accepted. All proposals will become the property of the Town, and will not be returned.
- C. The proposal shall be signed by an officer or officers authorized to execute legal documents on behalf of the Proposer and shall contain a statement to the effect that the proposal is a firm offer for a 60-day period.

## VIII. PROPOSAL ACCEPTANCE

Primary consideration will be given to the general appropriateness and adequacy of the proposal, the technical competence and creative ability of the consultants (as described in the proposal), and the firm's willingness to work closely with Town staff. The Town reserves the right to reject all proposals that are inappropriate or inadequate.

The following will be cause for the rejection of proposals:

1. Proposal not signed.
2. Proof of Insurance not attached to proposal.

## IX. TOWN REQUIREMENTS

The contract will be awarded only to a responsible consultant. To qualify, a prospective consultant must meet the following standards, as they pertain to this Request for Proposals.

- A. The Consultant must have adequate technical and financial resources and equipment for performance, or have the ability to obtain and to manage such resources and equipment as required during the performance period of the proposed contract.
- B. The Consultant must have the necessary experience, organization, technical qualifications, skills and facilities or have the ability to obtain and to manage them (including any sub-consultant requirements).
- C. The Consultant must be able to comply with the proposed or required performance schedule.
- D. The Consultant must have a satisfactory record of contractual performance.
- E. The Consultant must maintain the auditable records, documents and papers for inspection by authorized Town representatives.
- F. Each consultant firm must be able to provide insurance coverage as follows in conformance with the Town's requirements:

1. General Liability Insurance	\$5,000,000
2. Automobile Insurance	\$2,000,000
3. Environmental Impairment Liability	\$2,000,000
4. Professional Errors and Omissions Insurance	\$2,000,000
- G. The Consultant must be otherwise qualified and eligible to receive an award under all applicable laws and regulations.

**All Bidders must provide the Town, at their cost, a certified copy of a Liability Insurance policy covering Public Liability and Property Damage for no less than the minimum amounts stated above to the satisfaction of the Town and in force for the entire contract period. The policy must contain:**

1. The Bidder, its employees and consultants as insureds. The Town and such entities as directed shall be adding as additional insureds.

2. A blanket Contractual Liability and Cross Liability endorsements.
3. An endorsement certifying the Town as an additional named insured.
4. An endorsement to the effect that the policy will not be altered, cancelled or allowed to lapse without thirty (30) days prior written notice to the Town.

## **X. TOWN CRITERIA FOR SELECTING A CONSULTANT**

The Town's criteria in selecting a consultant will include but is not limited to:

- The firm's background and capabilities, including history and areas of specialization, or particular expertise.
- The background of the individuals who will do the actual design work and who will work with the Town.
- The relevant experience of the lead person for each firm on the project.
- The firm's expertise with similar projects.
- The firm's expertise in providing accurate and timely cost estimates.
- The firm's ability to provide a design that meets the Town's defined needs.
- The firm's ability to meet the Town's schedule.
- The firm's ability to meet minimum guaranteed performance requirements and reliability.
- The firm's design of scalability or the seamless ability to easily increase capacity and coverage areas.
- The firm's ability to maintain the sign.
- Cost of the sign.

## **XI. SELECTION PROCESS**

Vendors are invited to schedule a voluntary pre-submittal meeting with Town staff. The meetings will provide an opportunity for vendors to ask questions and view the site of installation. All proposals are due on Friday December 20, 2019.

A Committee of Town staff will review the proposals and select firms to be interviewed. It is anticipated the same Committee will be present at the interview (if required).

Interviews, if required, will be scheduled to take place at a later date. The Town will review and approve the Contract for Services. The Consultant will begin work following the signing of the Contract and filing of appropriate paperwork with the Town.

## **XII. LIMITATIONS**

- A. All reports and pertinent data or materials shall be the sole property of the Town, and may not be used or reproduced in any form without the explicit written permission of the Town.
- B. The Town reserves the right to extend the time allotted for the proposal to examine verbally the bidder in person, and to request a best and final offer, should the Town deem that it is in its best interests to do so.
- C. This Request for Proposals does not commit the Town to award a contract, or to pay any costs incurred in the preparation of the proposal. The Town reserves the right to accept or reject any or all proposals received as a result of this Request for Proposals, to negotiate with any qualified consultant, or to cancel this request in part or in its entirety. The Town may require the selected Consultant to participate in negotiations and to submit such technical, price, or other revisions to their proposal as may result from negotiations

## **XIII. WORK SAFETY & INSURANCE BOARD (WSIB)**

The Town takes pride in the commitment of our employees and contractors, and will take the necessary steps to ensure Health & Safety on all projects.

All applicable current health and safety legislation and environmental legislation and regulations are considered the minimum requirements that the Bidder(s) must meet. The Bidder(s) must ensure that all of their employees and sub-contractors have safety training and certifications equal to, or exceeding, the requirements set forth in the current Occupational Health and Safety Act and current regulations.

**The Successful Bidder(s) shall provide the Town a valid WSIB Clearance Certificate.**

#### **XIV. ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES (AODA)**

The Accessibility for Ontarians with Disabilities Act was passed in 2005 and its goal is to have a fully accessible Ontario by 2025. As part of that goal, Ontario Regulation 429/07, also known as the Accessibility Standards for Customer Service was enacted. A provision of this regulation is that all municipalities and their suppliers and contractors will comply with the requirements of the regulation by January 1, 2010.

As well, Section 7 of Ontario Regulation 191/11, Integrated Accessibility Standards Regulation requires persons who provide goods, services or facilities on behalf of the Town ensure training on the Integrated Accessibility Standards Regulation and the Human Rights Code as they pertain to persons with disabilities. The Province of Ontario has developed an Access Forward AODA Integrated Accessibility Standards Regulation Training that can be taken online at any time.

In order to comply, the Bidder(s), its employees and consultants must have completed the training in accordance with the regulations and must be able to provide proof that training has occurred. By signing the Form of Proposal, the Bidder(s) certify that their companies are compliant and the Bidder(s) is able to provide proof of training.

- A. Either party may terminate the Contract by giving the other party sixty (60) calendar day's written notice, giving reasons acceptable to the other. A period of less than (60) calendar days to terminate the contract may be negotiable if mutually agreeable among the parties involved in the contract.
- B. Failure to maintain the required documentation during the term of this contract may result in suspension of the work activities and/or cancellation of the contract.

**I. ATTACHMENT**

1. Map of Dewan Park

