



TOWNSHIP OF FARADAY

REQUEST FOR PROPOSAL

FOR

**SUPPLY AND INSTALLATION OF DIGITAL LED SIGNAGE
AT FARADAY COMMUNITY CENTRE**

**REQUEST FOR PROPOSAL #2023-03
FULL DETAILS AVAILABLE AT WWW.FARADAY.CA**

**Will be received at the Township of Faraday Municipal Office, 29860A Hwy 28 S.,
Bancroft, Ontario, K0L 1C0 or by email to clerk@faraday.ca until:**

WEDNESDAY, OCTOBER 25, 2023 BY 2:00 p.m.

Lowest or any quotation not necessarily accepted.

**For Further Information Please Contact:
Bernice Crocker, Acting Clerk (613) 332-3638
Township of Faraday
29860A Hwy 28 S
Bancroft, Ontario K0L 1C0**



REQUEST FOR PROPOSAL

The Township of Faraday is requesting proposals from qualified companies to provide options and prices to supply and install Digital LED signage at the Faraday Community Centre.

This document is available through the Township of Faraday website at www.faraday.ca. The Proponent is solely responsible for ensuring any addenda are downloaded, reviewed, and included in their bid.

The job will be awarded to the proposal deemed to be the most favourable to the interests of the Township of Faraday. The Township of Faraday reserves the right to waive informalities in or reject any or all proposals. The Township of Faraday reserves the right to negotiate scope and price with the selected preferred proponent without obligation to any other proponent. The Township of Faraday shall not be obligated in any manner to any Proponent whatsoever until a written agreement has been duly executed relating to Council approval. Questions regarding the project may be directed to:

Bernice Crocker, Acting Clerk at 613-332-3638, extension 12.

Proposals will be accepted up to 2:00 p.m. local time October 25th, 2023.

Proposals must be submitted in a sealed envelope and clearly marked "DIGITAL LED SIGNAGE" to the attention of:

Bernice Crocker, Acting Clerk
Township of Faraday
29860A Highway 28 S
BANCROFT, ON K0L 1C0
RFP DIGITAL LED SIGNAGE

INTRODUCTION

The Township of Faraday invites proposals from qualified companies to provide options and prices to supply and install one (1) permanent digital LED sign located at the Community Centre at 13 Lower Faraday Road.

SPECIFICATIONS

To provide and install one (1) digital LED weatherproof sign mounted on permanent posts. (Proponents to make site visit to determine area suitable for new sign. The system must include wireless (cellular) data transfer capability and must be compatible with existing Windows based computer systems. All software and training must be provided to required Staff.

Must be a product of high quality and durability that can withstand extreme cold and warm temperatures, extreme variations in temperature, be vandal resistant, user friendly, and have easily accessible parts. Support and warranty must also be provided, including terms.

Must be appropriate size consisting of:

- Double-sided LED full coloured outdoor sign, 32" height x 88" width,;
- Resolution: 80H x 224W;
- Brightness: 6,500 units
- ETL certification
- 3 year warranty
- Auto light sensor
- Wireless control

The proponent will need to supply and install two (2)-10 foot steel posts, painted black for installation purposes.

Sign to be clearly legible to drivers travelling on Highway 28 and must take into consideration:

Speed Limit of Traffic

Lanes of Traffic

Viewing distance

Sign/height elevation

Content

Proponents are required to determine existing conditions of the site and make the appropriate allowances when preparing and submitting a proposal. The information provided is the best available at the time proposals are solicited and proposals shall use the available information as a basis for any proposal. The proponent shall allow for any conditions deemed reasonable and appropriate for the performance of the work as outlined in the Request for Proposals and incorporate such reasonable allowances in the proposal.

All proposals received by the Clerk become the property of the Township of Faraday and as such are subject to the *Municipal Freedom of Information and Protection of Privacy Act*.

A proposal, whether or not it has been accepted and any rights thereunder, shall not be reassigned by the proponent without the prior written consent of the Township of Faraday. Any such re-assignment shall not, under any circumstances, relieve the proponent of any liabilities and obligations under the Proposal.

FORM OF PROPOSALS

The proposal submission must be legible, written in ink or typewritten. Proposals containing changes, erasures, overwriting, white-outs, cross-outs which are not initialed by the proponent may not be accepted. Proposals will be accepted up to **2:00 p.m. (local time) October 18th, 2023**.

Proposals must be submitted in a sealed envelope and clearly marked “**DIGITAL LED SIGNAGE**” to the attention of:

Bernice Crocker, Acting Clerk
Township of Faraday
29860A Highway 28 S
BANCROFT, ON K0L 1C0

Proposals shall not be submitted by email or fax. Adjustments by emails, letter or otherwise to a proposal already submitted are permitted, providing they do not reveal the value or details of the original proposal and are received prior to the submission deadline.

Proponents may inquire into and clarify any details prior to submitting a proposal. The Township of Faraday will assume no responsibility for any oral instruction or suggestion. Any additional information pertinent to the proposal should be included.

OMISSIONS AND DISCREPANCIES

If the proponent finds discrepancies in, or omissions from the proposal documents or is in doubt of their meaning, they should advise the Township of Faraday immediately.

Responses, if not already addressed in the RFP, will be addressed in the form of addendum if required. No oral interpretations will be effective to modify any provisions of the Proposal, unless a written addendum has been issued by the Clerk, prior to the advertised close date and time.

PROCESSING OF PROPOSALS

On receipt by the Township of Faraday Clerk of the properly sealed envelopes delivered by or on behalf of a proponent, envelopes will be marked as to time and date of receipt and envelope will be retained unopened until the opening of all proposals after the deadline.

Township of Faraday Staff may clarify any aspect of a proposal with the proponent at any time after the proposal has been opened. Any such clarification will not alter the proposal or constitute as a negotiation or renegotiation of the proposal. The Township of Faraday is not required to clarify any part of a proposal. Proposals must contain sufficient detail to support the project being

proposed. Incomplete submissions may not be considered. Any clarification of a proposal by a proponent shall not be effective until confirmation has been delivered in writing. In conducting clarification/discussion with proponents, there shall be no disclosure of any information derived from proposals from competing proponents.

The Township of Faraday may make all necessary corrections to any proposal which is in error through an addition or extension, the corrected value prevailing.

The successful proponent will be notified after the Township of Faraday has reviewed and approved the proposals. The issues of this RFP in no way implies the Township of Faraday will proceed with an order or contract and will not reimburse any proponent for any costs incurred in preparing, submitting and presenting a proposal.

The successful proponent shall be required to enter into an Agreement with the Township of Faraday, the execution of which shall be a condition of final and bind acceptance of the preferred proposal, and such Agreement shall incorporate the proponent's proposal as performance and implementation criteria.

GENERAL REQUIREMENTS

All pricing proposed must have applicable permits, fees, licenses and other ancillary costs included in the pricing.

The proposal submission is irrevocable and open for acceptance by the Township of Faraday until sixty (60) days after the closing of the proposal.

ADDENDA

All responses to questions raised during the RFP period will be posted on the Township of Faraday's website by means of written addenda.

NOT A TENDER

This is a Request for Proposal and not a tender call. No contractual, tort or other legal obligations are created or imposed on the Township of Faraday, or any other individual, officer or employee of the Township of Faraday by the Request for Proposal documents or by submission or consideration on any proposal by the Township of Faraday.

COST OF PREPARATION OF A PROPOSAL

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

EVALUATION PROCESS

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

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

RIGHT TO CANCEL

The Township of Faraday, in its sole discretion, reserves the right to cancel this RFP at any point in time until a resolution of Council to accept the successful proposal is passed. The Township of Faraday and its agents will not be held liable for any expenses that may have been incurred by the contractor or its agents or affiliates for this RFP should an Agreement not occur.

APPENDIX A LOCATION

Township of Faraday Community Centre – 13 Lower Faraday Road, Bancroft, Ontario.
Coordinates: 45.00340N 77.93457W. The sign will be erected at a suitable location on this property.

<https://earth.google.com/web/search/13+Lower+Faraday+Road,+Faraday,+ON/@45.00353,-77.9345699,350.61947505a,720.80741568d,35y,0h,45t,0r/data=Co0BGmMSXQolMHg0Y2Q0NjNkMTVIMmZiMzcxOjB4ZTlhMTdhNGVmM2E3NTFjOBkGR8mrc4BGQCHdFEX-z3tTwCoiMTMgTG93ZXlgRmFyYWRheSBSb2FkLCBGYXJhZGF5LCBPTHgDIAEiJgokCUku484RdjZAEUcu484RdjbAGflgHbu1rD1AIdpkOawVzVLAKAI>

APPENDIX B - TERMS OF REFERENCE

1. INTRODUCTION

The Township of Faraday is seeking a proposal to supply and install one (1) full-colour light-emitting diode (LED) display (including new sign framing and attractive cladding) installed at the Faraday Community Centre at 13 Lower Faraday Road, Bancroft, Ontario.

This Request for Proposal (RFP) is being issued primarily as a means of securing a sign contractor with expert knowledge of digital display systems, general sign installation techniques, and can provide training and technical support themselves or through the manufacturer/proposal partner.

2. GENERAL SCOPE OF SERVICES

The contractor will use the existing electrical service for the new sign OR include the cost to upgrade the service to suit their solution in their proposal.

The contractor will supply one (1) double-sided LED digital display including all material and equipment to control the sign and will provide an online support program to assist the Township of Faraday.

3. DESCRIPTION OF PROPOSED SERVICES AND DELIVERABLES

1. The work will include, but is not limited to:

- a. Supply and installation of one (1) full-colour LED display and associated framing at the location identified in the map in Appendix A; designed by the contractor to support the LED Display.
- b. Supply and installation of all LED display controls and associated control wiring required for the correct operation of the LED display.
- c. Supply and installation of cellular connected remote access for the purposes of programming sign messaging.
- d. Supply and installation of electrical wiring, transformers, surge protection to existing 200A (or proposed upgraded) power supply at Faraday Community Centre.
- e. Onsite training of multiple Staff members and a minimum one (1) year after sales support via phone/online/in person OR a combination of all three (3).

2. LED Digital Display Quality Assurance

- a. The LED display shall be U.L. (Underwriters Laboratory) and C.U.L. (Underwriters Laboratory of Canada) approved, provide equipment that is N.E.C. (National Electrical Code) compliant, F.C.C. (Federal Communications Commission) class A compliant.
3. LED Digital Display: Products
- a. The display housing's outside dimensions shall conform to the size of the sign.
 - b. The display system shall meet a minimum of IP65/67 Protection Marking Level (standards for dust and water resistance).
 - c. The display system shall not be impacted by electromagnetic interference, including those from nearby power lines, transformers.
 - d. Hydro service will need to be connected from the 200A power supply at the Faraday Community Centre to the sign location site. Please include the scope of work to complete the electrical service upgrade.
 - e. All distribution wiring for the different sign components will be the responsibility of the contractor.
 - f. The front face construction shall be constructed in such a manner that the display is readable, including providing high contrast, low sunlight reflection and durability in all weather and site conditions.
 - g. The front face shall provide water shedding ability, water tightness through weather stripping around the module and a self-sealing latching mechanism and shall meet IP65/67 (International Protection Marking Level 65/67) standards for dust and water resistance.
4. The LED Display frame shall include the following:
- a. The display frame shall be installed at location identified by Staff at the Faraday Community Centre grounds.
 - b. Any exposed foundation or structure should be attractively cladded in weather resistant material or coating.
 - c. The sign and header should be mounted at an appropriate height to be visible to traffic travelling along the Road and protected from any damage.
5. LED Digital Sign Display Components
- a. LED display modules for including in the sign shall be constructed for good readability, long life, and ease of service. Without limiting the generality of the foregoing, each display module shall be constructed as follow:

- i. De-soldering shall not be required for removal and replacement of modules.
- ii. All modules in the displays shall be identical in construction and interchangeable throughout the display.
- iii. All module rows shall include louvers for sunlight shading and enhanced contrast.
- iv. The distance from the centre of one (1) line of pixels to the centre of all adjacent lines shall be (16 mm) both horizontally and vertically.

6. LED Display and Controller Power Supply

- a. One (1) regulated, auto-ranging AC to DC power supply per module shall power the LED modules and protect the LED pixel, LED display, and driver circuitry in the event of power spikes or surges.
- b. Failure of one (1) power supply shall cause no more than one (1) individual module to go blank; and
- c. Each power supply and its connectors shall be fully sealed to protect from corrosive environmental factors.
- d. The internal wiring for the LED display shall be in accordance with the following:
 - i. Wiring for LED display modules and other internal components shall be installed in the housing in a neat and professional manner;
 - ii. Wiring shall not impede the removal of display modules, power supplies or other display or connectivity components;
 - iii. Wires shall not make contact with sharp metal edges;
 - iv. Module power and signal wiring shall be cut to length, labelled and installed such that it is not possible to connect a module to the wrong set of wires;
 - v. All wiring shall conform to the National Electric Code;
 - vi. The contractor shall be responsible for supplying and installing all electrical spikes and transients' voltage regulation;
 - vii. The LED display manufacturer shall provide an earth ground lug in the display. The contractor shall ensure that all grounding is completed in accordance with the manufacturer's requirements.

7. LED Digital Sign Specifications

- a. The display capability of the sign shall be in accordance with the following:
 - i. The LED display shall be capable of presenting continuous, uniform and unbroken messages.
 - ii. The LED display shall be full colour/R.G.B. (Red Green Blue).
 - iii. The centres of all adjacent rows and columns shall be equally spaced to provide a pixel pitch of 16 mm.
 - iv. The LED display shall be capable of displaying messages composed of any combination of alphanumeric text and graphic images and video files.
 - v. The LED display shall be capable of displaying video files having a minimum of 60 frames per second playback.
 - vi. The LED display images shall be visible at all times of day under all weather conditions including at dawn and dusk, when sunlit directly or backlit.

8. Controller Specifications

- a. The controller shall be able to run independently from the controlling computer allowing the display to operate even when the computer is unhooked or turned off.
- b. Communication protocol shall support other products from the vendor of the control system such as other outdoor or indoor displays of varying sizes and/or colours.
- c. The controller shall be capable of operating via Cellular based connection.
- d. The controller shall be connected to a light sensor allowing the LED display to automatically adjust brightness according to display direction and lighting conditions.
- e. Active presentations, stored presentations, schedules, display configuration, time and date shall be stored in non-volatile memory, and no external power or battery backup will be required to maintain this date.
- f. The LED display controller shall diagnose and report all outages/malfunctions related to the LED display directly to the manufacturer AND the Township of Faraday user(s) in order to minimize down times.
- g. The control and communication capability of the sign shall be in accordance with the following:

- i. A single LED controller shall control each one-sided display.
- ii. The LED controller shall be a stand-alone processor, which does not require continuous communication with control software in order to perform all functions.
- iii. The LED controller shall be able to receive instructions from and provide information for a personal computer containing the LED manufacturer's software from any location serviced with internet.

9. LED Manufacturer's Digital Sign Control Software shall:

- a. Be provided by the digital display manufacturer, specifically for the display being provided.
- b. Be Windows based.
- c. Include profanity and web intrusion protection.

10. Work Guarantee and Material Warranty

- a. The sign contract shall warranty the work and materials and shall restore any damaged or defective work to the standards set out in this description of work without cost to the Township, including materials and labour, for a minimum period of three (3) years.
- b. The sign contractor shall ensure that the manufacturer provides a minimum of three (3) years warranty coverage for all parts.
- c. The manufacturer shall provide free of cost English service telephone or online coordination service for the LED display and display software for a minimum period of one (1) year after acceptance of the sign and successful installation.

11. Field Measurements

- a. Measurements in this RFP are for the purposes of the proposal only.
- b. The contractor shall field measure the spot for the new sign and produce shop drawings and manufacturer data sheets for approval by the Township of Faraday prior to the start of sign construction.