

REQUEST FOR BIDS FOR SIGNAGE FABRICATION & INSTALLATION

BOURBONNAIS, IL

SUBMITTAL DEADLINE – December 4, 2018 at 10:00AM

The Village of Bourbonnais, Illinois is requesting proposals from qualified firms for the purpose of providing fabrication and installation of Village signage as per the scope of work herein. This project will be managed by the Village of Bourbonnais.

BACKGROUND

The Village of Bourbonnais recently updated its Village logo and branding. In an effort to increase economic development and attract tourism activity within the community and region, Bourbonnais contracted with a consultant to develop an overall Master Wayfinding Signage Program. The Village is now seeking qualified firms to assist in the implementation of the first phase of this program.

PROJECT TIMELINE

November 13, 2018	Release Request for Bids
December 4, 2018	Bid due date
December 17, 2018	Sign fabricator selected
May 31, 2019	Completion of fabrication and installation of signs

SCOPE OF WORK

General

The work for which proposals are invited consists of all labor, material, and equipment to complete the construction drawings, fabrication signs, and installation of signs in the Phase 1 Village Signage Project. A complete set of bid drawings are available for download from:

<http://www.villageofbourbonnais.com/economic-development/wayfinding>

The Village would like to keep track of all planholders and requests that you email cyrl@villageofbourbonnais.com and identify that you have downloaded the drawings. The signage fabricator will be responsible for providing full, detailed, color shop drawings that clearly indicate how the design intent of the signs will be maintained through fabrication.

Sign Installation

A complete description and specification of the sign structural support posts will be prepared by the bidder and provided in the shop drawings. It will be the responsibility of the successful fabricator to provide support posts, base, or cabinet of sufficient structural strength, anchored to the sign and into the ground at a depth and/or in a manner that is sufficient to prevent them from being damaged by wind gusts, affected by local freeze/thaw cycles or removed by vandals.

Permitting

This will be a free permit, but the fabricator is required by the Village to proceed through the permitting process. Owner shall pay all charges of utility owners for connections for providing permanent service to the Work.

JULIE

It shall be the responsibility of the successful fabricator to locate and mark underground utilities prior to any site excavation for the installations of the signs by calling JULIE at 1-800-892-0123. Any adjustment to the sign location due to utility conflicts must be approved by the Village and the Project Landscape Architect.

Examination of Site and Specifications

Each bidder shall, before submitting its contract proposal, carefully inspect in detail the Work Sites described herein and the surrounding area and shall familiarize itself with all conditions under which the Work is to be performed; with the obstacles, unusual conditions, or difficulties that may be encountered, whether or not referred to in the Contract; and with all other relevant matters concerning the Work Site and the surrounding area, including subsurface, underground, and other concealed conditions. The bidder whose contract is accepted will be responsible for all errors in its contract proposal, including those resulting from its failure or neglect to make a thorough examination and investigation of the Contract form or the conditions of the Work Site and the surrounding area. They shall fully inform themselves as to the quality and quantity of equipment required and the character of the work.

The Village and its agents assume no responsibility whatsoever in respect to the sufficiency or accuracy of this information and there is no guaranty, either expressed or implied, that the conditions or locations indicated are representative of those existing throughout the work, or that unanticipated situations may not occur. If their proposal is accepted, the bidder is responsible for all errors in their Proposal resulting from their failure or neglect to comply with these instructions. The Village will in no case be responsible for any change in anticipated profits resulting from such failure or neglect.

Electronic Messaging Sign Specifications

In addition to the detail provided in the bid drawings available on the Village's website at:

<http://www.villageofbourbonnais.com/economic-development/wayfinding>

the following details the specifications for two (2) options that the Village would like to evaluate for the Electronic Messaging Sign as part of the bid process. Pricing for both options is requested as part of the bid.

Option One:

- W10mm full color, Double face primary/secondary display.
- Matrix of 120 x 180, viewing area of 4 x 6, cabinet size of 4'5" High x 6'3' Long x 5" Deep, cabinet will be front ventilated to conform with monument structure.
 - The sign will not exceed 8,000 NITS during the day or 750 NITS during the night.
 - Current code states the message center will hold for 4 seconds between messages with no live animations.
 - The sign will be furnished with 100 step ambient light photocell to dim to current weather conditions.
 - The EMC manufacturer will provide a modem communication plan for the lifetime of the display with no re-occurring/renewal cost.
 - The EMC manufacturer will provide next day air delivered parts in a component failure situation.

- The EMC manufacturer will have remote diagnostic/monitoring capabilities as well as active error report documentation.
- Lifetime remote training will be included at no additional cost as well as a minimum of 2 hours live training onsite by the manufacture.
- Any manufacture considered is to be FCC and UL compliant with documentation.
- A minimum of 1,000 graphics and predesigned content will be provided within the manufactures proprietary software.

Option Two:

- W8mm full color, double face primary/secondary display.
- Matrix of 144 x 216, viewing area of 4 x 6, cabinet size of 4'5" High x 6'3'Long x 5" Deep, cabinet will be front ventilated to conform with monument structure.
 - The sign will not exceed 8,000 NITS during the day or 750 NITS during the night.
 - Current code states the message center will hold for 4 seconds between messages with no live animations.
 - The sign will be furnished with 100 step ambient light photocell to dim to current weather conditions.
 - The EMC manufacturer will provide a modem communication plan for the lifetime of the display with no re-occurring/renewal cost.
 - The EMC manufacturer will provide next day air delivered parts in a component failure situation.
 - The EMC manufacturer will have remote diagnostic/monitoring capabilities as well as active error report documentation.
 - Lifetime remote training will be included at no additional cost as well as a minimum of 2 hours live training onsite by the manufacture.
 - Any manufacture considered is to be FCC and UL compliant with documentation.
 - A minimum of 1,000 graphics and predesigned content will be provided within the manufactures proprietary software.

CONTENT AND FORMAT OF SUBMITTALS

Provide two (2) copies of the following information for consideration.

1. Introductory Letter

- Provide a letter of transmittal that briefly states the proposer's desire to be considered for the fabrication and installation contract, an understanding of the work to be done and a positive commitment to perform the work within the scheduled time period.
- Provide a statement that the proposal, including Price Matrix, will remain valid and irrevocable for at least ninety (90) days.
- List the name, title, address and phone number of the Project Manager.
- List the name and title of the officer authorized to make representations for the proposer. Provide an original ink signature by the officer authorized to sign, date, and submit the proposal. Describe your qualifications and the qualifications of each sub-contractor, if any.
- Provide a statement disclosing whether any likely source of significant financial or other conflict of interest might arise in the conduct of performing the work.
- Provide a statement disclosing whether the proposer's company, either presently, or in the past, has been involved in any litigation, bankruptcy, or reorganization.

2. Statement of Qualifications

- A detailed description of similar projects successfully completed by the firm/joint venture in the past three to five years and a detailed description of results of that work. Include the name and telephone number of a contact person for each client who can verify the information provided.
 - Listing of all projects (if any) completed for the Village of Bourbonnais within the past five years.
 - Listing of similar current projects and percent complete.
3. Example of typical shop drawings produced by your firm
 4. References: Provide a list of at least three clients, with contact names, addresses, phone numbers, and brief descriptions and dates for projects where relevant, recent work was performed.
 5. Detailed information on the Electronic Message Sign to confirm that the proposed unit meets the specifications outlined herein.
 6. Bid Form and Price Matrix: Provide the included Bid Form and Price Matrix indicating the cost of the project outlined as follows:
 - a. Cost of signs if fabricated and installed individually
 - i. Cost of Traditional Gateway Monument
 - ii. Cost of Village Hall Monument with Electronic Messaging Sign
 1. Option 1 – 10mm
 2. Option 2 – 8 mm
 - iii. Cost of Modern Gateway Monument
 - b. Cost of all signs cumulative in one package for fabrication and installation
 - i. Cost of sign with Electronic Messaging Sign meeting Specification identified in Option One above
 1. With the Modern Gateway Monument included
 2. Without the Modern Gateway Monument included
 - ii. Cost of sign with Electronic Messaging Sign meeting Specification identified in Option Two above;
 1. With the Modern Gateway Monument included
 2. Without the Modern Gateway Monument included
 7. Insurance: All respondents shall maintain, and if requested, show proof of insurance applicable for services described in these specifications.
 8. All bids shall be accompanied by a Bid Bond or Cashier's Check made payable to the Village of Bourbonnais for not less than ten percent (10%) of the bid amount. A completion bond in the amount of One Hundred Percent (100%) of the Contract will be required.

Bid Form and Price Matrix

All submittals must include the Price Matrix form attached to this request for bids and shall be complete with total prices as required.

Submittals not including a completed Price Matrix on the proper form or that are not prepared in accordance with these instructions to Bidders may be rejected. If not rejected, Village may demand correction of any deficiency and accept the deficiently prepared proposal upon compliance with these Instructions to Bidders.

SELECTION CRITERIA

The committee will evaluate the bids based on the following factors:

- Overall cost of the proposed signage
- Company's understanding of the work to be performed
- Company's previous experience
- Company's reputation
- Quality, thoroughness, and readability of the company's shop drawings

INQUIRIES

Questions regarding the Request for Bids should be directed to:

Laurie Cyr
Assistant Administrator, Village of Bourbonnais
cyr@villageofbourbonnais.com
815-802-5323

SUBMITTAL DEADLINE

The deadline for bids is December 4, 2018 at 10:00 AM

All proposals shall be sealed in an envelope, addressed to the Village of Bourbonnais, Attention Clerk's office. The name and address of the bidder and the name of the project shall also appear on the outside of the envelope. Proposals must be submitted on the forms provided by the Village.

All proposals shall include:

- Two (2) copies of all materials sent to:
Clerk's Office
600 Main Street N.W.
Bourbonnais, IL 60914
- One (1) electronic PDF emailed to:
cyr@villageofbourbonnais.com

BID FORM:

VILLAGE OF BOURBONNAIS – PHASE 1 VILLAGE SIGNAGE PROJECT

It is expressly understood and agreed that the Board of the Village of Bourbonnais reserves the right to reject any and all proposals.

IF AN INDIVIDUAL

Name of Bidder: _____ Signature: _____

Address: _____

City: _____ State: _____ Zip: _____ Tel.: (____) _____

IF A PARTNERSHIP

Name of Firm: _____

By: _____

(Longhand Signature)

Business Address: _____

City: _____ State: _____ Zip: _____ Tel.: (____) _____

NAMES AND ADDRESSES OF ALL FIRM MEMBERS

IF A CORPORATION

Corporate Name: _____

A corporation in the State of _____

Signed By: _____

Printed Name: _____

Business Address: _____

City: _____ State: _____ Zip: _____ Tel.: (____) _____

NAMES OF OFFICERS: President _____

Secretary _____

Treasurer _____

Attest _____

By signing this, the contractor agrees they will be required to pay not less than the prevailing wage rates on this project as established by the State of Illinois Department of Labor. The contractor shall also comply with all applicable Federal and Local regulations.

It is expressly understood and agreed that:

1. By submitting, the bidder proposes and agrees, if this Bid is accepted, to enter into an agreement with Village in the form included in the Contract Documents to perform and furnish all Work as specified or indicated in the Contract Documents for the Bid Price and within the Bid Times indicated in this Bid and in accordance with the other terms and conditions of the Contract Documents.
2. All prices stated in the Schedule of Prices are firm and shall not be subject to change. Each location listed in the Primary Schedule of Prices will be considered separately. Locations may be selected as independent projects from one another and should be bid accordingly.
3. The Village is not subject to state or local sales, use, and excise taxes. No such taxes are included in the Schedule of Prices. All claim or right to claim any additional compensation by reason of the payment of any such tax is hereby waived and released.
4. All other applicable federal, state, and local taxes of every kind and nature applicable to the Work are included in the Schedule of Prices.
5. The quantities set forth in the Price Matrix for each Unit Price Item are Owner's estimate only, that Owner reserves the right to increase or decrease such quantities, that payment for each Unit Price Item shall be made only on the actual number of acceptable units of such Unit Price Item installed complete in place in full compliance with this Contract/Proposal, and that all claim or right to dispute or complaint of any such estimated quantity, or to assert that there was any misunderstanding in regard to the nature or amount of any Unit Price Item to be provided or performed, is hereby waived and released;
6. Any items of Work not specifically listed or referred to in the Price Matrix, or not specifically included for payment under any Unit Price Item, shall be deemed incidental to the Contract Price.
7. In submitting this Bid, the company represents, as more fully set forth in the Agreement, that:
 - They have examined and carefully studied the Bidding Documents, including the Design Development Drawings and the following Addenda receipt of all which is hereby acknowledged: (List Addenda by Addendum Number and Date)
 - They have visited the site and become familiar with and is satisfied as to the general, local and site conditions that may affect cost, progress, performance and furnishing of the Work.
 - They are familiar with and are satisfied to all federal, state and local Laws and Regulations that may affect cost, progress, performance and furnishing of the Work.
 - They are aware of the general nature of Work to be performed by Owner and others at the site that relates to Work for which this Bid is submitted as indicated in the Contract Documents.
 - They have correlated the information known to BIDDERS, information and observations obtained from visits to the site, reports and drawings

identified in the Contract Documents and all additional examinations, investigations, explorations, tests, studies and data with the Contract Documents.

- They have given the Village written notice of all conflicts, errors, ambiguities or discrepancies that they have discovered in the Contract Documents and the written resolution thereof by Village is acceptable to company, and the Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performing and furnishing the Work for which this Bid is submitted.
 - This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; the bidder has not directly or indirectly induced or solicited any other bidder to submit a false or sham Bid; the bidder has not solicited or induced any person, firm or corporation to refrain from bidding; and bidder has not sought by collusion to obtain for itself any advantage over any other bidder or over Village.
8. Bidder will provide all labor, materials, and equipment in order to complete the work in accordance with the Contract Documents for the following prices:

PRICE MATRIX

Cost of signs if fabricated and installed individually

Sign Type	Qty.	Unit Price
Traditional Gateway Monument	1	
Village Hall Monument with Electronic Messaging Sign		
Option 1 – 10mm	1	
Option 2 – 8 mm	1	
Modern Gateway Monument	1	

Cost of all signs cumulative in one package for fabrication and installation – Option 1A

Sign Type	Qty.	Unit Price
Traditional Gateway Monument	1	
Village Hall Monument with Electronic Messaging Sign (Option 1 – 10mm)	1	
Total Project Price		

Cost of all signs cumulative in one package for fabrication and installation – Option 1B

Sign Type	Qty.	Unit Price
Traditional Gateway Monument	1	
Village Hall Monument with Electronic Messaging Sign (Option 1 – 10mm)	1	
Modern Gateway Monument	1	
Total Project Price		

Cost of all signs cumulative in one package for fabrication and installation – Option 2A

Sign Type	Qty.	Unit Price
Traditional Gateway Monument	1	
Village Hall Monument with Electronic Messaging Sign (Option 2 – 8mm)	1	
Total Project Price		

Cost of all signs cumulative in one package for fabrication and installation – Option 2B

Sign Type	Qty.	Unit Price
Traditional Gateway Monument	1	
Village Hall Monument with Electronic Messaging Sign (Option 2 – 8mm)	1	
Modern Gateway Monument	1	
Total Project Price		

