



Request for Proposal
Sign Fabrication and Installation
Issued: Monday, February 26, 2021
Proposals Due: Friday, March 12, 2021

Description

The Town of Rolesville is seeking proposals from established vendors who have been in the business of sign fabrication and installation services.

Background

The Town seeks information regarding sign fabrication and installation for the following locations in Rolesville:

- Hwy 401 Bypass heading North entering Rolesville
- North Main street entering town
- 121 Redford Place Drive
- 200 S. Main Street
- 425 Nature Park Drive

Scope of Services

- Sign Fabrication and installation
 1. **Gateway Sign A (Hwy 401)**. Remove existing center wall caps and column caps and replace etched slate panel with custom fabricated 7'x24" & 6"x5' aluminum sign panels with applied dimensional graphics and lettering (attachment A).
 2. **Gateway Sign B (N. Main St)**. Replace existing granite monument with duplicate of Gateway Sign A (401 location, attachment B).
 3. **Redford Place Park**
 1. **Option 1**. Tower and Brick. P&R logo under tower, and sign should read "Redford Place Park" (attachment C)
 2. **Option 2**. Fabricate aluminum sign 3'x8.5' to cover existing frame with "Redford Place Park" on the sign along with the P&R logo (attachment C)
 4. **Scoreboards (Two)**. Remove existing logo and replace with Parks & Recreation logo (attachment D)
 5. **Greenway Wayfinding** Per unit price for pole, blade and bracket (attachment E)
 6. **Wayfinding update**. Replace "Rolesville Community School Park" with "Redford Place Park" (attachment F)
- Other Requirements
 1. Vendor must certify that all employees of the vendor who work in Town buildings have passed a background check and maintain a clean criminal record.
 2. Any damage caused by the vendor or employees will be repaired by the vendor at their expense.
 3. Vendor is expected to comply with federal, state, and local laws and regulations.
 4. Vendor is expected to follow best practices to maintain confidentiality between vendor and client.

Proposal

Submitted proposals should be organized as outlined below. Responses should be complete and unequivocal

- **Letter of Intent** to include:
 1. Signature of an officer of the company authorized to bind the vendor to the proposal.
 2. Company name, address, telephone number, and website.
 3. Name, title, email address, and telephone number of the proposal contact person(s) who are authorized to represent the firm and to whom correspondence should be directed.

4. The vendor's qualifications, years in business, staff profile, and experience.
5. The number of full-time and part-time employees employed by the business at this time.

Timeline & Submission

Date of advertisement: Friday, February 26, 2021
Proposal due date: Friday, March 12, 2021 at 2:00pm
Estimated contract award: March 18, 2021

Interested vendors should submit a proposal no later than 2:00 pm Friday, March 12, 2021. Responses may be submitted by mail or via email to:

Isaac Poelman, Public Works Superintendent
Town of Rolesville
PO Box 250
502 Southtown Circle
Rolesville, NC 27571
Isaac.poelman@Rolesville.nc.gov

Proposals should be valid for 45 days, and the contractor will begin work immediately after both parties have signed the service agreement.

General Requirements

This solicitation and any subsequent contract shall be awarded consistent with and governed by the laws of the State of North Carolina.

Proposals submitted shall not be subject to public inspection until a contract is awarded.

- The Town reserves the right to reject any or all proposals and to waive any informalities as may be permitted by law.
- The Town reserves the right to request oral interviews or request additional information from any or all vendors.
- The Town reserves the right to award a contract based on proposals received without further discussion or negotiation.

All proposals shall be signed by an authorized officer or employee of the submitting organization. The name of the company, contract person, telephone number, fax number, and address shall be included.

The RFP does not commit the Town to award, nor does it commit the Town to pay any cost incurred in the submission of a proposal, or in making necessary studies or designs for the preparation thereof, no procure or contract for service or supplies. Further, no reimbursable cost may be incurred in anticipation of a contract or award.

Sign Fabrication and Installation

Deadline: March 12 @ 2PM

Vendor Name		
ITEM	QUOTE*	NOTES (reference to attachments, etc.)
1 Gateway Sign A (401)		
2 Gateway Sign B (N Main)		
3 Redford Place Park		
3.1 New Build (Tower and Stone)		
3.2 Aluminum Sign		
4 Scoreboards (price per board)		
5 Greenway Wayfinding		
Per Pole		
Per Blade		
Per Bracket		
6 Wayfinding Update		

** Include removal of current sign (if applicable), installation and cost)*

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- 4 The vendor's qualifications, years in business, staff profile, and experience.
- 5 The number of full-time and part-time employees employed by the business at this time.

Return to:
Isaac Poelman
Town of Rolesville
502 Southtown Cir
Rolesville, NC 27571

Notice:
The Town reserves the right to select individual vendors for each item based on qualifications and ability to perform the type of work outlined. Vendors need not bid on all items in order to be considered for this proposal.

Attachment A

Existing Gateway Sign A, located on Hwy 401



Proposed up fit. (example design)



Attachment B

Existing Gateway Sign B, located on N. Main St.



Duplicate up fit at 401



Attachment C

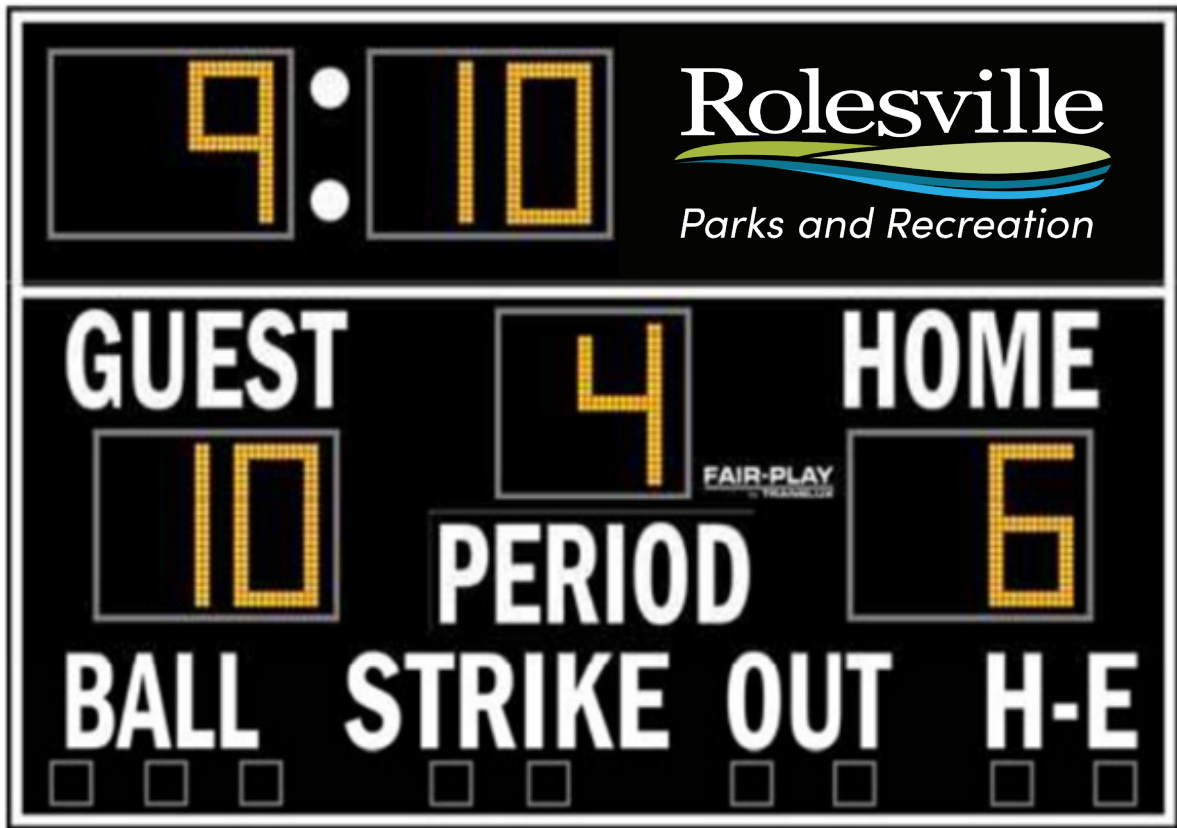
Option 1



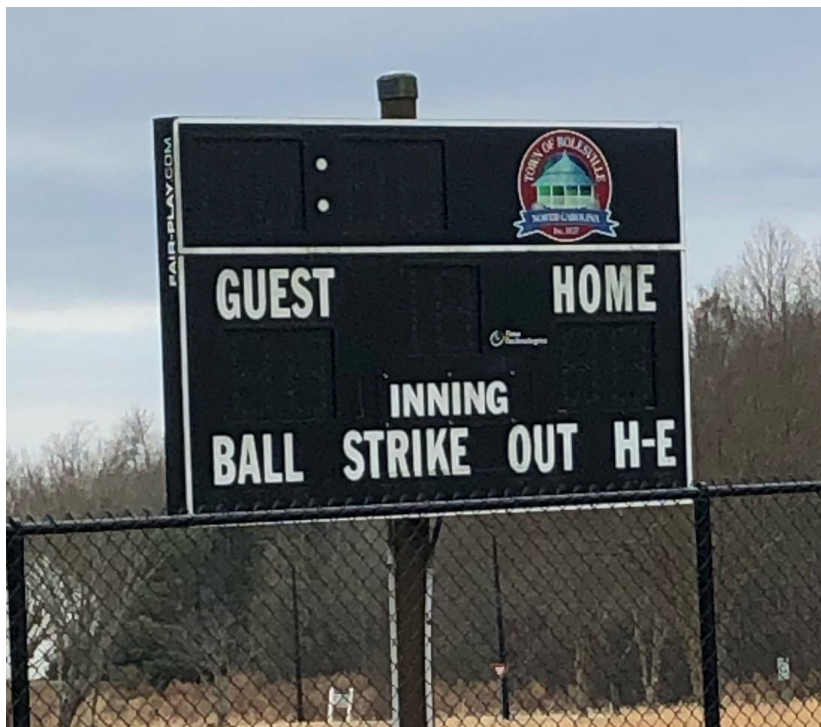
Option 2



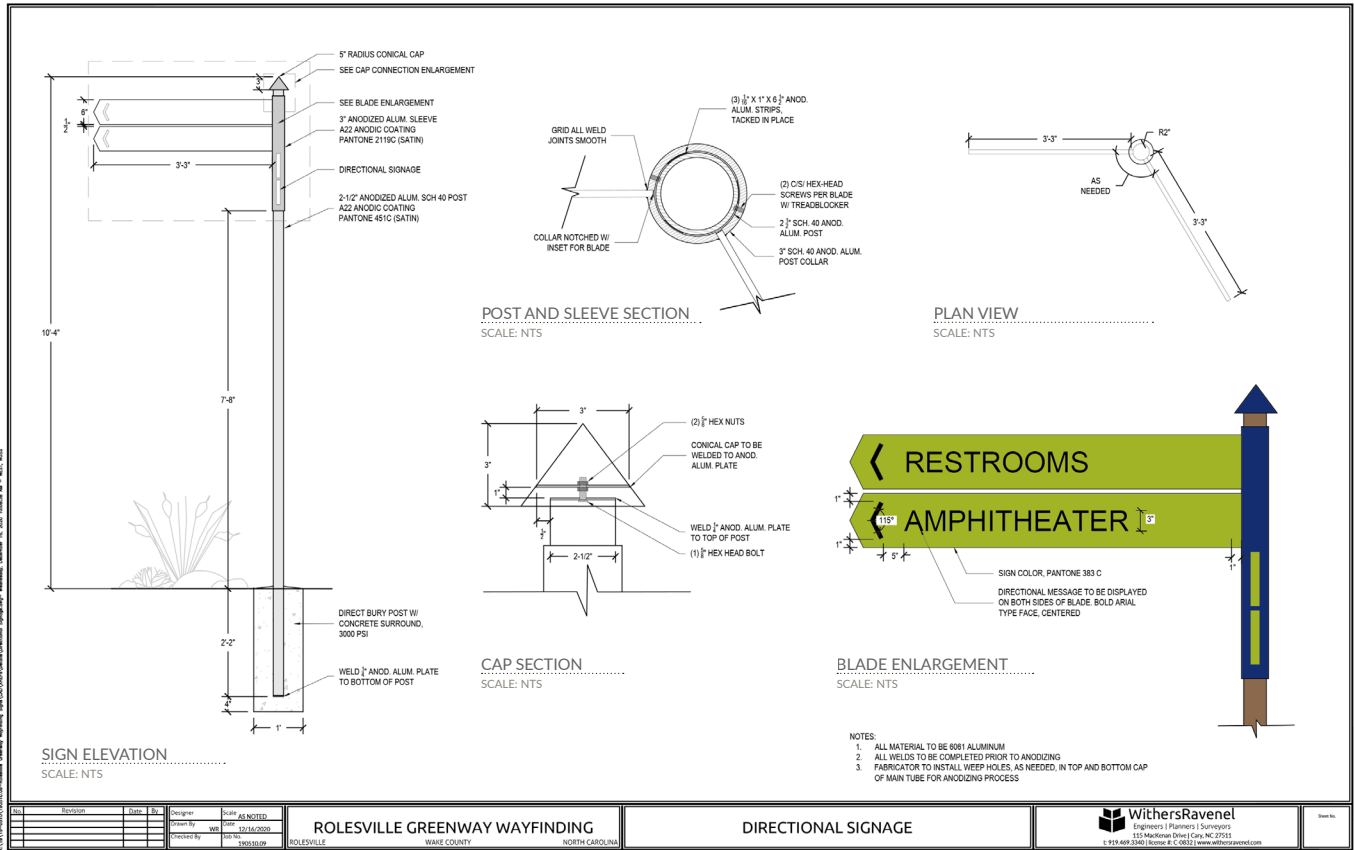
Attachment D



Existing scoreboard:



Attachment E



Attachment D

Wayfinding update



Existing wayfinding sign

