



**Request for Proposal  
Greenway Sign Fabrication and Installation**

**Issued: April 6, 2022**

**Proposals Due: 4pm on April 21, 2022**

**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 greenway sign fabrication and installation for the following locations in Rolesville:

- Heritage East Greenway
- Mill Bridge Nature Park
- Sanford Creek Greenway
- N. Main Street
- Carlton Pointe Greenway

**Scope of Services**

- Sign Fabrication and installation
  1. Greenway Wayfinding - Per unit price for pole, blade and bracket (attachment A)
- 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**

Proposals should be filled out using the form below and submitted by the due date. Responses should be complete and unequivocal.

**Timeline & Submission**

Date of advertisement:	April 6, 2022
Proposal due date:	April 21, 2022
Estimated contract award:	April 26, 2022

Interested vendors should submit a proposal no later than 4 pm on April 21, 2022. Responses may be submitted either by email or the postal system to:

**Eddie Henderson**  
**Project & Facilities Coordinator**  
**Town of Rolesville**  
**Parks and Recreation Department**  
**PO Box 250**  
**502 Southtown Circle**  
**Rolesville, NC 27571**  
[eddie.henderson@rolesville.nc.gov](mailto:eddie.henderson@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, nor procure or contract for service or supplies. Furthermore, no reimbursable cost may be incurred in anticipation of a contract or award.



## Greenway Sign Fabrication and Installation Bid Sheet

Town of Rolesville  
Request for Proposal

**Deadline: 4pm on April 21, 2022**

### Company Information:

Name: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

Website: \_\_\_\_\_

Qualifications, years in business, staff profile, experience, current full and part time employees, etc.

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### Authorized Contact Information:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

Item	Quote*	Notes
<b>Greenway Wayfinding Signs</b>	_____	_____
Per Pole	_____	_____
Per Blade	_____	_____
Per Bracket	_____	_____

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

**Estimated Turnaround Time:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Return to:**

Eddie Henderson  
 Project and Facilities Coordinator  
 Town of Rolesville  
 Parks and Recreation Department  
 502 Southtown Circle  
 Rolesville, NC 27571  
[eddie.henderson@rolesville.nc.gov](mailto:eddie.henderson@rolesville.nc.gov)

**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

