



Lac La Biche County
welcoming by nature.

REQUEST FOR PROPOSALS: REC-72-2018-03

Exterior Electronic LED Signage

Bold Center

Lac La Biche County



Lac La Biche County
welcoming by nature.

Bold Center

P.O. Box 1679

Lac la Biche AB

TOA 2C0

Date of issue: September 19, 2018

1.0 – Request for Proposal Summary

Lac La Biche County is seeking proposals from qualified firms for Digital Signage at the Bold Center in accordance with the Scope of Work specified in this Request for Proposal (RFP).

Lac La Biche County is seeking proposals Digital Signage Solutions.

2.0 – Scope of Work

Lac La Biche County (referred to as the County) is interested in engaging the services of a qualified company that is capable of supplying all the services for this project. The selected company would be responsible for all aspects of this project including the acquisition of services of all sub contractors required.

Each proposal must include all new and creative features, services, supportive base and materials for a complete and operational LED Sign. The evaluation process will judge each proposal not only on cost, but on creativity, quality, maintenance, durability, past experience and references.

The scope of the Bold Center LED Sign project shall include but not be limited to the design supply and installation of all components to complete the said project. All components of the project are to be solidly constructed to reduce the risk of vandalism.

The Bold Center LED Sign must include all of the following:

- Overall Sign Structure of approximately 30' High and 15" Wide
- LED screens with a minimum 10'by 20'
- Dual face 19mm color high resolution LED with full video capability
- Base and foundation must meet all building standards
- Identity and programming software and features; a service/warranty plan of 5 years
- New sign to use existing base, power and fiber optics
- Must be able to accommodate future static advertising as well as Bold Center amenities- Twin Arenas & Fieldhouse, Curling Rink, Library, High School, etc...

Bidder will specify a proposed construction schedule as part of their proposal. All prices will be held firm to installation date.

The successful proponent will be responsible for all aspects of the design, construction and management of this project. All material and components are to be new. All hardware and accessories shall be tamper resistant to eliminate risk of vandalism.

The entire worksite must be secured during the construction phase. All site cleanup will be the responsibility of the bidder. Any pertinent permits or licenses will be the responsibility of the bidder.

IT & Hardware

- a. Support LDAP or AD
- b. Hardware quality
- c. Database to run on MS SQL
- d. Demonstrate enterprise architecture; including support for Vmware, Carousel, Bright Sign and/or Rise Vision
- e. Notification capability for display problems

Content Display & Content Types

- a. Ability to split the screen to display multiple inputs at once.
- b. Allow different content to be displayed based on display location.
- c. Allow different content based on display size
- d. Static content including: PowerPoint, PDF, & standard image formats.
- e. Dynamic feeds including: RSS, Television, Date/Time, Calendar (Web Event), Weather 5. Preferences (will not be implemented)



Lac La Biche County
welcoming by nature.

3.0 - TIMELINE

Dates:

1. RELEASE DATE FOR REQUEST FOR PROPOSAL	September 19, 2018
2. DEADLINE FOR SUBMISSION OF QUESTIONS	October 28, 2018
3. DEADLINE FOR PROPOSALS	November 7, 2018
4. TOUR OF FACILITY	November 05, 2018
5. OPENING AND REVIEWING OF PROPOSALS	November 07, 2018
6. TENTATIVE DATE FOR AWARDING CONTRACT	November 14, 2018

*****Late proposals will not be accepted. Postmarks will not be accepted in lieu of this requirement. Proposals submitted to any other county office will be rejected. Faxed proposals will not be accepted.**

4.0 - PROPOSAL SUBMITTAL

All proposals shall be signed by an authorized agent of the company and placed in a sealed envelope clearly marked "Attn: Community Partnership Coordinator". Only mailed in, emailed or hand delivered proposals will be accepted. **Faxed submittals will not be accepted.**

Vendor shall submit all the following licenses and documents with their proposals:

- a. Complete and submit one copy of the Request for Proposal Cover Page (Exhibit A) included at the end of this document.
- b. Provide in your bid response a current copy of Certificate of Liability Insurance and a current copy of proof of workers compensation insurance for all employees.
- c. Provide, signature of individuals authorized to bind the company in response to Request for Proposal (RFP) and, if awarded, all agreements and related documents.

ALL BIDS MUST BE SENT TO:

Bold Center Attn: Community Partnership Coordinator
P.O. Box 1679
100, 8702 91st Ave
Lac La Biche, AB
T0A 2C0

Or

Dropped off in person at the Bold Center Information Desk with Attn: Community Partnership Coordinator on the front of the envelope.

Or

Emailed to: john.usher@laclabichedcounty.com

ALL BIDS MUST BE RECEIVED BY THE COUNTY ON OR BEFORE: November 07, 2018

Vendors submitting proposals by mail must account for delivery time. Bids received after this time will not be accepted and the vendor will be disqualified from bidding on the project.



5.0 – GENERAL REQUIREMENTS

Procedures for submitting proposals

The County shall not pay any costs incurred or associated in the preparation of this or any proposal or for participation in the procurement process.

Proposals must be clean and suitable for copying. The proposal shall be concise and to the point. A letter format in sufficient detail to allow thorough evaluation and analysis is required.

6.0 – REQUIRED INFORMATION

Proposals must contain the following information:

- A. Company profile
- B. References
- C. Description of relevant experience in construction of digital signage
- D. Proponent must declare that they are capable of meeting the minimum requirements immediately upon commencement of the term. Proponents must identify the staff and qualification in completing the contract. Proponents must display the availability and reliability to provide regular required advertising and programming for the sign. Proponents must identify any conflict of interest with the company or staff.
- E. Cover letter (Exhibit A): Each proposal returned to Lac La Biche County must contain the attached cover document as the cover page. The contractor is responsible to complete the cover page. A missing or incomplete cover page may disqualify a bidder from being considered.

5.1 Company profile

This part of the proposal is designed to establish the contractor as an entity with the ability and experience to operate the program as specified in the RFP. The following information must be provided:

Company overview of services or activities performed.

- Name of the proposed enterprise.
- Name of contractor exactly as it will appear in the agreement.
- Address and telephone number of contractor
- Type of ownership the contractor intends to operate the business as e.g. a sole proprietor; Partners, officers, etc.

- The name and title of the person who has the authority to sign the lease agreement.
- Profile of contractor principle officers (Managers, Assistant Managers, etc.)
- Articles of incorporation, by-laws, partnership agreements and Lac La Biche County agreements as applicable.
- Description of the proposed business activity and use of facilities.

5.2 Ability to deliver the indicated service

Please indicate:

- The soonest possible start date
- Expected timeline of events until fully operational

5.3 - References

Vendor shall submit a minimum of three references who can share information with the County about the vendors' ability to construct led signage/platform. Each reference shall include a current point of contact, email address and phone number.

5.4 – Experience

Please describe any and all experience the proponent has:

- Exterior LED Signage
- permitting
- any and all related training/education
- If inexperienced in this area please provide a detailed plan as to how the vendor plans on accommodating these needs along with the equipment needed to provide this service

6.1 Information Verification

Any reasonable inquiry to determine the responsibility of a vendor may be conducted by the County. The submission of proposal shall constitute permission by the vendor for the County to verify all information contained therein. If the County deems it necessary, additional information may be requested from the vendor. Failure to comply with any such request may disqualify a vendor from further consideration. Such

additional information may include evidence of financial ability to perform, for example, tax returns, banks statements, etc.

6.2 Signing of Proposal

If the proposal is made by an individual, it shall be signed with the full name of the vendor, and his/her address shall be given. If it is made by a partnership, it shall be signed with the partnership name and by an authorized partner. If it is made by a joint venture, it shall be signed by the authorized representative of the joint venture. If it is made by a corporation, it shall be signed by the authorized agent for the corporation.

6.3 Inaccuracies or Misrepresentation

If in the course of the RFP process or in the administration of a resulting contract, the County determines that the vendor has made material misstatement or misrepresentation or that vendor has provided the County with materially inaccurate information, the County may terminate the vendor from the RFP process or in the event of termination under this provision, the County is entitled to pursue any available legal remedies.

7.0 INSURANCE

Without limiting or diminishing the vendors' obligation to indemnify or hold the County harmless, vendor shall procure and maintain or cause to be maintained, at its sole cost and expense, insurance coverages as to be defined in the agreement entered into between the County and the successful bidding vendor.

7.1 Workers compensation:

If the contractor has employees as defined by the province of Alberta, the contractor shall maintain workers compensation insurance as prescribed by the laws of the province of Alberta.

8.0 EVALUATION CRITERIA

Proposals will be evaluated based on relevant factors, including but not limited to the following:

1. Overall responsiveness and general understanding of the RFP requirements
2. Quality and description and services to be provided
3. Contractor's experience in performing the work

4. References with demonstrated success with similar work
5. Strength of compensation package proposal

The County reserves the right to withdraw the request for proposal (RFP), to reject a specific proposal for non-compliance within the RFP provisions, or to not award a contract at any time because of unforeseen circumstances or if it is determined to be in the best interest of the County.

9.0 EVALUATION PROCESS

All proposals will be given thorough review. All evaluation material will be considered confidential and not released by the County to the extent allowed by the law. All proposals become the property of the County. The County reserves the right to make the award that is most advantageous to the County.

Each proposal will be reviewed and scored by the Lac La Biche County Management in the following areas:

1. Overall responsiveness and general understanding of the RFP requirements. 15% of overall score.
2. Quality and description of services to be provided, including design concept. 25% of overall score.
3. Vendors' demonstrated experience in performing similar work as well as references. 20% of overall score
4. Pricing of project. 30% of overall score.
5. Strength of overall package. 10% of overall score.

10.0 CONTRACTUAL DEVELOPMENT

If the proposal is accepted, the County intends to enter into binding agreement with the selected contractor.

11.0 CANCELLATION OF PROCUREMENT PROCESS

The procurement process may be cancelled after opening, but prior to award if the County determines that cancellation is in the best interest of the County.

Exhibit A

Proposal Cover Page

CONTRACTOR TO COMPLETE ALL APPLICABLE AREAS

The Bold Center in Lac la Biche County
Is soliciting proposals from qualified contractors to construct LED Sign.
BID CLOSING DATE: 1600 hours, November 07, 2018
ONLY MAILED, EMAILED OR HAND DELIVERED PROPOSALS WILL BE ACCPETED

**Company
Name:**

Street Address:

Mailing Address :

City:

Phone # ()

Email:

Name

Title

Signature

