

REQUEST FOR BIDS

Electronic Sign for 88 N. Main Street Library Location



Three Rivers Public Library

920 W. Michigan Ave.

Three Rivers, MI 49093

(269) 273-8666

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Bidding Information

Performance Bids

The City of Three Rivers is committed to the concept of performance bids. All vendors are encouraged to submit bids which conform to the stated specifications, as well as, suggest deviations from the specifications, which in the vendor's opinion would be beneficial to the City in terms of price and performance. The City reserves the right to accept or reject any bid under these terms.

I. Instructions

- A. Bids must be typewritten or clearly printed in ink and signed by a duly-authorized representative of the firm submitting the quote.
- B. Bids must be submitted in sealed envelopes, clearly marked on the outside, **"Bids for Electronic Sign for 88 N. Main Library Location"**.
- C. Bids will be received by the Office of the City Clerk, City Hall, 333 West Michigan Avenue, Three Rivers, Michigan, 49093, until **11:00 a.m. local time, Friday, May 22, 2020**. All bids will be date stamped and time marked when received.
- D. Faxed or emailed bids shall not be accepted.
- E. If you received this document from our website, please fax your contact information to 269-273-1042 so we can place you on the bidders list for addenda.

II. Conditions Applicable to Bids

- A. Applicable Laws: The Ordinances and Charter of the City and laws of the State of Michigan concerning competitive bidding, contracts and purchases will be employed.
- B. Taxes: The City of Three Rivers is generally exempt from Federal Excise and Michigan State Sales Tax. Prices should not include tax.
- C. If the bidder elects to deviate from the specifications stated, all exceptions or other changes must be clearly noted.
- D. The City reserves the right to reject any and all bids, waive informalities or defects in bids, or accept such bids as it shall deem to be in the best interest of the City of Three Rivers.
- E. The City does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.
- F. The Bidder shall provide a completed W-9 form with this bid
- G. The City plans to award the equipment purchase at the **May 26, 2020** Library Board meeting.
- H. All installation work will need to be coordinated with remodeling completion and the library reopening date.
- I. If you have any further questions, please contact Bobbi Schoon, at 269-273-8666 or e-mail inquiries to bschoon@threeriverslibrary.org.

Bid Form

The undersigned having familiarized (himself/themselves) with the local conditions affecting the cost of the work and the Contract Documents hereby proposes to perform everything required to be performed and to provide and furnish all labor, materials, necessary tools, equipment, utility and transportation services necessary to perform and complete in a workmanlike manner all work required in accordance with the specifications as prepared by the Three Rivers Public Library, City of Three Rivers, Michigan, for, including Addenda No. ____ issued thereto, the following unit prices:

COMPANY _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

SIGNATURE _____ TITLE _____

TELEPHONE _____ DATE _____

BID AMOUNT (INCLUDING APPLIED DISCOUNTS) _____

DISCOUNT AMOUNT _____

Specifications for Electronic Sign

General

The Three Rivers Public Library anticipates opening a new main branch in the summer of 2020. This is a request for the purchase and installation of outdoor electronic signs needed at the new location at 88 North Main Street.

It is the intent of these specifications to describe the outdoor signage needs for our new library location.

The below listed specifications and instructions are in no way intended to eliminate any company, vendor, bidder or product from the bid process. It is the sole intent of these specifications and instructions to describe the shelving that will be the best product available to the City of Three Rivers and its residents.

The specification has been written around the reuse of the current sign bases being refurbished with a new digital sign for the larger sign in the front.

Electronic Sign Specifications

Front Sign Description
One sign cabinet with an electronic message center. The current sign cabinet will be reworked to host the new sign. The electronic message center needs to be static and cannot scroll. The design should include the following “Three Rivers Public Library” “88 North Main” and the message center. Picture of current sign below.
Back Sign Description
The sign in the back lights up and is to be refurbished to say “Three Rivers Public Library Parking” with an arrow towards the parking lot on both sides of the sign. Picture of current sign below.



Current Front Sign



Current Back Sign

PRICING

- A. Each line item on proposal should clearly list the following information:
 - Location (Building Name)
 - Manufacturer
 - Part Number
 - Description
 - Unit Price
 - Extended Price
 - A proof of the sign proposed
- B. Labor pricing for installation must be listed separate.
- C. Equipment costs should include all mounting hardware, and any other ancillary equipment necessary to mount the equipment.
- D. If applicable, vendor is to specify change fees, freight assurance fees, shipping charges, taxes, surcharges and contingency fees for eligible equipment.
- E. If applicable, vendor is to specify the manufacturer’s warranty provided as an integral part of an eligible component without separately identifiable cost.
- F. While price will be the most heavily weighted factor in our evaluation of the bids, the Three Rivers Public Library reserves the right to award the proposal to the best-qualified vendor.

Delivery

Required lead time for orders: _____

Warranty

Include any applicable warranty information.