



*Town of Chaplin, Connecticut*  
Incorporated 1822  
495 Phoenixville Road, Chaplin, Connecticut 06235  
Telephone: (860) 455-0030 Fax: (860) 455-0027  
*firstselectman@chaplinct.org*

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# **Request for Proposal(s) For Internally Illuminated Monument Sign**

**Release date:** July 31, 2021

**Submission Deadline:** August 10, 2021

**Bid opening:** Tuesday, August 10, 2021 at 2:00 pm

**Proposals received:** Chaplin Town Hall, 495 Phoenixville Road Chaplin

**First Selectman Contact:** William H. Rose, (860) 455-0073 ext. 311

**Town Hall Contact:** Suzanne Krodel, Administrative Assistant to the First Selectman, 860-455-0073 ext. 310

Chaplin First Selectman's office is requesting proposals from vendors for labor and materials for the installation of an internally illuminated, two-sided electronic message board for the Town of Chaplin.

A copy of this RFP can be obtained from the Town of Chaplin website at [www.chaplinct.org](http://www.chaplinct.org) until the expiration date of this solicitation. It is incumbent upon the Respondent to check the website for additional information and/or addendums. Copies of this RFP can also be obtained from Town of Chaplin, Town Hall, 495 Phoenixville Road, Chaplin CT 06235.

If you have any questions, please call the contact identified above as it relates to your concern. Questions regarding the scope of the project can be directed to the First Selectman, William H. Rose at (860) 455-0073 extension 310 prior to the deadline on Tuesday, August 10, 2021, at 2:00pm.

Proposals are due prior to Tuesday, August 10<sup>th</sup>, 2021, at 2:00pm and must be hand delivered or mailed to First Selectman's Office located at 495 Phoenixville Rd. Chaplin, CT 06235.

***Late Proposals will not be accepted***

**I. PURPOSE AND GENERAL INFORMATION**

It is the intent of this Request for Proposal to solicit bids for a double-sided electronic message board installed for the Town of Chaplin. The Town of Chaplin desires the installation to be completed before November 1, 2021.

**II. SCOPE OF SERVICES**

To supply and install a "**Watchfire**" brand or equivalent, 8mm/RGB electronic message board with double face internally illuminated monument sign with the following specifications.

- 1) Approximate overall sign size to be 8.5' wide X 8' high X 20" deep with a 4' X 8' electronic message center sign to have double sided full color 8 MM resolution display. Top of sign to include additional internally illuminated header sign calling out "Chaplin Volunteer Fire Dept" and location address. Final sign design TBD.
- 2) Sign communication to be 4g wireless.
- 3) Temperature sensor included.
- 4) Electronic message board to have 5-year manufactures standard warranty (parts only)
- 5) Successful vendor will also provide warranty labor if required to the Electronic Message Center for a period of (5) years.
- 6) Warranties to include additional lighting components for header sign, 5 years parts and labor.
- 7) Non-illuminated decorative skirt base - All structural components will be of aluminum or steel construction with automotive grade painted finishes. Includes installation.
- 8) Exclusions: Town of Chaplin will be responsible for bringing power to sign location, Permit acquisition and/or permit fees not included.
- 9) Successful bidder shall have manufacturer bring display vehicle to demonstrate proposed screen resolution.

**III. RESERVES THE RIGHT TO REJECT**

The Town of Chaplin reserves the right to select the service provider which best meets the Town's goals and objectives, needs, budget constraints, and quality levels, as well as its service level expectations. The Town reserves the right, in its sole discretion, to reject any/or all proposals, to waive any irregularities and technical defects contained therein, to award the contract in its entirety, in part or not at all and/or to determine which proposal is the lowest and/or best to enter a contract, as it may deem to be in the best interest of the Town of Chaplin.

**IV. PREPARATION OF THE PROPOSAL**

Proposals should provide a straightforward, concise description of the proponent's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness, clarity of content, and conveyance of the information required by the Town of Chaplin. One (1) entire original proposal must be submitted to the Chaplin First selectman's office by Tuesday, August 10, 2021, at 2:00 pm. The original must be marked as an original. At a minimum, the proposal should contain the following information:

- Business Organization - State the full name, address, phone number, fax number and email address of your business and whether you operate as an individual, partnership, or corporation.
- List of business's experiences with federal, state, or municipal programs pertaining to asphalt paving projects.
- Proof of appropriate state certifications - Provide proof that you are licensed to operate in Connecticut.
- Qualifications - Include a brief narrative description of the proposed services that will be delivered and the equipment available to perform the services. Please indicate completed projects of similar nature. Also indicate a contact person for each reference cited.

**V. INSURANCE REQUIREMENTS - CERTIFICATE OF INSURANCE**

The contractor shall furnish certificates of insurance in the following accounts:

- Comprehensive General Liability including premises/operations, contractual independent contractors, broad form property damage and personal injury. Limits of liability shall be combined bodily injury and property damage:
- Auto liability, including owned, non-owned and hired – limits of liability shall be combined bodily injury and property damage: \$1,000,000. Each occurrence: \$1,000,000 Aggregate.
- Excess Liability – Umbrella Form: \$1,000,000
- Workers' Compensation Insurance – Limit of liability shall be the statutory limits. State whether the sole proprietor and/or partners have elected to be included.
- The contractor shall have a certificate issued showing the Town of Chaplin as an additional named insured for the duration of the contract.

- Certificates shall be filed with the town's agent before work is started and contain a thirty (30) day written notice of cancellation clause.
- All personnel on site shall follow ANSI and OSHA standards for personal protective equipment.
- Contractor shall be responsible for damages incurred to town or personal property within the work zone.

**VI. AGREEMENT/EXCEPTIONS**

Submission of a proposal indicates the Contractor agrees to the terms, conditions and other provisions contained in the RFP, unless the Contractor clearly and specifically presents in its proposal any exceptions to the terms, conditions, and other provisions contained in the RFP. Exceptions presented in a proposal are not to be considered incorporated into the contract between The Town of Chaplin and the selected Contractor unless and until The Town of Chaplin agrees to accept such exceptions. The selected Contractor must acknowledge and agree that the contract resulting from this RFP includes the terms, conditions, and other provisions contained in the RFP, the proposal selected (including any exceptions accepted by The Town of Chaplin) which is acceptable to the Town of Chaplin and is not in conflict or contravention of the RFP, and any other documents mutually agreed upon by The Town of Chaplin and selected Contractor. No oral statements or any person shall modify or otherwise change or affect the terms, conditions, or specifications stated in the RFP or the resulting contract. A formal contract will be awarded after the selection of a contractor for the services identified in the scope of services by The Town of Chaplin. The contractor shall not assign the contract or any part thereof to any other person unless such assignment is first approved in writing by The Town of Chaplin, it being understood that the contract shall not be assignable unless the proposed assignee is acceptable to the municipality. The request for assignment must include evidence that the proposed assignee qualifies under all requirements of the contract and must be addressed as defined in the contract for services.

**VII. PROPOSAL SUBMITTAL**

One entire original proposal must be submitted to the Chaplin First Selectman's office as follows: Town of Chaplin, 495 Phoenixville Road, Chaplin CT 06235. All proposals must be received prior to Tuesday, August 10th, 2021, at 2:00 pm. Proposals may be mailed or dropped off at the Chaplin Town Hall. Proposals must be received in the First Selectman's Office by 2:00 pm for it to be considered in the RFP review process.

**VIII. EVALUATION OF PROPOSALS**

Only proposals meeting minimum qualifications will be evaluated. Certification by the State of Connecticut is required. Personnel must be State of Connecticut licensed. The Town of Chaplin will evaluate proposals based on, but not limited to, the following criteria:

- Experience
- Capability of contractor and/or personnel
- References
- Price

The Town of Chaplin reserves the right to accept or reject any or all proposals, in part or in total, and to waive any irregularity in any proposal if it is deemed to be in the best interests of The Town of Chaplin. The Town of Chaplin reserves the right to reject the proposal of any

contractor who has previously failed to perform properly, or to complete on time, contracts of a similar nature, who is not in a position to perform the contract, or who has habitually and without just cause neglected the payment of bills or otherwise disregarded his/her obligations to subcontractors, suppliers, or employees. The Town of Chaplin reserves the right to make an award based solely on the proposals submitted or to negotiate further with one or more vendors. The contractor selected for the award will be chosen based on greatest benefit to The Town of Chaplin, not necessarily on the basis of lowest price. All costs incurred in the preparation and presentation of the proposal shall be wholly absorbed by the contractor. All supporting documentation and manuals submitted with this proposal will become the property of The Town of Chaplin unless otherwise requested by the contractor at the time of submission.

Please provide a list of municipal and/or commercial client references and include contact information:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### **Bid Summary**

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Company: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Company Representative Name: \_\_\_\_\_

Company Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Town of Chaplin Signature: \_\_\_\_\_ Date: \_\_\_\_\_

William H. Rose IV, First Selectman