



**REQUEST FOR PROPOSALS (RFP 03-17)
CITY OF FOLLY BEACH
WELCOME SIGN WITH MESSAGEBOARD**



1. GENERAL

The City of Folly Beach (“City”) and the Folly Beach Tourism and Visitors Promotion Committee (TVPC) are requesting proposals from qualified and insured individuals/firms for the purpose of replacing the existing Folly Beach Entry Sign with a Welcome Sign and Message Center. The purpose of the new Welcome Sign and Message Center is to inform our visitors of the opportunities for their enjoyment on Folly Beach, as well as informing them of rules and events that Public Safety wishes to communicate. The intended result is for Folly Beach visitors have a safe and happy holiday, which will lead to future visits.

The scope of the work below requires the contractor to provide all tools, labor, materials, equipment, and supervision necessary to perform the services as detailed in the scope of work. The purpose of this Request for Proposals (“RFP”) is to solicit proposals from various contractors, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who can best meet the needs of the City. Bids are being solicited only from responsible and established bidders known to be experienced and regularly engaged in the work of signage fabrication and installation. Satisfactory evidence that the bidder has the necessary capital, equipment and personnel to do the work may be required.

2. SCOPE OF WORK

The scope includes fabrication and installation of the welcome sign and message center to include a 12mm LED 36 inch high x 84 inch long color message board. The Bidder may also include an alternate bid for a 10mm LED message board of the same dimensions. The sign and message board are to be located on Folly Road (SC Hwy 171). The contractor will also remove the existing sign and transport it to the Folly Beach maintenance facility. The contractor will also provide electrical service from the SCE&G source and connect electrical power to the sign. Installation of the sign and message center is to commence within 90 days of the acceptance of the successful bidder’s proposal.



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3. DESCRIPTION OF WORK

Site signage specifications are shown on attached drawings and specifications within Annex A.

Contractor shall submit shop drawings which shall consist of plans, elevations and sections showing all sides of signage. Drawings to cover fabrication, mounting, footings, engineering data and erection of site signage including the LED message board.

Contractor shall submit fabrication and installation schedule that includes lead times identifying artwork and other Owner directed materials or decisions that are needed to meet the project schedule.

Operating instructions and training schedule for management of the LED message board shall also be included.

Maintenance instructions and product specifications for all sign components including finishes, LED message board, etc. shall be provided to the City and TVPC upon completion of accepted work.

4. QUALITY ASSURANCE

It shall be the responsibility of the fabricator to perform the complete structural design of the sign and to incorporate all the safety features necessary to adequately support the sign for its intended use. Pilings to be set a minimum of four (4) feet below the scour level or eight feet total. Design to withstand Category 3 force winds. Design to withstand severe abuse and vandalism.

It shall be the responsibility of the sign fabricator to provide the electrical service to the LED message board. All lighting and electrical service to be UL approved and meet all required codes.



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5. MATERIALS

Metal Surfaces, General: Use only materials that are smooth and free of surface blemishes including pitting, seam marks, roller marks, rolled trade names and roughness. Prepare surface in compliance with Matthews Paint or Akzo Nobel Paint Company requirements.

Aluminum Plate: ASTM B-209, Alloy 5005-H15

Aluminum plate to meet minimal thicknesses as shown on drawings. Clean, prepare and paint surfaces per Matthews Paint or Akzo Nobel requirements. All unexposed or concealed surfaces to be mill finish.

Fasteners: Stainless steel, if exposed surface is sealed, galvanized may be used.

Paint: Premium acrylic polyurethane with matte or low luster finish with UV. Use either Matthews Paint or Akzo Nobel Paint systems or approved equal. Exact colors to be determined during submittals.

LED Message Board shall equal or exceed Watchfire Signs product specifications for a four (4) foot by seven (7) display with a 12mm color pixel pitch as detailed within Annex A.

6. FABRICATION

Use materials of size and thickness shown, or if not shown, of required size, grade and thickness to produce strength and durability in finished product. Shop-paint all items.

Weld corners and seams continuously; grind exposed welds smooth and flush.

Form exposed connections with hairline, flush joints; use concealed fasteners where possible. Separate dissimilar metals with permanent resilient plastic isolator.

Copy Application: Sign copy shall be crisp, sharp, clean, and free from "ticks," discontinuous curves, line waver, and similar type imperfections.



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- A. Letterforms shall conform to prescribed proportions.
- B. Messages shall be set computer generation with photo typositor or equivalent quality.

Cut-Out Copy: All letter cut-outs shall be made from material and gauge as indicated on drawings. Cutting shall be done in such manner that edges and corners of finished letterforms will be sharp and true. Letterforms with nicked, cut, ragged, rounded (positive or negative) corners, and similar disfigurements will not be acceptable.

7. APPLICATION OF PAINT FINISH

Properly prepare aluminum surfaces by pretreatment of etching/wash type as recommended by paint manufacturer. Prime with epoxy primer per paint manufacturer.

Apply materials in an environment most favorable for producing best quality work. Apply materials by spray so that:

- A. Finish surfaces shall be free of streaks, laps, runs, or pile-up of paints, with all surfaces uniformly covered.
- B. Surfaces with overspray are not acceptable.

Unless specified or directed otherwise, provide matte or low luster finish for all surfaces.

Unless specified or directed otherwise, provide "clear coat" finish over all exposed, finish painted surfaces consisting of a two-component catalytic, clear, acrylic polyurethane enamel with ultraviolet inhibitors.

8. INSTALLATION – GENERAL

Verify and stake the exact sign location at on site walk-thru with TVPC and City of Folly Beach Zoning Official. Except as indicated otherwise on the drawings, install signage plumb, level, square and true to line.



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Securely anchor signage in proper location using foundations, anchors, anchorages, fasteners, or other methods approved on shop drawings. All anchors and fasteners shall be appropriate to the anchorage condition and per sign fabricator's engineer.

After final electrical connections have been made, test all electrical systems to assure that all are in proper working order.

Coordinate work, access to site, staging and traffic control with the TVPC and Folly Beach Public Safety.

9. WARRANTY

Signage Warranty: Contractor shall provide a five (5) year full replacement warranty to the Owner to warrant all work against failure because of faulty materials or workmanship from the date of acceptance from the Owner. Warranty shall include, but not be limited to:

- A. Fading, bubbling, cracking, warping, peeling, delaminating, chalking, rusting or other disintegration of the sign panel, bases, graphics or of the edges.
- B. Corrosion of sign panels or cabinets, brackets and mounting hardware, fasteners, posts or other support pieces.
- C. Sign foundation or support failure causing signage to become crooked or not plumb and true as originally accepted.
- D. LED message board malfunction or failure.

Contractor shall provide written warranty covering the above dated with the approved acceptance date.

10. OTHER REQUIREMENTS OF THE CONTRACTOR

BIDDER RESPONSIBILITY

The Successful Bidder shall furnish all labor, materials, supplies, devices, or tools needed to perform the required services. The Bidder will not be entitled to additional compensation if it later determines that conditions require methods or equipment other than those anticipated in making its bid. In addition, the Successful Bidder shall provide all vehicles and other equipment and material necessary for the provision of engineering services. Bidders having questions regarding this RFP should request clarification before submitting a bid. Negligence or inattention of the Bidder in filing a bid, or in any phase of the performance of the work, shall be grounds for refusal of the



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TVPC to agree to additional compensation. Bidders having questions regarding this RFP contact the TVPC for clarification. Contact: Carl Hally, carlhally@icloud.com or 843-327-1952.

SAFETY

The Successful Bidder shall observe City ordinances and State regulations relating to obstruction of streets, and shall obey all laws and city ordinances controlling or limiting those engaged in the work. The Successful Bidder shall handle the work in a manner that will cause the least inconvenience and annoyance to the general public and to the property owners.

DAMAGE TO PROPERTY

The Successful Bidder also accepts sole responsibility for any damage to any public or private property resulting from their performance of the work. The Successful Bidder will protect, defend, and hold harmless the City from any and all damage, claim, liability, or expenses whatsoever, or any amounts paid in compromise there of arising out of or connected with the performance of this contract.

INSURANCE AND BUSINESS LICENSE

- A. The Successful Bidder shall furnish at his own expense and keep in full force during the terms of this contract the following coverages which shall list the TVPC and the City as an additional insured:
- B. Professional Liability Insurance in the amount of \$500,000 per claim. In no event shall the deductible on any such policy of insurance exceed \$25,000
- C. Commercial General Liability Insurance on an occurrence basis in an amount equal to \$1,000,000 for each occurrence and must include the following coverages: (i) completed operations coverage, (ii) personal injury coverage. Policy must name the City of Folly Beach as an additional insured.



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D. Workers' Compensation Insurance in the amounts as follows:

- Bodily Injury by accident, \$500,000 each accident
- Bodily Injury by disease, \$500,000 policy limit
- Bodily Injury by disease, \$500,000 each employee

E. Maintenance of state and local licenses necessary to operate a business in the City of Folly Beach. These costs are not to be paid in whole or in part by the City.

F. Indemnify and hold the City of Folly Beach harmless for any and all claims arising out of its performance of its duties under this contract.

G. Comply with all applicable federal, state and local laws, ordinances and regulations

INVOICES

The successful bidder shall submit invoices monthly for all work completed. Invoices for acceptable work will be paid within thirty (30) days of receipt.

11. PROPOSAL PROCESS

Proposals must be received by 2:00 p.m. on Wednesday, June 21, 2017. Any proposals received after this time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal. Proposals must be submitted in sealed envelopes plainly marked "Welcome Sign and Message Board" or by email in PDF format addressed to rbrooks@cityoffollybeach.com. Sealed proposals may be hand-delivered to 21 Center Street, Robin Brooks, 2nd Floor, or mailed to P.O. Box 48, Folly Beach, SC 29439, Attn: Robin Brooks.

A. Each company shall submit the following documents with the proposal:

- i. Oath of Non-Collusion (form in bid packet) signed by a principal of the firm or an officer authorized to bind the corporation.
- ii. Qualifications to meet the City's objectives. This shall include the size of the business, office location from which the service is being performed, and a list of project personnel and equipment available.



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- iii. Prior work performed, including names of prior and current clients.
 - iv. Name and contact information for three references.
 - v. Indicate and list any pending legal actions.
 - vi. Provide current copy of IRS Form W9.
 - vii. Outsourcing Statement: if your organization must outsource or subcontract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Costs should be all-inclusive to include any outsourced or subcontracted work. Any proposals that call for outsourcing or subcontracting work must include a name and description of the organization being contracted.
- B. The proposals will be opened at 2:01 p.m. on June 21, 2017. All submitters are invited to be present or send a representative. Under the provisions of the Freedom of Information Act all proposals, excluding pending legal actions, will become public information.
- C. Evaluation of proposals will be conducted from June 21, 2017 through August 8, 2017. The selection decision for the winning bidder will be made at the regularly scheduled Council meeting on August 8, 2017 and the selected contractor will be notified by August 11, 2017.
- D. All contractual terms and conditions will be subject to review by the City of Folly Beach. This will include scope, budget, schedule, and other necessary items pertaining to the contract. This request does not commit the City to the award of a contract, or to pay any costs incurred in the preparation of a response to this request.

REFERENCES

All Bidders shall include a list of current and prior projects similar to that proposed in this RFP as references for qualifying experience. The name, address, and telephone numbers of the responsible individual(s) at the reference project site who may be contacted shall be included. Particular attention will be paid to references from other municipalities. and/or public sector entities .



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CONTRACT EXECUTION

The bidder to whom the Contract is awarded shall, within 10 calendar days after the notice of award, enter into a written contract with the TVPC. Failure to execute a contract will be considered abandonment of the award and the TVPC shall have no further obligation to that bidder.

MATERIAL SUBMITTED

All materials submitted as part of a bid will become the property of the TVPC. The TVPC reserves the right to use any or all ideas presented.

12. PROPOSAL EVALUATION CRITERIA

Proposals will be evaluated using, but not limited to, the following criteria. The City and the TVPC reserve the right to reject, in whole or in part, any proposal submitted which the City believes would not be in its best interest. The City also reserves the right to waive minor deficiencies or reject all proposals. To ensure consideration for this Request for Proposals, your proposal should be complete and include all of the following criteria:

- a. Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner.
- b. Previous work and references: bidders will be evaluated on examples of their experience, qualifications, and references, the City will give preference to firms normally engaged in performing the type of work specified.
- c. Proposed contract costs.



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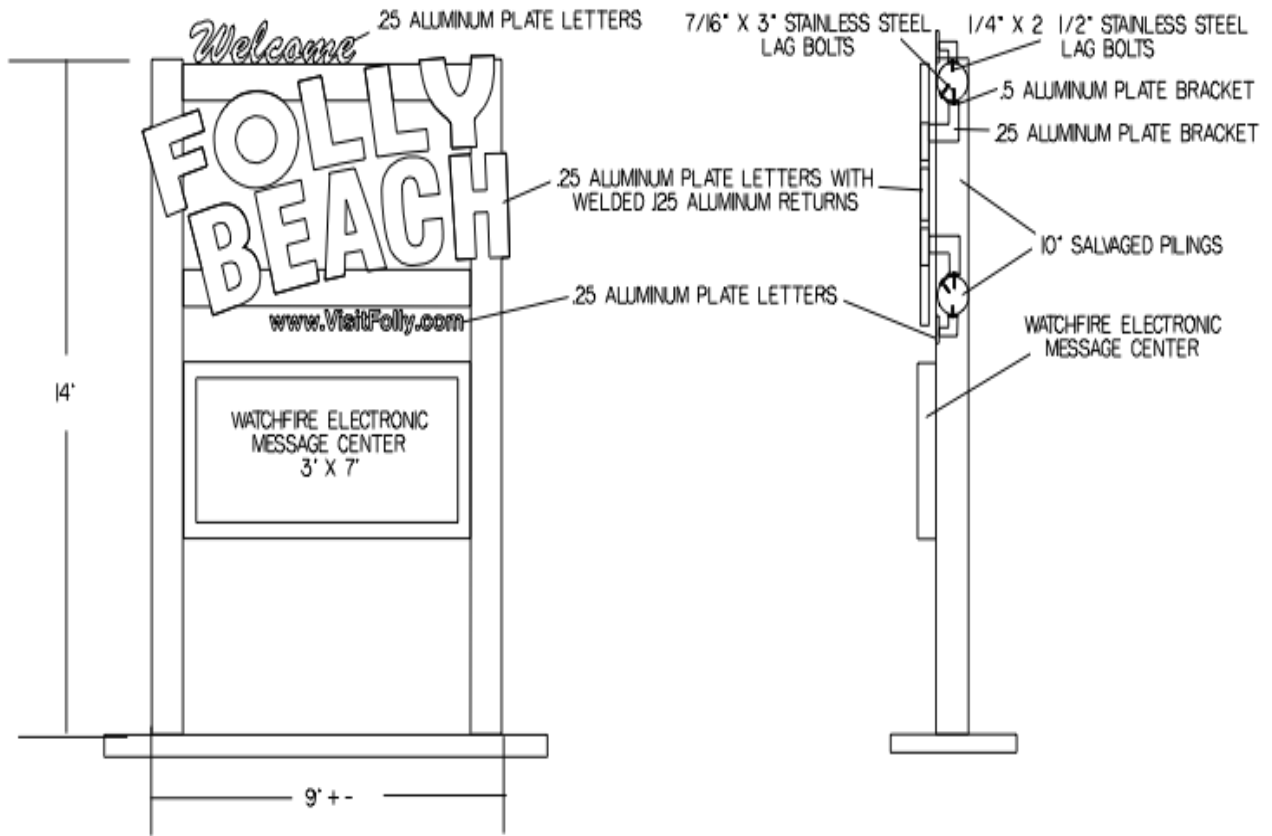
ANNEX A

LED Display Specifications

Pixel Pitch	W12mm Color
Pixel Matrix	72 x 168
Cabinet Size	41” H x 72 “ L
Cabinet Style	Single Face Signpak (Slim)
Character Size	9 Lines / 34 Characters at a 3” type
Warranty	Five (5) year replacement warranty
Electrical Service	120 Volt, 10.0 Amp Single Phase
Color	LED RGB
Color Capability	Min. 1.2 Quintillion Viewing
Angles	140 Horizontal / 70 Vertical
Video	Plays Prerecorded Clips up to 30 FPS
Brightness	Daytime 10000 NITs, Nighttime 750 NITs
Communications	4G Wireless / with 5 year cellular data plan
Software	Ignite OP
Temperature Sensor	w /100 - step photocell with 15’ cable
Software Training	On Site and Web based training
FFC Compliance	Comply with all emissions limitations to ensure that the equipment will not cause harmful electromagnetic interference to other devices. Manufacturer must receive testing verification of the final product from an accredited third-party laboratory.



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Vendor Name: _____

Non-Collusion Oath

Before me, the Undersigned, a Notary Public, for and in the County and State aforesaid, personally appeared _____ and made oath that the Bidder herein, his agents, servants, and/or employees, to be best of his/her knowledge and belief, have not in any way colluded with anyone for and on behalf of the Bidder, or themselves, to obtain information that would give the Bidder an unfair advantage over others, nor have they colluded with anyone for and on behalf of the Bidder, or themselves, to gain any favoritism in the award of the Contract herein.

Authorized Signature for Vendor

Sworn to and Subscribed before me

this ____ day of _____, 2016

Notary Public in and for South Carolina
My Commission Expires: