

REQUEST FOR PROPOSALS

Town of Enfield digital sign board

DATE OF ISSUE: **April 28, 2022**

PROPOSAL DEADLINE: **May 18, 2022, by 12:00 P.M.**

INTRODUCTION AND BACKGROUND:

The Town of Enfield, NH will be replacing the old marquee sign board with a state of the art digital two sided sign board. The digital sign board will be used for displaying information to Enfield residents along Route 4, Enfield in the area of the Enfield Community Building located at 308 Route 4, Enfield.

SCOPE OF WORK:

- Approx. 8' wide by 8' tall with a display cabinet.
- Display cabinet size of about 3'x8'.
- Internal led display 24x112 full color (or equivalent quality), capable of 3 lines of writing on both sides.
- Remote access to display board. (to include any additional subscription cost)
- Town of Enfield logo located at top of display.
- Sign and display designed to New England weather resistant quality
- 120v power supply.

CONTRACT PERIOD:

All work on the project is to be completed no later than **August 28, 2022**.

POINT OF CONTACT:

Interested parties are encouraged to contact the Chief Roy Holland the point of contact before submitting a written proposal for the Town's consideration. Chief Holland will be the point of contact for the project and will be available to accompany site visits if requested.

Roy Holland 603.632.7501 rholland@enfield.nh.us

RESPONSE FORMAT:

Responses to this RFP should contain the following:

1) A *Proposal* consisting of:

- A detailed description of the signboard and mounting specifications
- A cost proposal including any subscription costs
- Timeline for delivery and installation
- Three references from similar projects

CONTRACTOR SELECTION:

The Town of Enfield's project selection committee will review and evaluate all proposals based on the following criteria:

- Qualifications and experience of the firm;
- Quality and usability of the product
- Clarity of the proposal
- Cost

The committee will base its decision on what product they feel will be the best value for the Town of Enfield, which may or may not be the lowest price.

SUBMISSIONS:

Firms interested in this project may submit their proposals either by email (rholland@enfield.nh.us) or in hard copy to:

***Roy Holland
Town of Enfield
PO Box 365
Enfield, NH 03748***

Proposals submitted electronically must contain **"Enfield Digital Sign"** in the subject line of the email.

Questions about the project should be directed to:

***Chief Roy Holland
Telephone: (603) 632-7501
E-mail: rholland@enfield.nh.us***

Contractors wishing to visit the site should make an appointment with Chief Holland.

All proposals must be received no later than **12:00 PM on May 18, 2022**. Proposals and/or modifications received after this time will not be accepted or reviewed. No facsimile-produced proposals will be accepted.

A public opening of the proposals will take place at the Enfield Police facility, 19 Main Street, Enfield, NH at **12:00 PM on May 18, 2022**.

All proposals upon submission become the property of the Town of Enfield. The expense of preparing and submitting a proposal is the sole responsibility of the applicant. The Town of Enfield reserves the right to reject any or all proposals received, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP as in the best interest of the Town of Enfield. This solicitation in no way obligates the Town of Enfield to award a contract.

The Town of Enfield is an equal opportunity provider and employer.

