

**TOWN OF MONTVILLE**  
**LEGAL NOTICE AND INVITATION TO BID**  
**BID #2022-3**

The Town of Montville is soliciting sealed proposals for the installation of an outdoor LED sign.

Please see the Town's website at [www.montville-ct.org](http://www.montville-ct.org) for bid specifications and particular terms and conditions.

All Quotes must be sealed and must be received at the Finance Dept, Town Hall, 310 Norwich-New London Tpke, Uncasville, CT 06382 prior to the due date. All bids are due no later than November 1, 2021 at 10:00 a.m. The bids will be opened publicly and read aloud in the Finance Office at 310 Norwich New London Turnpike, Uncasville, CT 06382. All bids must be in a sealed envelope marked **“Montville Town Hall Digital Signage.”** All bids must be signed by company official.

The Town of Montville reserves the right to reject any or all bids and waive any informalities or irregularities in the bid procedure or bids.

## Bid Disclosure

In addition to other reservations and conditions contained in the proposal documents, the Town of Montville reserves the right to waive any technical defects in the proposals received; to waive any formalities or irregularities; to reject any and all proposals for any reason, including that it or they do not conform to the terms and conditions described herein, as determined by the Town in its sole discretion; to accept or reject any part of any proposal received; to present and negotiate terms of a contract together or separately with any party submitting a proposal; to determine qualifications exclusively and finally; to request additional qualifications; and to select any proposal or part thereof based on any combination of factors, including the amount proposal, the time of completion, and the Town's best interests. The Town further reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether or not that proposal is selected.

The Town may hold the bids for a period not to exceed sixty (60) days from the date of the bid opening to review the bids and investigate the bidders' qualifications prior to awarding the contract.

All bidders are advised the Town of Montville has enacted through resolutions the following special conditions concerning Town bids and purchases.

1. For all Town purchases of goods and services not utilizing State or Federal funds, any Town bidder that has submitted a bid not more than 15% (fifteen percent) higher than the low bid may be awarded the project provided such Town based bidder agrees to accept the award of the bid at the amount of the low bid. If more than one Town based bidder has submitted bids not more than 15% (fifteen percent) higher than the low bid, and have agreed to accept the award of the low bid, the lowest responsible bidder shall be the one of such Town based bidders that submitted the lowest bid. That within the bidding process that all businesses claiming to be Montville businesses, provide the Finance Department (Assessor's Section) with sufficient documentation to prove that they are in compliance with property tax assessments, including motor vehicle tax assessments.
2. Seller agrees that as a condition of his sale of goods and/or services to the Town of Montville, the Town of Montville will be authorized to deduct from the proceeds due Seller an amount not to exceed 25% of the total amount due Seller. Said amount is to be applied against any unpaid and overdue taxes, assessments, fees, or other charges levied by the town of Montville or any agency thereof against the Seller. The Seller further agrees that Seller shall insure that Seller has the right to withhold an amount not to exceed 25% from each subcontractor working for the Seller, and providing goods and/or services to the Town of Montville, and to remit such withheld money to the Town in full or partial satisfaction of any unpaid and overdue taxes, assessments, fees, or other charges levied by the Town of Montville or any agency thereof against such subcontractor.

The Town may hold the Proposals for a period not to exceed sixty (60) days from the date of the Proposal opening to review the Proposals.

In addition to other reservations and conditions contained in the proposal documents, the Town of Montville reserves the right to waive any technical defects in the proposals received; to waive any formalities or irregularities; to reject any and all proposals for any reason, including that it or they do not conform to the terms and conditions described herein, as determined by the Town in its sole discretion; to accept or reject any part of any proposal received; to present and negotiate terms of a contract together or separately with any party submitting a proposal; to determine qualifications exclusively and finally; to request additional qualifications; and to select any proposal or part thereof based on any combination of factors, including the amount proposal, the time of completion, and the Town's best interests. The Town further reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether or not that proposal is selected.

Theresa Hart  
Director of Finance

# **Request for Quotes #2022-3 Montville Town Hall Digital Signage.**

## **The Town of Montville**

**ISSUE DATE: October 1, 2021**

**DUE DATE: November 1, 2021 10:00 am**

### **OPENING LOCATION:**

Montville Town Hall  
Finance Department  
Room 205  
310 Norwich New London Turnpike  
Uncasville, CT 06382

## **1 General Information**

### **1.1 Introduction**

To better communicate with our residents, the Town of Montville is seeking pricing on purchasing and installing a complete turnkey outdoor LED sign located in the front of the Town Hall at 310 Norwich New London Turnpike. The town will provide electrical power to within six feet of the sign.



Conceptual Drawing

## 1.2 Project Schedule

The prospective schedule is as follows:

Event	Date
RFQ Release	October 1, 2021
Question Answer Period	October 12 – October 27 2021
Questions Ending	October 27 2021 by 4:00 PM
Quotes Due	November 1 2021 by 10:00 AM

## 1.3 Proposal Inquiries

All inquiries related to this RFP process must be received by the Questions Ending Event date as described in section 1.2 (Project Schedule) and are to be directed by email to the following:

Email: [ledsign@montville-ct.org](mailto:ledsign@montville-ct.org)

Information obtained from any other source is not official and not to be relied upon.

## 1.4 Submission of Proposals

Please submit **2 written copies** of your proposal in a sealed package plainly marked **“Montville Town Hall Digital Signage”** with the name and address of the Contractor on the outside of the package.

Submit proposals to:

Finance Department, Room 204  
Town of Montville  
310 Norwich New London Turnpike  
Uncasville, CT 06382

Proposals must be received at the above address by the Proposal Due Event date and time as described in section 1.2 (Project Schedule). Proposals received later than the date and time specified will not be considered.

## **1.5 Quote Response Format**

Please prepare your responses to the RFQ using the following format.

1. Letter of Transmittal (section 1.6)
2. Proposal (section 1.7)

## **1.6 Section 1, Letter of Transmittal**

Include a brief statement demonstrating your understanding of the work to be performed and how you meet the minimum qualifications as described in section 1.7. Please include the additional information as outlined in this section.

Contractor project point of contact information

- Name
- Email address
- Phone number

Contractor References

The Contractor shall provide a list of at least three (3) customer references, with the following information:

- Customer name and address
- Contact person(s): name, telephone number and/or email address (preferred)

Optional: Any information that sets your company/proposal apart from the others.

The Town may make any investigations as it deems necessary to determine the ability of Contractors to perform the work, and Contractors shall furnish the Town all such information and data for this purpose as the Town may request.

## **1.7 Contractor Qualifications**

- Contractor must have a minimum of 5 years' experience in the industry, furnishing, installing and Digital Signage solutions of similar size and complexity.
- Proposer has no documented record of non-performance or significant unsatisfactory performance by any Connecticut municipalities or public organizations?
- The Contractor shall be a factory-authorized and trained dealer of the system and certified to install then maintain and repair the system after acceptance.

## **1.8 Proposal**

Please include the following:

1. Services and products provided (basic descriptions), costs
2. Fees
3. Warranty Information
4. Vendor Terms
5. Manufacturer name, LED module model information

## **1.9 Evaluation Criteria**

Evaluation of proposals and selection of the preferred contractor will be by a committee formed by the Town. Evaluation criteria to be included in the assessment of proposals will include the following key points:

- Total projected life cycle costs
- Qualifications of the contractor (see section 1.7)
- Good name of the manufacturer
- System capabilities, features, functionality, reliability and capacity
- Relevant experience of the contractor
- Ease of user experience and ease of administration
- Warranty and maintenance
- Responsiveness of proposal

## **2.0 Proposed Montville Town Hall Digital Signage Requirements**

## **2.1 General Requirements**

- Provide (1) 3' x 8' (minimum) double-sided digital message center with double sided topper. Connect to a dedicated town provided electrical circuit within 6' of sign.
- The double-sided digital message center will be a high-resolution color display.
- The double-sided sign should be constructed of and/or treated with, rust inhibiting materials.
- Poles will be extended 24-36 inches in height to accommodate a 24 inch tall landscaped bed at base of sign. Landscaping will be provided separately.
- Border pieces shall be constructed with automotive-grade acrylic urethane paint.
- Sign will be set in concrete footings engineered to conditions.
- Fan-less construction, adequate ventilation shall be provided through convection.

## **2.2 Face Construction**

- Both sides must be constructed to provide high contrast, low sunlight reflection.
- Face must be durable in all weather conditions
- Provide UV resistance to prevent discoloring.

## **2.3 Display components**

- LED display modules shall be constructed in such a way as to provide long life, good readability and maintainability
- All Modules shall be fully encapsulated and meet IP-66 or IP67 standards.
- All LED modules shall have no less than a readability angle of 160 degrees' horizontal and 90 degrees' vertical.

## **2.4 Power requirements**

There will be protection for all components in the event of power spikes and surges.

## **2.5 Connectivity**

The LED sign controller should be remotely programmable via the following connectivity choices:

1. WiFi
2. Cellular Broadband
3. Hardwire Ethernet

The decision to use which of the above connectivity methods will be decided post contract award.

## **2.6 Software**

Displays shall be controlled by remote software that is web based and cloud accessible.

## **2.7 Installation**

- It is the contractor's responsibility to ensure that the installations meet local standards. The mounting hardware shall be capable of supporting all components to be mounted.
- Displays must be properly wired according the National Electrical Code.
- Installation of display must be verified to meet wind code for our area, 105mph.

## **2.8 Warranty**

Provide 5 years of parts coverage with per year option after 5 years

Provide a help desk number that will be staffed from 8 a.m. to 4 p.m.

## **3.0 Post Award**

### **3.1 Information to be provided by vendor**

- Electrical requirements
- Engineering data suitable for building permit (wind), if Town responsible for building permit.
- Shop drawing suitable for zoning permit, if Town responsible for zoning permit.
- Provide a project timeline that outlines the lead time for delivery and installation of hardware; software implementation and training and support.
- Additional information as required upon Town request.