



Request for Proposal Exterior Digital Sign

SUBMISSION DATE/TIME: FRIDAY, OCTOBER 18TH 2024 AT 10:00AM
3527 S AIRPORT RD. BARTONVILLE, IL 61607

Alpha Park Public Library District

RFP Digital Sign



I. Project Overview

The Alpha Park Public Library (The Library) is seeking proposals from qualified contractors to provide a digital sign solution for our library. The Library is dedicated to enhancing the library experience for our patrons through innovative technology. We aim to remove our current non-functioning sign and install a new digital sign to display important information, events, and announcements in a dynamic and engaging manner. This Request for Proposal (RFP) outlines the requirements and expectations for the project, and we invite interested parties to submit their proposals for consideration.

For all questions, please submit in writing to Amy Harris, Library Director.

aharris@alphapark.org

Deadline for all questions is Friday October 4th 5:00pm.

II. Project Specifications and Deliverables

- i. Demolition of current sign and disposal of all debris
- ii. Install new digital sign to the following specifications:
 1. Physical Sign:
 - a. Two sided LED high resolution digital sign
 - b. 6ft above the ground minimum
 - c. Digital screen: The current sign measures 10 feet by 4 feet. The Library is seeking to replace it with a new sign that meets or exceeds these dimensions.
 - d. Encasement must have library name and a visually pleasing aesthetic that compliments the library building. Style guide available upon request.
 2. Content Management System
 - a. User friendly interface
 - b. Ability to program sign information on and off site through web based platform or comparable
 - c. Template customization
 3. Installation
 - a. Sign should be located in the same location as current sign to tie into established power and network, if possible
 - b. Due to sign being located along the east side of the building just off Airport Road, the new sign should sit higher off the ground than current for better visibility.
 - c. Sign must be able to withstand typical Illinois weather
 4. Training and Support
 - a. Staff training on Content Management System
 - b. Ongoing technical support as needed
 - c. Maintenance and warranty systems

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- iii. Include clear and detailed project implementation plan and timeline, including any potential foreseen disruptions to library operations and how they will be mitigated.
- iv. itemized cost breakdown

III. Budget and Timeline

- i. The Library has budgeted up to \$40,000 for the entire project
 - 1. Proposals must include cost breakdown of:
 - a. Demolition & debris removal
 - b. Digital Sign and encasement
 - c. Installation / construction
 - d. Software
 - e. Training
 - f. Ongoing maintenance / warranties
 - g. Tax exemption
 - 2. Proposals received above the listed budget will be reviewed for consideration.
- ii. The Library is looking to have the project completed by June 30, 2025

IV. Bidder Qualifications

- i. All bidders must be licensed to do business in the state of Illinois
- ii. Provide 3 examples of similar work completed
- iii. Provide 3 references of previous clients with similar projects
- iv. Provide proof of insurance
- v. Proposals must include adherence to the Prevailing Wage Act: WHEREAS, the State of Illinois has enacted "An ACT regulating wages of laborers, mechanics and other worker's employed in any public works by the state, county, city, or any public body or any political subdivision or by any one under contract for public works," approved June 26, 1941, as amended, being 820 ILCS 130/0.01 et seq.; WHEREAS, the aforesaid Act requires that the Alpha Park Public Library District of the County of Peoria, State of Illinois, investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workers in the locality of said Alpha Park Public Library District employed in performing construction of public works, for said Alpha Park Public Library District.

V. Submission Guidelines & Selection Process

- i. Each bidder may submit one proposal and one alternate
- ii. Deadline for all proposals will be Friday, October 18th 2024 at 10:00am
- iii. All proposals should be delivered to the Library Director in two forms:
 - 1. By E-mail, with all relevant files attached, subject line "PROPOSAL: DIGITAL SIGN <COMPANY NAME>"
 - 2. A hard copy in a sealed envelope, marked "SEALED PROPOSAL" WITH RFP TITLE, DATE DUE, AND TIME OF SUBMISSION. The Library staff member receiving the proposal will mark the envelope with the time.
 - 3. aharris@alphapark.org 3527 S Airport Rd. Bartonville, IL 61607

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- iv. All bids shall be rated on cost, experience, references, and overall proposal.
- v. Public Bid Opening will take place at The Library in Meeting Room 1 on Monday October 21, 2024 at 6:30pm. Attendance is not required; Attendance or lack thereof will not impact a bid proposal in any way.
- vi. Awardee and bidders will be notified of results within 90 days of the Public Bid Opening via E-mail.

VI. Criteria for Awarding / Reservation of Rights

The contract will be awarded to the responsible, responsive proposer, or any other proposer determined by the Alpha Park Public Library District Board of Trustees to be in the best interest of the Library, who meets or exceeds the criteria. The Library reserves the right to reject any or all proposals or to waive any details in proposals received whenever such rejection or waiver is in the best interest of the Library. The Library also reserves the right to reject the RFP of any proposer who has previously failed to satisfactorily perform, has not completed contracts on time, or whom, upon investigation, shows is not able to perform the contract.

In determining responsibility, the following qualifications will be considered by the Library:

- The ability, capacity, and skill of the proposer to perform the contract or provide the service required;
- Whether the proposer can perform the contract or provide service promptly, or within the time specified, without delay or interference;
- The character, integrity, reputation, judgment, experience, and efficiency of the proposer;
- The quality of performance of previous contracts or services;
- The previous and existing compliance by the proposer with laws and ordinances relating to the contract or service;
- The quality, availability, and adaptability of the supplies or contractual services to the particular use required;
- The ability of the proposer to provide future maintenance and service for the use of the subject of the contract;
- Proposer's record of experience in this field of endeavor; and, the size and scope required in the proposals specifications;

VII. Notice of Award

- i. The Library will accept in writing one of the proposals, within 90 days from the date of Public Bid Opening. Notice of Award will be E-mailed to all proposers of record within the time for acceptance specified in the Request for Proposal.