



## Pylon & Digital Signage

### Request for Proposals 2024

**Issued:** March 21, 2024

**Closing:** ~~April 9, 2024 @ 4:00PM~~ **Extended to 2:00PM on April 16, 2024**

**Tender Contact:** Economic Development

**Telephone:** 780-581-2419

**Email:** [economic@vermilion.ca](mailto:economic@vermilion.ca)

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## 1.0 GENERAL

### 1.1 Invitation to Proponents

Vendors are invited to submit Proposals for a Pylon Sign and a Digital Sign for the Town of Vermilion

**RFP Title:** Pylon Sign & Digital Sign

**RFP Issued:** March 21, 2024

**RFP Closing Date and Time:** ~~April 9, 2024 @ 4:00PM~~

**Extended to 2:00PM on April 16, 2024**

The Town of Vermilion has secured funding through the Northern and Regional Economic Development (NRED) Program for a Pylon sign in Junction Sixteen 41 business park.

This Proposal will be conducted with the objective of maximizing benefits for the Town of Vermilion while offering Proponents a fair and equitable opportunity to participate. Proponents are advised to pay careful attention to the specifications laid out in this document. Failure to satisfy any term or condition in this Proposal may result in the Proposal being deemed unacceptable. The Town of Vermilion reserves the right to accept or reject any and all Proposal submissions and to waive irregularities and informalities at its discretion. The Town of Vermilion reserves the right to accept a Proposal other than the lowest price submission without stating reasons.

This Proposal does not commit the Town of Vermilion to award or pay any costs incurred in the preparation of a Proposal, or attendance at meetings with Town staff.

### 1.2 Inquiries, Errors, or Omissions

All inquiries must be directed to the RFP Contact in writing. Inquiries and responses will be recorded and may, at the municipality's discretion, be distributed to all interested parties.

Proponents should notify the RFP Contact in writing of any ambiguity, divergence, error, omission, oversight, or contradiction in this Proposal. Verbal responses to inquiries are not binding on any party.

### 1.3 RFP Amendments

The Town of Vermilion reserves the right to amend the RFP documents and addenda up to 48 hours prior to the RFP Closing Date and Time. Any changes to this document will be communicated to all involved proponents, in writing, as an addendum.

#### **1.4 Submissions**

RFP submissions shall be received at the Town of Vermilion office no later than **2:00 PM, Mountain Standard Time on April 9, 2024**. Any RFP submissions received after the closing date and time will be considered disqualified. RFP submissions can be emailed to Economic Development at [economic@vermilion.ca](mailto:economic@vermilion.ca) with the RFP Title, the Proposals name in the subject line.

The time of which submissions sent via email will be determined by the time received on the Town of Vermilion servers, not the time it was sent on the Proponents email.

Proponents are responsible for verifying that their submissions have been received at the correct location.

#### **1.5 Freedom of Information and Protection of Privacy (FOIP)**

The Town of Vermilion must adhere to the provisions set out in the Freedom of Information and Protection of Privacy Act therefore the successful Proponent may have to consider the application of FOIP in the development of the RFP. Departments should contact the FOIP Coordinator to see if any considerations should be made under this section.

Tender submissions should include any specific procedures to be followed by the Proponent for disposal of any confidential information contained in electronic format in computer hardware of the Purchaser or its employees, or agents.

#### **1.6 Cost to Submit**

The Town of Vermilion will not be liable for any costs incurred by any Proponent in the preparation and submission of a RFP, in the facilitation of a presentation to support the RFP, or any other activities related to the creation of their Proposal.

#### **1.7 Termination of Negotiations and/or RFP Process**

The Town of Vermilion reserves the right to terminate contract negotiations with any Proponent and to enter negotiations with any other Proponent if, in the opinion of the Town of Vermilion, at any time, the negotiations with the initially selected Proponent will not be satisfactorily concluded in the best interests of the Town of Vermilion.

#### **1.8 Period of Commitment**

Submissions shall be final and binding RFP closing date and time and may not be altered by subsequent offerings, discussions, or commitments unless the Proponent is requested to do so by the Town of Vermilion.

All submissions must be in Canadian dollars and exclusive of GST.

### **1.9 Irrevocability of RFP's**

Proponents may amend or withdraw their Proposal prior to this RFP's closing date and time by submitting a clear and detailed written notice to the RFP Contact. All Proposals become irrevocable after this RFP's closing date and time.

### **1.10 RFP Rejection**

The Town of Vermilion may reject any or all RFP submissions. The Town has a reserve amount set and will not disclose the amount.

## **2.0 INFORMATION**

### **2.1 Background**

The Town of Vermilion is located approximately 59 km from Lloydminster in northeast Alberta and is the home to Lakeland College. The population of the Town is approximately 4,150 people. Vermilion has an annual operating budget of approximately \$15,000,000 and a capital budget of approximately \$2,000,000. The Town of Vermilion is development-friendly and a development-ready Town, by being prepared and well informed to support responsible growth.

### **2.2 Scope of Proposal/Deliverables**

The purpose of this Request for Proposal is to have a two signs designed and installed for Junction Sixteen 41 for the Town of Vermilion within 2024.

The Proponent will work with Economic Development and Infrastructure departments of the Town of Vermilion to undertake the design and installation of the two signs based on the following specifications:

- Pylon Sign
  - Two Pole
  - 38' to 40' in height
  - Allow for a minimum 10 tenant displays on each side of sign.
  - Sign will portray the Town of Vermilion's branding within the sign
  - Sign will reference 'Junction Sixteen 41'
- Digital Sign
  - Single sided message centre
  - Maximum size 5'-3.5" by 6'-11"
  - Color
  - Graphics Package

### **Role of the Proponent/Consultant**

The proponent will be expected to manage all aspects of the process leading to the final version of the deliverable. The proponent's relationship with the Town of Vermilion will be through Economic Development.

### **3.0 EVALUATION CRITERIA**

The Town of Vermilion reserves the right to accept or reject any and all RFP's. The Town reserves the right to accept a submission other than the highest price submission without stating reasons. By the act of submitting a response to this RFP, the Proponent waives any rights to contest in any legal proceeding or against the right of the Town of Vermilion to award to any purchaser in its sole discretion.

The first stage will consist of a review of all submissions to ensure that each submission was received on time, that the RFP is properly completed and signed, and the submission is sufficiently responsive to the RFP.

The Town reserves the right to reject any RFP that does not have all the required submission requirements.

### **4.0 PROPOSAL CONTENT**

Proposals should be organized in the following format using the section titles and sequence listed below:

1. RFP Submission Letter that includes:
  - a. Purchaser legal name or company name
  - b. Description and details of Proposal
  - c. Design and specs for each of the two signs
  - d. Pricing for each of the signs
  - e. Timeline
  - f. Detailed pricing
  - g. References

#### 4.1 Awarding of RFP

This RFP should not be construed as a contract to purchase goods and services. Only written notice, to the Proponent of acceptance of the RFP by the Town of Vermilion, shall constitute a contract for the provision of a Records Management System.

The Town of Vermilion reserves the right to accept or reject, in whole or in part, all RFP's received.

No act of the Town of Vermilion, other than a notice in writing signed by the Chief Administrative Officer, or his designate, shall constitute an acceptance of a RFP.

The Town of Vermilion reserves the right to reject any or all RFP's. Without limiting the generality of the foregoing, The Town of Vermilion may reject any RFP which:

- Is incomplete, obscure, irregular, or unrealistic;
- Has non-authorized (not initialed) erasures or corrections in their RFP offer or any schedule thereto;
- Omits or fails to include any or more items in the proposal offer for which a price is required by the RFP;
- Fails to complete the information required by the RFP to be furnished with the proposal or fails to complete the information required whether the same purports to be completed or not;
- Fails to be submitted before the deadline.

Further, a RFP may be rejected on the basis of:

- The Proponent's past performance/financial standing, if applicable, with the Town of Vermilion;
- Financial constraints;
- Unreasonable or unacceptable schedules and payment methods; and
- Failure to comply with federal, provincial, and municipal legislation.

The Town of Vermilion has the right, in the interest of the Town, to waive any informality, insufficiency or irregularity in any RFP responses received, and to accept the RFP that is deemed most favourable to the interests of the Town of Vermilion.