

NEVERSINK FIRE DISTRICT

REQUEST FOR PROPOSALS Digital Message Display Sign

PROJECT SCOPE: Neversink Fire District is accepting proposals from qualified sign bidders for a Digital Message Display Sign to be located at Neversink Fire Department, 7486 State Route 55 in Neversink, NY. The sign manufacturer will be responsible for design, manufacturing, delivery and testing of the Digital Message Displays.

BACKGROUND ON THIS PROJECT: Neversink Fire District is seeking a pedestal type digital message display sign to be installed at our Fire Station. This sign will be used for communicating messages about a variety of events, fire department recruitments and are also intended for providing communications to the public during emergency situations. Operation of the signs is to be web based with the intent that the messages can be remotely controlled independently for the sign.

MINIMUM SPECIFICATIONS:

- 8'x7.6' (cabinet size 4'x8') Pedestal - independent two sided LED sign.
- Full Color LED capabilities
- Storage should be 32 gigabyte drive or larger
- Communication options: Cell Connect, Direct Connect, Wireless & USB with a Lifetime Wireless Data Plan
- Dimming- automatic, scheduled, or manual
- Graphics Capability: Text, Animation, images, pre-recorded video clips
- Video format of jpg, mov, mp4, mpg or wmv.
- Viewing angle of 140 degrees horizontal
- On-board media player
- Ability to have multiple users.
- Refresh rate of at least 1,200 Hz with a frame rate of up to 60 frames-per-second.
- Continuously running fans for air circulation

TENTATIVE SCHEDULE OF EVENTS:

RFP issued	09/22/2023
Proposals due	10/18/2023
Proposals evaluated	10/19/2023

CONTENT OF PROPOSALS: At a minimum, all proposals should contain:

- Pricing for each sign to include delivery, fiber optic and electrical connections, testing, permitting and training.
- Delivery time after receipt of order.
- Proposed design/artwork for each sign.
- Checklist of RFP Minimum Specifications.
- Completed Statement of Supplier's Qualifications.

EVALUATION PROCEDURES:

Proposals will be evaluated by the Neversink Board of Fire Commissioners. It is important that the responses be clear and complete so that the evaluators can adequately understand all aspects of the proposal. The evaluators will consider how

well the supplier's proposed solutions meet the needs of the district.

Neversink Fire District reserves the right to reject any or all proposals and to waive informalities or irregularities with respect thereto.

CONTRACT: The contract shall consist of the following documents: The Request for Proposals (RFP), the accepted proposal, the purchase order issued by Neversink Fire District and any agreed upon written changes to any of the foregoing documents. The contract documents are complimentary and what is called for in any one document shall be binding as if called for by all.

COMPLIANCE WITH LAWS: The supplier shall comply with all applicable federal, state and local laws, rules, and regulations, affecting its performance and hold the Purchaser harmless against any claims arising from the violation thereof.

PAYMENT TERMS: Net 30 days after delivery and receipt of invoice.

PREVAILING WAGES: This is a prevailing wage project.

FREIGHT TERMS: Quoted price is to include delivery to each specific sign destination and includes troubleshooting and testing of message displays.

PROPOSAL MEETING: All proposals will be opened and voted on by our Board of Commissioners on October 19th, 2023 at approximately 7:00pm.

QUESTIONS REGARDING THIS RFP: Please submit all questions regarding this RFP by e-mail to neversinkfiredistrict@gmail.com

SUBMISSION OF PROPOSALS: A sealed proposal package must be submitted by no later than **4:00 pm on October 19th, 2023**. The sealed package should contain an original and three (3) printed copies of the proposal with design/artwork for all signs.

**Neversink Fire District
Attn: Dana Vogler, District Secretary
Digital Sign RFP
PO Box 394
Neversink NY, 12765**

It is the responsibility of the supplier to be sure the proposals are sent sufficiently ahead of time to be received **no later than 4:00 pm** on the due date. Proposals received after the deadline will be returned to the supplier unopened.