



Contract 3193P

Supply and Deliver Illuminated Street Name Signs

1. Introduction

The City of Richmond proposes to engage the services of a company who can supply and deliver internally illuminated street name signs.

The objective of this request for proposal is to provide the City with qualified proponents capable of carrying out the work herein defined. The subsequent proponent submissions will form the basis for evaluation, interview and selection.

2. Submission Details

Two copies of proposals marked “ **Contract 3193PP**” addressed to the Purchasing Section, will be received at the Information Counter, Main Floor, Richmond City Hall, 6911 No. 3 Road, Richmond BC V6Y 2C1, until:

Friday, June 20, 2008 3 pm

Submissions received after this time will be returned to the sender.

The City reserves the right to cancel this Request for Proposal for any reason without any liability to any proponent or to waive irregularities at their own discretion.

Proposals may be withdrawn by written notice only provided such notice is received at the office of the City’s Purchasing Section prior to the date/time set as the closing time for receiving proposals.

Proposals shall be open for acceptance for 90 days following the submission closing date.

All proposals will remain confidential, subject to the Freedom of Information and Privacy Act.

Any interpretation of, additions to, deletions from, or any other corrections to the Proposal document, will be issued as written addenda by the City of Richmond. It is the sole responsibility of the potential Bidders to check with the City of Richmond’s

Website, and / or BC Bid to ensure that all available information has been received prior to submitting a bid.

Except as expressly and specifically permitted in these instructions, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFP, and by submitting a proposal each proponent shall be deemed to have agreed that it has no claim.

3. Enquiries

3.1 Clarification of terms and conditions of the proposal process shall be directed to:

Purchasing

Daianna Panni
Buyer
Purchasing Department
City of Richmond

Telephone: 604-276-4270
E-mail: purchasing@richmond.ca

3.2 Technical clarification shall be directed to:

Technical

Steve Matheson
Traffic Technician II
City of Richmond

Telephone: 604-276-4033
E-mail: smatheson@richmond.ca

City of Richmond

The City, its agents and employees shall not be responsible for any information given by way of verbal communication.

Any questions that are received by City of Richmond Staff that affect the Proposal Process will be issued as addenda by the City of Richmond.

4. Project Background

The objective of this project is to replace existing overhead street name signs with internally illuminated street name signs at specific locations throughout the City

The proponent shall supply and deliver internally illuminated overhead street name signs as directed by City staff.

5. Project Scope

Internally illuminated overhead street name signs shall be:

- of the same approximate size sign that is currently being used within the City to minimize wind load stress. (Typical size of existing signs are 15” high with varying lengths of 48”, 54”, 60” and 66” depending upon length of street name and block numbers.)
- light in weight.
- structurally sound.
- energy efficient.
- capable of different color combinations for text and background.
- able to use “Heavy Bold Condensed” font/text.
- capable of displaying both street name and block numbers as shown in exhibit 1.
- equipped to mount on various sizes of traffic signal pole mast arms.

6. City Provided Items

N/A

7. Budget

N/A

8. Project Schedule

A project schedule is to be submitted with the proposal outlining milestone dates for a prototype to be manufactured, tested and approved. The schedule shall show how long after acceptance of the prototype to when full production and delivery can be made.

9. Proposal Submissions

All proponents are required to provide the following information with their submissions, and in the order that follows:

- A Corporate profile of their firm outlining its history, philosophy and target market.
- A detailed listing of internally illuminated sign experience in research, development, manufacturing and sales.

- A description of the proponent's understanding of the project objectives/outcomes and vision, and how these will be achieved.
- A detailed project methodology explaining each project task including what will be expected of both the proponent and the City with respect to each task.
- Team Composition – a complete listing of all key personnel who will be assigned to this project. This will include their relevant experience, qualifications for this project, roles and responsibilities, leadership, etc., in addition to their availability for this project.
- A detailed proposal of what will be delivered, including the expected outcome and benefits to the City of Richmond.
- A detailed schedule of all activities, including milestones, project meetings, interim reports and progress reports required for this project.
- A minimum of three (3) client references from projects of a similar size and scope.
- A cost of the finished product (not including field installation). Initial order will be for approximately 40 to 60 signs.

10. Working Agreement

The successful proponent will enter into a contract for services with the City based upon the information contained in this request for proposal and the successful proponents submission and any modifications thereto.

Proponents may include their standard terms of engagement.

11. Evaluation Criteria

Proposals shall be evaluated to determine the best value offered to the City against conformance to the following criteria:

- Understanding of project objectives/outcomes and vision
- Project Methodology
- Team Composition – Experience and Qualifications of those staff to be assigned to the project.
- Project Deliverables including prototype and finished product.
- Warranty.
- Energy consumption.
- Quality of product.
- Technical support.

- Delivery schedule.
- Value for Money
- References
- Interview (if required)



City of Richmond
Business & Financial Services Department

Notice of No Bid

Note: Receipt of this completed form will assist us in calling for future bids. Please complete and submit this form prior to the closing date and time as shown on the Request for Quotation/Proposal/Tender form.
Please remember to include Quotation/Proposal/Tender No. at right.

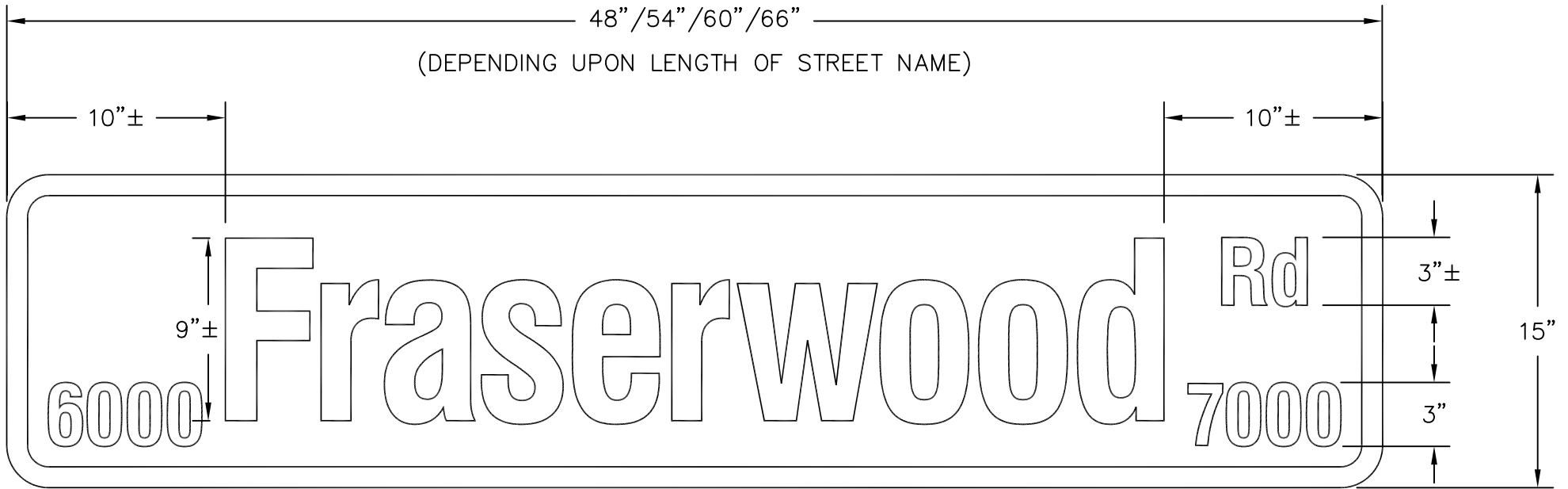
Quotation/Proposal/Tender No.
3193P

A Quotation/Proposal/Tender is not being submitted for the following reason(s):

- | | |
|--|--|
| <input type="checkbox"/> We do not manufacture/supply the required goods/services | <input type="checkbox"/> Cannot obtain raw materials/goods in time to meet delivery requirements |
| <input type="checkbox"/> We do not manufacture/supply to stated specifications | <input type="checkbox"/> Cannot meet delivery requirements |
| <input type="checkbox"/> Specifications are not sufficiently defined | <input type="checkbox"/> Cannot quote/tender a firm price at this time |
| <input type="checkbox"/> Insufficient information to prepare quote/proposal/tender | <input type="checkbox"/> Insufficient time to prepare quote/tender. |
| <input type="checkbox"/> Quantity too small | <input type="checkbox"/> We are unable to competitively quote/tender at this time. |
| <input type="checkbox"/> Quantity too large | <input type="checkbox"/> We do not have facilities to handle this requirement |
| <input type="checkbox"/> Quantity beyond our production capacity | <input type="checkbox"/> Licensing restrictions (please explain) |
| <input type="checkbox"/> Cannot meet packaging requirements | <input type="checkbox"/> Agreements with distributors/dealers do not permit us to sell directly. |
| <input type="checkbox"/> Cannot handle due to present plant loading | <input type="checkbox"/> Other reasons or additional comments (please explain below) |

I / We wish to quote / tender on similar goods / services in future <input type="checkbox"/> Yes <input type="checkbox"/> No	Authorized Company Official – Signature and Title	Date
This space for City of Richmond Comments	Firm Name	
	Address	
	City	
	Province Postal Code	
	Telephone Number	

EXHIBIT 1



City of Richmond
8811 NO. 3 ROAD RICHMOND B.C. V6Y 3C1

TITLE:			
DESIGN	S.L.M.	DWG. NO:	
DRAWN	S.L.M.	SCALE	1 : 200
CHECKED		DATE	APRIL 1993
DRAWER		REV. NO:	

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City of Richmond

Fax Cover Sheet

To:	Name: TO THOSE WHO HAVE Company: RECEIVED COPIES OF 3193P	File: 02-0775-50-- INBOX/Vol 01 Date: June 10, 2008 Fax:
From:	Department: Purchasing Name: Daianna Panni, Buyer I	Phone: 604-276-4270 Fax: 604-276-4162

If you have any problems with this fax, contact: at 604-276-4270

Total no. of pages, including cover sheet:

Mailed original to follow:

Message: Supply and Delivery Illuminated Street Name Signs

Re: Addendum #1

Questions:

1) Are the street signs to be solar powered or will they plug into an existing grid ?

Answer:

The proposal does not distinguish between solar power or hardwired into the power grid. Proponents should specify if they can do one or both. These signs are intended for use at signalized intersections where power is readily available.

2) Are they to be restricted by wattage in terms of light pollution and is there a requirement for them to be fog piercing.

Answer:

There are no restrictions for wattage in terms of light pollution but they must be energy efficient. There are no requirements for these signs to be

fog piercing but if you can achieve this then it should be noted within your proposal.

3) Who will be responsible for fitting the signs ?

Answer:

The signs will be installed by City approved qualified electrical contractors.

We look forward in receiving your submission on or before:
Friday, June 20, 2008, 3:00 pm.

We apologise for any inconvenience that this may cause you and look forward to receiving your submission.

Yours truly,

Daianna Panni
Buyer I

DDP:ddp