

Request for Proposal (RFP)

Project Title: Replacement of Exterior Digital Sign

Project Overview:

Monticello City is seeking proposals for the replacement of an existing broken exterior digital sign located along Main Street at the Welcome Center (216 S Main Street). The current sign requires full replacement of both the LED panels and the wireless connection, along with an upgrade to the control boards. The city is open to receiving proposals for both single-color and full-color sign replacements.

Scope of Work:

1. Replacement of LED Panels:

- Removal and disposal of the existing LED panels.
- Installation of new LED panels with the following options for consideration:
 - **Single-Color LED Panels:** Maintain the current single-color display, utilizing a two-LED configuration.
 - **Full-Color LED Panels:** Upgrade to a full-color LED panel, with the ability to display a wide range of colors, while considering the best brightness and resolution for the location.
- New panels must be suitable for outdoor exposure, weather-resistant, and offer a high level of visibility.

2. Wireless Connection:

- Replacement of the current wireless connection to the sign with an updated, reliable wireless system.
- The system should support remote control, monitoring, and updates to the digital sign.

3. Replacement of Control Boards:

- Removal and replacement of the control boards to ensure compatibility with the new LED panels and wireless system.
- Control boards must be compatible with single-color or full-color displays, based on the selected option.
- The control boards should offer easy-to-use software for content management and remote access.

4. Installation and Setup:

- Installation of the new digital sign components, including LED panels, control boards, and wireless connection.
- Ensure that the system is fully functional and performs all necessary tests to ensure reliable operation.

5. Training:

- Provide at least two hours of on-site training for designated city personnel on the use of the new sign and software interface, including content management, system monitoring, and troubleshooting.

6. Maintenance and Warranty:

- Provide a minimum of a one-year warranty for parts and labor.
- Offer ongoing maintenance options and support, including response times for service calls.

Sign Dimensions:

- The existing digital sign has the following dimensions 4 ft x 10 ft.

Proposal Requirements:

All proposals should include the following:

1. Company Profile:

- Company name, address, and contact information.
- A brief overview of the company's experience, particularly with outdoor digital signs and installations.

2. Detailed Pricing:

- A breakdown of the cost for each option (single-color vs. full - color) including the removal of the old sign, installation of new LED panels, wireless connection, control boards, and labor.
- Any additional costs for materials, wiring, or unforeseen issues that may arise.

3. Timeline:

- Proposed start and completion dates.
- Estimated time for installation and full system setup.

4. References:

- A list of at least three references from previous clients with similar digital sign projects.

5. Warranty and Support:

- Description of warranties offered for both labor and materials, including any extended support or maintenance plans available.

Pre-Proposal Inspection:

- If a site inspection is necessary to provide an accurate proposal, please contact Kaeden Kulow at kaeden@monticelloutah.org to schedule a visit.

Proposal Submission Instructions:

- Proposals must be submitted by March 15, 2025, by mail Kaeden Kulow Monticello City, PO Box 457, Monticello, Utah 84535 or online at <https://shorturl.at/5WNJq> (all digital submissions should be one single pdf document)
- All inquiries regarding the RFP can be directed to Kaeden Kulow at kaeden@monticelloutah.org.
- Proposals should be submitted in either a digital (PDF) or physical format.

Evaluation Criteria:

Proposals will be evaluated based on the following factors:

- Cost-effectiveness and overall value.
- Company's experience and qualifications in digital sign installation.
- Timeline for completion and the ability to meet deadlines.
- Quality and reliability of the proposed LED panels and control systems.
- Warranty and ongoing support options.

Project Timeline:

- RFP Submission Deadline: March 15, 2025
- Contractor Selection Notification: April 1, 2025
- Project Start Date: May 1, 2025 (weather permitting)
- Expected Completion Date: November 30, 2025

Terms and Conditions:

- The City of Monticello reserves the right to reject any or all proposals.
- The successful contractor must sign a formal contract before work begins.
- The contractor must maintain communication with the City's project manager throughout the project.

Contact Information:

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