



Request for Proposal

Montcalm Area Intermediate School District

Outdoor Signage / Electronic Message Center

February 29, 2024

Introduction

Montcalm Area Intermediate School District is soliciting proposals for outdoor signs with electronic message centers for our district buildings. Montcalm Area Intermediate School District has selected preferred designs. While we understand all bidders may not be able to bid on the exact design, the district's preferred designs or close facsimiles will be given the highest consideration.

Montcalm Area Intermediate School District is requesting a quotation on the main identification display for our Administration Building, Montcalm Area Career Center, Montcalm Transition Center, Seiter Education Center, and an optional outdoor sign at HO Steele Education Center without the electronic message center.

Proposal Requirements

Notification of Intent to Bid

Companies intending to submit a response to this RFP should complete the "Notification of Intent to Bid" form found in Appendix A and return it to Montcalm Area Intermediate School District via Email.

Bid Response

All bidders submitting a response to this RFP must do so upon the "Pricing Summary" found in Appendix C and must include the completed "Vendor Profile" form found in Appendix B of this document. At least three references must be included. Additional vendor information is welcome and may be included along with the completed "Vendor Profile" form.

All bidders should include a brief written statement, which summarizes their response. It should include any pertinent information which was not specifically asked for in other parts of this document, but which the bidder wishes us to know.

The bid response must be accompanied by a bid bond or certified check in the amount of 5% of the total bid.

Two sealed copies of your bid response must be received no later than 12:00 PM on Wednesday, March 13, 2024. **Bids received after that time will not be considered.** Bids will be publicly opened in the Hamler Administration Building, located at 621 N New St, Stanton, MI 48888. The vendor name and total bid amount will be read aloud at that time. Bids must be sealed and marked '**Outdoor Signage / Electronic Message Center Bid**' and submitted to:

Penny Dora
Director of Communications
Montcalm Area Intermediate School District
621 N New St.
PO Box 367
Stanton, MI 48888
616-226-6136
Email: pdora@maisd.com

Schedule of Events

Request for Proposal posted	February 29, 2024
Site Visit	Available upon request
Bid Response due	March 13, 2024, by 12:00 PM
Award of Bids (on or after)	March 21, 2024

Bid Evaluation

Montcalm Area Intermediate School District may make such investigations as deemed necessary to determine the ability of the bidder to supply the items and the bidder shall furnish to Montcalm Area Intermediate School District, all such information and data for this purpose as Montcalm Area Intermediate School District may request. Montcalm Area Intermediate School District reserves the right to reject any bid if the evidence submitted by or investigations of such bidder fail to satisfy Montcalm Area Intermediate School District that such bidder is properly qualified to carry out the obligations of the contract and to complete the orders contemplated therein. In determining which bid is the lowest responsible bid, the Board, in its discretion, may take into consideration not only the amount of the bid but the following criteria as it deems appropriate and may give such weight thereto as it deems appropriate.

- The bidder's financial ability to complete the contract successfully and on time without resorting to its surety;
- The bidder's prior experience with comparable or more complex contracts;
- The bidder's prior history for the successful and timely completion of contracts;
- The bidder's prior experience on other contracts with Montcalm Area Intermediate School District, including the bidder's demonstrated ability to perform its contract following the applicable contract documents;
- The bidder's compliance with federal, state, and local laws, rules and regulations; and
- Depending upon the specific items to be furnished by the vendor, other essential factors.

Customer Contact

To schedule a site visit or if there are any questions regarding the specifications or this invitation to bid, please contact:

Penny Dora
Director of Communications
Montcalm Area Intermediate School District
621 N New St.
PO Box 367
Stanton, MI 48888
616-225-6136
Email: pdora@maisd.com

General Terms and Conditions

1. Any document submitted after the due date and time will be rejected as not meeting the mandatory requirements for the RFQ.
2. Any cost for developing proposal documents is the responsibility of the bidder and shall not be chargeable in any manner to Montcalm Area Intermediate School District.
3. Montcalm Area Intermediate School District reserves the right to reject any and/or all proposals, to waive omissions, irregularities, or clerical errors not affecting substantial compliance with the bid specifications, and to accept any bid it deems to be in the best interest of the School District.
4. Montcalm Area Intermediate School District reserves the right to reject any part of a specific proposal for any reason. Vendors not willing to accept the award of a partial bid must so indicate as part of their proposal.
5. Montcalm Area Intermediate School District reserves the right to rebid all or part of this project.
6. Montcalm Area Intermediate School District reserves the right to accept any bid, even if it is not the lowest bid.
7. Montcalm Area Intermediate School District reserves the right to modify conditions and specifications, by mutual agreement with the selected supplier, both at the time of acceptance of the bid and subsequent thereto.
8. Montcalm Area Intermediate School District reserves the right to increase or decrease quantities purchased, both at the time of acceptance of the bid and subsequent thereto.
9. The bidder is responsible for any applicable Federal and State taxes. All bids are to be made taking this into consideration. The bidder shall be solely responsible for such payments and shall indemnify the owner and hold him harmless for any assessment and payment of same.
10. The successful bidder shall comply with all applicable Federal and State laws, regulations, ordinances, and codes, which are in effect on the cutover date and which place obligations on the bidder with respect to its performance under this agreement.
11. Bid prices quoted shall remain in effect for not less than 90 days from the bid due date.
12. Delivery and installation must be within 6 months after issuance of the purchase order by the district. The successful bidders must notify Montcalm Area Intermediate School District five business days before delivery and installation to arrange an appointment. Any attempted delivery/installation without a previously scheduled appointment may be refused and any additional delivery/installation charge will be the responsibility of the vendor.
13. In its acceptance of any quotation offer, Montcalm Area Intermediate School District is relying on the promised delivery date and/or installation as material and basic to its acceptance, unless otherwise indicated. In the event of the seller's failure to deliver as and when promised, Montcalm Area Intermediate School District reserves the right to cancel its accepting order or any part thereof, and the seller agrees that Montcalm Area Intermediate School District may return all or part of any shipment so made, and may charge Seller with any loss or expense sustained as a result of such failure to deliver as promised.

14. Montcalm Area Intermediate School District is exempt from applicable Federal and State Taxes, Michigan and Federal Tax-Exempt (38-1715342). All quotation offers and/or bids are made considering this fact.
15. Prompt payment discounts will be considered in making the award provided the period of the discount offered is sufficient to permit payments within such period in the regular course of business.

See Exhibit 1 for Equipment Specifications

Guarantee

All equipment is to be guaranteed for the manufacturer's said period and in all cases not less than one year.

Payment Schedule

Payment Terms: Montcalm Area Intermediate School District will negotiate specific payment terms with the successful bidder. The total purchase price will be paid in full within twenty-four months of installation and satisfactory inspection. Unless otherwise previously agreed to by Montcalm Area Intermediate School District, all approved invoices will be paid within 30 days of receipt by Montcalm Area Intermediate School District.

**Montcalm Area Intermediate School District
Outdoor Signage / Electronic Message Center**

If you intend to submit a bid, please complete this form and Email it to:

Penny Dora
Director of Communications
Montcalm Area Intermediate School District
621 N New St.
PO Box 367
Stanton, MI 48888
616-225-6136
Email: pdora@maisd.com

Company Name _____

Address _____

Contact Name _____

Phone Number _____

Fax Number _____

**Montcalm Area Intermediate School District
Outdoor Signage / Electronic Message Center**

Company Name _____

Location of service facility nearest to Montcalm Area Intermediate School District that will provide support and respond to trouble calls.

Years in Business _____

Number of Employees _____

Number of Service Staff _____

References

(1) _____

(2) _____

(3) _____

Signature & Title _____

Montcalm Area Intermediate School District
Outdoor Signage / Electronic Message Center

Manufacturer _____

Model _____

Guarantee/Warranty Terms _____

Base Bid Price (4 Buildings) \$ _____

Hamler Administration Building

Montcalm Transition Center

Montcalm Area Career Center

Seiter Education Center

Alternate Pricing (1 Building) \$ _____

HO Steele Education Center

The quoted price includes all terms in the RFP of Montcalm Area Intermediate School District.

Delivery/Completed Installation – approximately _____ weeks after receipt of purchase order.

Exceptions to Specifications: _____

Comments: _____

THE UNDERSIGNED HEREBY agrees to deliver and install the items specified herein in accordance with the terms, conditions, specifications, and prices set forth.

Company Name: _____

Address: _____

Telephone: _____ Email: _____

Submitted By (type or print): _____ Title: _____

Signature: _____ Date: _____

**Montcalm Area Intermediate School District
Outdoor Signage / Electronic Message Center**

Specifications for (3) signs:

Hamler Administration Building, 621 N New St, Stanton, MI 48888

Montcalm Transition Center, 618 W Main St, Stanton, MI 48888

Seiter Education Center, 1401 E VanDeinse St, Greenville, MI 48838



Note: Pictures are for illustrative purposes only. Text placement, style, and location are subject to final approval.

CABINET

One (1) double face 56.3” high by 81.8” wide and a depth of 15”. Construction to be Sign Comp widebody with 1-1/2” retainers. The end of the sign to have 15” deep square ends.

FACES

Faces to be manufactured from .100” aluminum with 2-tone painted finish, and routed copy with 1/2” push through acrylic.

ELECTRONIC MESSAGE CENTER

Provide one (1) 24.6” tall by 81.8” wide 6mm resolution, double-sided Electro-Matic LED display. Life of Sign 4G wireless data communication. The display comes with software and training. End caps to be .100” aluminum filler panels with painted finish.

BASE

One (1) 15.7” tall x 86.8” wide x 15” deep fabricated and painted aluminum base with square ends. Base to be seamless in construction, manufactured from a minimum of .100” aluminum. Fabrication is to be performed so that there are no exposed fasteners in the fabrication of the base.

ILLUMINATION

All illumination will be Hanley Wingspan Series WS-6600 LEDs.

PAINTING

All metal surfaces are to be properly prepared to accept Matthew’s acrylic polyurethane paint. Color selection by owner. All exposed blue colors on the cabinet and base are to be painted, as well as a white band behind the building name.

GRAPHICS

Logo, header text, and building name text to be ½” white acrylic push-thru with impact-resistant acrylic with translucent vinyl graphics. Address numbers on base to be cut white vinyl.

ELECTRICAL

Provide LEDs, power supplies, disconnect switch, and photocell on the sign. Provide for all necessary primary electrical labor and materials plus hook-up per local electrical codes.

INSTALLATION

Onsite installation must be performed by licensed sign specialists following city and State of Michigan codes. MISS DIG must be contacted before installation. Signs to have (1) 3” x 5” x 3/16” wall steel pole that runs vertically through the entire sign and 48” out of the bottom. Steel pole to be direct-buried and backfilled with concrete. Installation cost to include removal and disposal of existing ground sign(s) being replaced.

SHOP DRAWINGS

The Contractor shall submit copies of all shop drawings for any manufactured or fabricated item of work. Shop drawings shall clearly and accurately illustrate every aspect of the item of work and include all dimensions, types of materials, fasteners, finishes, and all other relevant information.

**Montcalm Area Intermediate School District
Outdoor Signage / Electronic Message Center**

Specifications for (1) sign:

Montcalm Area Career Center, 1550 W Sidney Rd., Sidney, MI 48885



Note: Pictures are for illustrative purposes only. Text placement, style, and location are subject to final approval.

CABINET

One (1) double face 56.3” high by 81.8” wide and a depth of 15”. Construction to be Sign Comp widebody with 1-1/2” retainers. The end of the sign is to have 15” deep square ends.

FACES

Faces to be manufactured from .100” aluminum with a 2-tone painted finish and routed copy with 1/2” push-through acrylic for logo, header text, and building text. The tenant (Dental Center) portion will be a .177” impact-resistant polycarbonate panel with translucent vinyl graphics and a removable retainer system.

ELECTRONIC MESSAGE CENTER

Provide one (1) 24.6” tall by 81.8” wide 6mm resolution, double-sided Electro-Matic LED display. Life of Sign 4G wireless data communication. The display comes with software and training. End caps to be .100” aluminum filler panels with painted finish.

BASE

One (1) 15.7” tall x 86.8” wide x 15” deep fabricated and painted aluminum base with square ends (no radius). Base to be seamless in construction, manufactured from a minimum of .100” aluminum. Fabrication is to be performed so that there are no exposed fasteners in the fabrication of the base.

ILLUMINATION

All illumination will be Hanley Wingspan Series WS-6600 LEDs.

PAINTING

All metal surfaces are to be properly prepared to accept Matthew’s acrylic polyurethane paint. Color selection by owner. All exposed blue colors on the cabinet and base are to be painted, as well as a white band behind the building name.

GRAPHICS

Logo, header text, and building name text to be ½” white acrylic push-thru with impact-resistant acrylic with translucent vinyl graphics. Tenant (Dental Center) portion to be .177” impact-resistant polycarbonate panel with translucent vinyl graphics. Address numbers on base to be cut white vinyl.

ELECTRICAL

Provide LEDs, power supplies, disconnect switch, and photocell on the sign. Provide for all necessary primary electrical labor and materials plus hook-up per local electrical codes.

INSTALLATION

Onsite installation must be performed by a licensed sign specialist following city and the State of Michigan codes. MISS DIG must be contacted before installation. Signs to have (1) 3” x 5” x 3/16” wall steel pole that runs vertically through the entire sign and 48” out of the bottom. Steel pole to be direct-buried and backfilled with concrete. Installation cost to include removal and disposal of existing ground sign(s) being replaced.

SHOP DRAWINGS

The Contractor shall submit copies of all shop drawings for any manufactured or fabricated item of work. Shop drawings shall clearly and accurately illustrate every aspect of the item of work and include all dimensions, types of materials, fasteners, finishes, and all other relevant information.

**Montcalm Area Intermediate School District
Outdoor Signage / Electronic Message Center**

Alternate Bid

Specifications for (1) sign:

HO Steele Education Center, 10260 S Sheridan Rd, Fenwick, MI 48834



Note: Pictures are for illustrative purposes only. Text placement, style, and location are subject to final approval.

CABINET

One (1) double face 56.3” high by 81.8” wide and a depth of 15”. Construction to be Sign Comp widebody with 1-1/2” retainers. The end of the sign is to have 15” deep square ends.

FACES

Faces to be manufactured from .100” aluminum with routed copy and ½” push-through acrylic for logo and header text. The tenant (IM Safe & IM Kids) portions to be .177” impact-resistant polycarbonate panel with translucent vinyl graphics and removable retainer system.

BASE

One (1) 15.7” tall x 86.8” wide x 15” deep fabricated and painted aluminum base with square ends. Base to be seamless in construction, manufactured from a minimum of .100” aluminum. Fabrication is to be performed so that there are no exposed fasteners in the fabrication of the base.

ILLUMINATION

All illumination will be Hanley Wingspan Series WS-6600 LEDs.

PAINTING

All metal surfaces are to be properly prepared to accept Matthew’s acrylic polyurethane paint. Color selection by owner. All exposed blue colors on the cabinet and base are to be painted, as well as a white band behind the building name.

GRAPHICS

Logo and header text to be ½” white acrylic push-thru with impact-resistant acrylic with translucent vinyl graphics. Tenant (IM Safe & IM Kids) portions to be .177” impact-resistant polycarbonate panel with translucent vinyl graphics. Address numbers on base to be cut white vinyl.

ELECTRICAL

Provide LEDs, power supplies, disconnect switch, and photocell on the sign. Provide for all necessary primary electrical labor and materials plus hook-up per local electrical codes.

INSTALLATION

Onsite installation must be performed by a licensed sign specialist following city and the State of Michigan codes. MISS DIG must be contacted before installation. Signs to have (1) 3" x 5" x 3/16" wall steel pole that runs vertically through the entire sign and 48" out of the bottom. Steel pole to be directly buried and backfilled with concrete. Installation cost to include removal and disposal of existing ground sign(s) being replaced.

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