



## TOWN OF BERLIN, CONNECTICUT

### REQUEST FOR PROPOSALS FOR: *Electronic Community Sign*

**BID NUMBER:** 2020-08

**RFP OPENING DATE:** December 18, 2019

**RFP OPENING TIME:** 2:00 p.m.

**RFP OPENING PLACE:** Berlin Town Hall, Town Manager's Office

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The Town of Berlin is seeking written proposals for an electronic community sign for the Volunteer Park in Berlin, Connecticut.

For a firm to be considered for this engagement, one (1) original and two (2) copies of sealed proposals must be received in the Town Managers office of the Berlin Town Hall, 240 Kensington Rd, Room 101, Berlin, CT 06037 by the date and time noted above. The Town will not accept submissions by e-mail or fax. The Town will reject proposals received after **December 18, 2019 at 2:00pm**.

The documents comprising the Request for Proposals may be obtained on the Town's website, [www.town.berlin.ct.us](http://www.town.berlin.ct.us), under "Departments, Purchasing, & Current Bids & RFPs" or from Maryssa Tsolis, Purchasing Agent, Berlin Town Hall, 240 Kensington Rd, Room 110, Berlin, CT 06037 during normal business hours. **Each proposer is responsible for checking the Town's website to determine if the Town has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda.**

The Town reserves the right to amend or terminate this Request for Proposals, accept all or any part of a proposal, reject all proposals, waive any informalities or non-material deficiencies in a proposal, and award the proposal to the proposer that, in the Town's judgment, will be in the Town's best interests.

Maryssa Tsolis  
Purchasing Agent

## Introduction

The Town of Berlin is seeking written proposals for an electronic/illuminated community sign for the Volunteer Park in Berlin, Connecticut (at the corner of Farmington Avenue & Porters Pass) which will be used to show upcoming events and important information in Town. The placement of the sign within the park is anticipated to be modified to be set back a minimum required distance and perpendicular to the Farmington Avenue travel way. Only the message portion is proposed to be electronic. Any award is subject to and conditioned upon the approval of a zoning text amendment by the Berlin Planning & Zoning Commission.

The changeable electronic message will require a zoning text amendment.

## Specifications

The sign area, which would include the name of the park, etc. and the electronic text has a maximum size of 20 square feet. I have included an example of what the Town is looking for in **Attachment A**. We would like **only** the base of the sign to be brick as outlined in Attachment A, **but not the sides in brick**. On the flat park land, the base would also be smaller, but with a base to allow for decorative plantings to not cover the message. The location would be substantially where the current sign is, behind the curving sidewalk, which would meet the required distance from the travel way. There is electricity to the sign area and the installer should be mindful of any other installations in the park, including sprinklers and plantings. The electronic part of the sign needs to be remote accessible with the ability to change what it says remotely from a computer.

## General Bid Requirements

- **Qualifications**

Eligible Vendors will be those individuals, businesses and firms that meet the following qualifications:

1. Proposer must have demonstrated experience and expertise in regard to providing the types of or similar services as those outlined in the RFP.

2. Proposer must have a proven track record in providing these types of services for similarly sized municipal governments, preferably in Connecticut.
3. Proposer must be familiar with, qualified, and properly licensed in the State of Connecticut to perform its obligation under this proposal in compliance with all applicable Federal and State of Connecticut laws and regulations, statutes and policies.
4. The Town will not award the proposal to any business that, or person who, is in arrears or in default to the Town with regard to any tax, debt, contract, security or any other obligation.
5. Documented/audited internal control environment
6. Proposer must have a business continuity plan

- **Scope of Services**

The accompanying scope is provided as a general overview which may be expanded and further defined through negotiation.

Proposals will be initially reviewed by a Selection Committee. The Selection Committee will select the firm that best meet the Town's requirements. The Town expects to make its decision *on or about January 2020*.

The Town of Berlin reserves the right to reject any and all proposals submitted, to request additional information from all proposers and to negotiate with one or more of the finalists regarding the terms of this engagement. The Town of Berlin also reserves the right to retain the proposals, use any ideas contained in the proposals and is not obligated in any manner to reimburse the proposers for the costs incurred in connection with responding to this Request for Proposals.

The Selection Committee intends to recommend the firm that, in its opinion, best meets the Town's needs, not necessarily the firm with the lowest price.

Any requests for clarification or additional information regarding this RFP are to be submitted in writing to Maryssa Tsolis, via e-mail to [mtsolis@town.berlin.ct.us](mailto:mtsolis@town.berlin.ct.us) and must be received no later than December 18, 2019 in order to be considered. If any substantive requests for information are received and responded to by the Town of Berlin, an addendum to this RFP will be issued.

The bidder must:

- Provide industry standard or higher quality services while maintaining a focus on providing a cost-effective service to the Town.
- Provide the highest quality customer service to the Town, not limited to, but particularly in the areas of reliability and billing.
- The selected firm shall work with and cooperate with the Finance Department in rendering services pursuant to this RFP.

- **Agreement Period**

The Town anticipates entering into an agreement with the selected Proposer commencing *on or about January 2020 to be installed on or about Spring 2020*. The Town will contractually reserve the right to cancel the contract at any time. The agreement period for any contract or purchase order resulting from this RFP shall ultimately be as negotiated to the mutual agreement of the parties.

- **Additional Conditions**

In order to qualify for consideration, the following minimum qualifications must be met:

- Proposer must have demonstrated experience and expertise in regard to providing the types of services outlined in the Request for Proposals.
- Proposer should have a proven track record in providing these types of or similar services for municipal governments. The Town would prefer a firm who has worked with other Connecticut municipalities similar in size to Berlin.
- Proposer must be qualified and properly licensed in the State of Connecticut to perform its obligation under this proposal in compliance with any/all applicable Federal and State of Connecticut laws and regulations, statutes and policies.

All those submitting proposals must be willing to adhere to the following additional conditions and must positively state this in the proposal:

1. The proposer must certify that the personnel identified in its response to this RFP will be the persons actually assigned to the project. At its discretion, the Town may require the removal and replacement of any of the proposer's personnel who do not perform adequately, regardless of whether they were previously approved by the Town.

2. All subcontractors hired by the proposer awarded a contract or purchase order as a result of this RFP must have prior approval of the Town prior to and during the agreement period.
  
3. Any contract or purchase order resulting from this RFP process will represent the entire agreement between the proposer and the Town and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The Town shall assume no liability for payment of services under the terms of the contract or purchase order until the successful proposer is notified that the contract or purchase order has been accepted and approved by the Town. *Any contract resulting from this RFP may be amended only by means of a written instrument signed by the proposer and signed by the Town Manager.*

**2. RIGHT TO AMEND OR TERMINATE THE RFP OR CONTRACT**

The Town may, in its sole discretion, clarify, modify, amend or terminate this RFP if the Town determines it is in the Town’s best interest. The Town has the right to extend the RFP Open Date no later than four (4) business days prior to the scheduled RFP Open Date, via Amendment, if determined it is in the Town’s best interest. In the event that an insufficient number of qualified bids are received by the RFP Open Date, the Town may terminate and re-post the RFP if determined it is in the Town’s best interest. All such actions shall be affected by a posting on the Town’s website, [www.town.berlin.ct.us](http://www.town.berlin.ct.us). **Each proposer is responsible for checking the Town’s website to determine if the Town has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda.**

If this RFP provides for a multi-year agreement, the Town also reserves the right to terminate the Contract at the end of the last fiscal year for which funds have been appropriated, and the Town shall have no obligation or liability to the successful proposer for any unfunded year or years.

**3. KEY DATES**

RFP Advertised	11/27/2019
Questions due from Vendors	12/11/2019
RFP Open Date	12/18/2019 @ 2:00 p.m.
Contract Execution Date	Winter 2019

#### **4. PROPOSAL SUBMISSION INSTRUCTIONS**

Proposals must set forth accurate and complete information for each of the items listed in attachments B & C.

Your proposal should be submitted in a sealed envelope marked “**Electronic Community Sign Bid #2020-08**” to the Town Managers Office at the Berlin Town Hall, 240 Kensington Rd, Berlin, CT 06037, until but no later than **2:00P.M., December 18, 2019**. The Town will not accept submissions by e-mail or fax. Proposers are solely responsible for ensuring timely delivery. The Town will **NOT** accept late proposals.

Proposal prices must be submitted on the Proposal Form included in this RFP. All blank spaces for proposal prices must be completed in ink or be typewritten.

Proposals may be withdrawn personally or in writing provided that the Town receives the withdrawal prior to the time and date the proposals are scheduled to be opened. Proposals are considered valid, and may not be withdrawn, cancelled or modified, for sixty (60) days after the opening date, to give the Town sufficient time to review the proposals, investigate the proposers’ qualifications, secure any required municipal approvals, and execute a binding contract with the successful proposer.

An authorized person representing the legal entity of the proposer must sign the Proposal Form and all other forms included in this RFP.

#### **5. QUESTIONS AND AMENDMENTS**

Questions concerning the process and procedures applicable to this RFP are to be submitted **in writing** (including by e-mail or fax) and directed **only to**:

Name: Maryssa Tsolis

Position: Purchasing Agent

Email: [mtsolis@town.berlin.ct.us](mailto:mtsolis@town.berlin.ct.us)

Fax: (860)828-8628

**Proposers are prohibited from contacting any other Town employee, officer or official concerning this RFP. A proposer’s failure to comply with this requirement may result in disqualification.**

The appropriate Town representative listed above must receive any questions from proposers no later than seven (7) days before the proposal opening date. That representative will confirm receipt of a proposer’s questions by e-mail. The Town will answer all written questions by issuing one or more addenda, which shall be a part of this RFP and the resulting Contract, containing all questions received as provided for above and decisions regarding same.

At least four (4) calendar days prior to proposal opening, the Town will post any addenda on the Town's website, [www.town.berlin.ct.us](http://www.town.berlin.ct.us). **Each proposer is responsible for checking the website to determine if the Town has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda.**

No oral statement of the Town, including oral statements by the Town representatives listed above, shall be effective to waive, change or otherwise modify any of the provisions of this RFP, and no proposer shall rely on any alleged oral statement.

**6. ADDITIONAL INFORMATION**

The Town reserves the right, either before or after the opening of proposals, to ask any proposer to clarify its proposal or to submit additional information that the Town in its sole discretion deems desirable.

**7. COSTS FOR PREPARING PROPOSAL**

Each proposer's costs incurred in developing its proposal are its sole responsibility, and the Town shall have no liability for such costs.

**8. OWNERSHIP OF PROPOSALS**

All proposals submitted become the Town's property and will not be returned to proposers.

**9. FREEDOM OF INFORMATION ACT**

All information submitted in a proposal or in response to a request for additional information is subject to disclosure under the Connecticut Freedom of Information. Proposers are encouraged **not** to include in their proposals any information which is proprietary a trade secret or otherwise confidential. All materials associated with this procurement process are subject to the terms of state laws defining freedom of information and privacy, and all rules, regulations and interpretations resulting from those laws.

**10. REFERENCES**

Each proposer must complete and submit the Proposer's Statement of References form included in this RFP.

**11. LEGAL STATUS**

If a proposer is a corporation, limited liability company, or other business entity this is required to register with the Connecticut Secretary of State's Office, it must have a

current registration on file with that office. The Town may, in its sole discretion, request acceptable evidence of any proposer's legal status. Each proposer must complete and submit the Proposer's Legal Status Disclosure form included in this RFP.

## **12. PRESUMPTION OF PROPOSER'S FULL KNOWLEDGE**

Each proposer is responsible for having read and understood each document in this RFP and any addenda issued by the Town. A proposer's failure to have reviewed all information that is part of or applicable to this RFP, including but not only any addenda posted on the Town's website, shall in no way relieve it from any aspect of its proposal or the obligations related thereto.

Each proposer is deemed to be familiar with and is required to comply with all federal, state and local laws, regulations, ordinances, codes and orders that in any manner relate to this RFP or the performance of the work described herein.

By submitting a proposal, each proposer represents that it has thoroughly examined and become familiar with the scope of work outlined in this RFP, and it is capable of performing the work to achieve the Town's objectives. If applicable, each proposer shall visit the site, examine the areas and thoroughly familiarize itself with all conditions of the property before preparing its proposal.

## **13. TAX EXEMPTIONS**

The Town is exempt from the payment of federal excise taxes and Connecticut sales tax and use taxes. Such taxes must not be included in prices.

## **14. AWARD CRITERIA & SELECTION**

All proposals will be publicly opened and read aloud as received on the date, at the time, and at the place identified in this RFP. Proposers may be present at the opening.

The Town reserves the right to correct, after proposer verification, any mistake in a proposal that is a clerical error, such as a price extension, decimal point error or FOB terms. If any error exists in an extension of prices, the unit price shall prevail.

The Town reserves the right to accept all or any part of a proposal, reject all proposals, and waive any informalities or non-material deficiencies in a proposal. The Town also reserves the right, if applicable, to award the purchase of individual items under this RFP to any combination of separate proposals or proposers.

The Town will accept the proposal that, all things considered, the Town determines is in its best interests. Although price will be an important factor, it will not be the only basis for award. Due consideration may also be given to a proposer's experience, references, service, ability to respond promptly to requests, past performance, and other criteria



relevant to the Town's interests, including compliance with the procedural requirements stated in this RFP.

#### **A. Evaluation Criteria**

The following specific criteria are expected to be among those utilized in the selection process. They are presented as a guide for the proposer in understanding the Town's requirements and expectation for this project and are not necessarily all inclusive or presented in order of importance.

- The background experience, and strength of the Proposer in providing similar services elsewhere, including the level of experience in working with other Connecticut municipalities of similar size, and the quality of services performed, either for other school systems or other municipalities, or both.
- The Proposer's responsiveness and compliance with the RFP requirements and conditions to provide the services requested.
- A review of references provided with the Proposal, and administration of prior contracts.
- Competitiveness of proposed cost. The Town reserves the right to negotiate cost with the selected Proposer.

The Town may elect to have the proposals evaluated by a committee as part of making a selection. If deemed necessary, the Town reserves the right to arrange for interviews/oral presentations as part of the selection process, which invitations for interviews may involve a short-listing of the proposals received.

If the proposer does not execute the Contract within ten (10) business days of the date of notification, unless extended by the Town, the Town may call any proposal security provided by the proposer and may enter into discussions with another proposer. **The Town will post the Preliminary Notice of Award and related information on its website, [www.town.berlin.ct.us](http://www.town.berlin.ct.us), under "Bid and RFP Information."**

The Contract Execution date in Key Dates is anticipated, not certain.

#### **15. ATTACHMENTS**

The following attachments are included below and must be completed, as detailed within the RFP.

- A. Sample Sign
- B. References
- C. Proposal Form

## **INDEMNIFICATION**

The Vendor at its own expense and without exception, shall indemnify, defend and pay all damages, costs, expenses, including attorney fees, and otherwise hold harmless the Town of Berlin, its employees, and agents, from any liability of any nature or kind in regard to the delivery of these services. The Vendor shall secure and maintain General Liability Insurance as will protect him from claims under the Worker's Compensation Acts and from claims for bodily injury, death, or property damage which may arise from the performance of his services under this contract.

## **INSURANCE REQUIREMENTS**

The selected vendor must maintain insurance that meets the Town's insurance requirements (listed below), to protect the Town from claims for loss or injury which might arise out of or result from the operations under this contract. Additionally, the selected vendor must file Certificates of Insurance with the Town, naming the Town as an additional insured:

Worker's Compensation, employer liability (or statutory limits - greater of two), \$1,000,000.

Comprehensive General Liability with limits of not less than \$1,000,000.00 per occurrence.

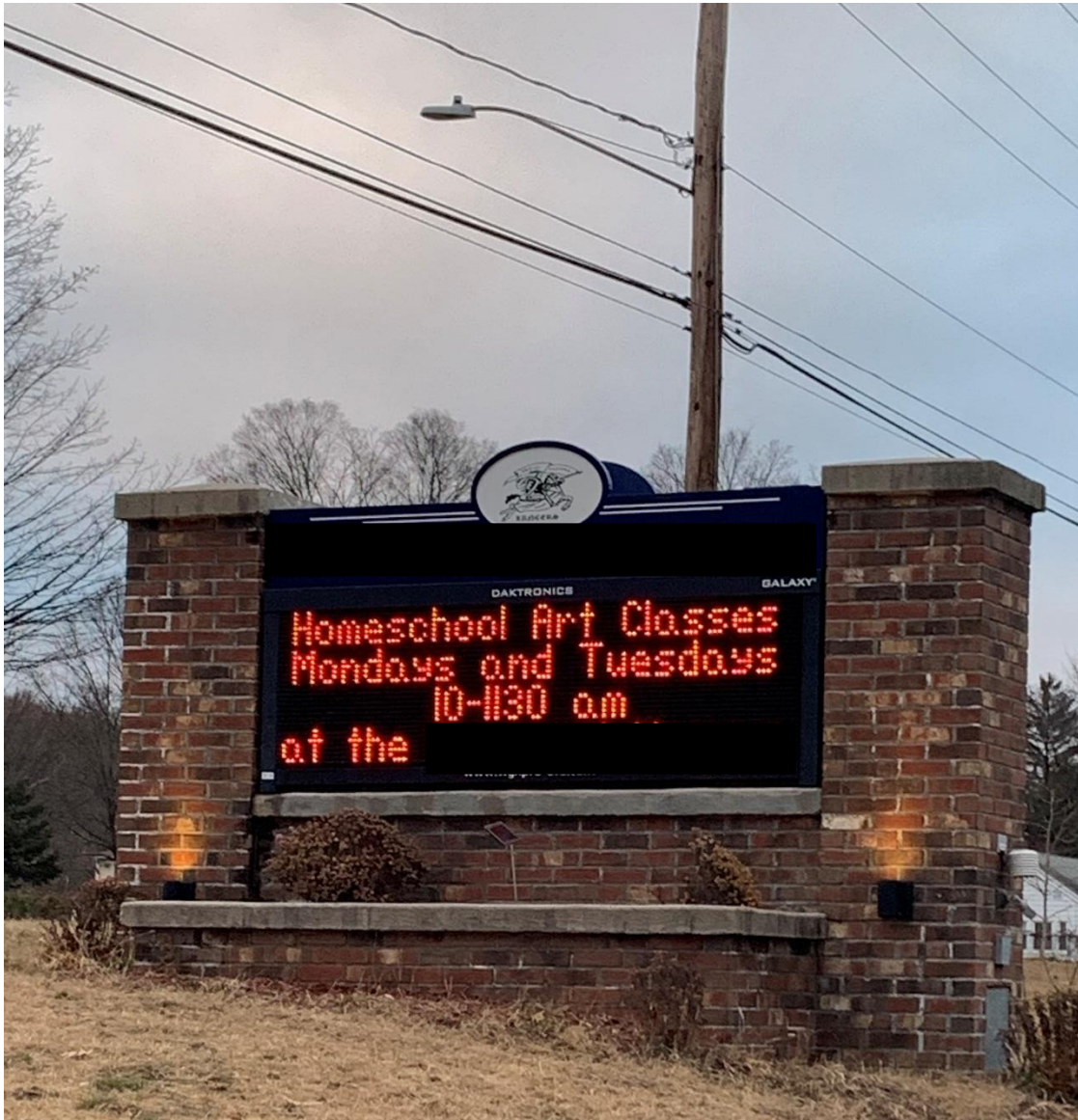
Professional Liability with limits not less than \$1,000,000.

Umbrella Liability of not less than \$1,000,000.

Comprehensive Automobile Liability (owned, non-owned, hired) of \$1,000,000.00 each accident.

**TOWN OF BERLIN, CONNECTICUT  
ATTACHMENT A: SAMPLE SIGN**

**Electronic Community Sign  
#2020-08**



**We would like a brick base like this, but we do not want brick on the sides of the sign like in this photo.**

## Current Sign



**TOWN OF BERLIN, CONNECTICUT  
ATTACHMENT B: PROPOSER'S STATEMENT OF REFERENCES**

**Electronic Community Sign  
#2020-08**

Provide at least three (3) references:

1. BUSINESS NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY, STATE \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_  
INDIVIDUAL CONTACT NAME AND POSITION  
\_\_\_\_\_

2. BUSINESS NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY, STATE \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_  
INDIVIDUAL CONTACT NAME AND POSITION  
\_\_\_\_\_

3. BUSINESS NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY, STATE \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_  
INDIVIDUAL CONTACT NAME AND POSITION  
\_\_\_\_\_



**TOWN OF BERLIN, CONNECTICUT  
ATTACHMENT C: PROPOSAL FORM**

**Electronic Community Sign**  
**#2020-08**

Pursuant to and in full compliance with the RFP, the undersigned certifies this proposal is submitted without collusion and all responses are true and accurate. If awarded this proposal, it is agreed this will form a contractual obligation to provide services at fees specified in this Proposal Form, subject to and in accordance with all instructions, conditions, requirements contained in the documents, including addenda, which are made part of this proposal.

**Cost of Sign:** \$ \_\_\_\_\_

**Cost of Installation:** \$ \_\_\_\_\_

**Total Proposed Cost:** \$ \_\_\_\_\_

Please attach any additional/related services or prices.

**NOTE:** This document, in order to be considered a valid proposal, must be signed by a principal officer or owner of the business entity that is submitting the proposal. Such signature constitutes the proposer's representations that it has read, understood and fully accepted each and every provision of each document comprising the RFP, unless an exception is described above.

\*Any award is subject to and conditioned upon the approval of a zoning text amendment by the Berlin Planning & Zoning Commission

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name, Title

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
E-mail address