



Henry County Public Library
280 East Broadway
Eminence, Kentucky 40019
(502) 845-5682

**REQUEST FOR PROPOSAL
FOR
LIBRARY MARQUEE**

The Henry County Public Library is soliciting Proposals to provide a new outside marquee at its new location: 280 East Broadway, Eminence, KY 40019.

All Proposals should be received no later than December 2, 2020 (Wednesday) at 11:00 a.m. EST. Each completed Proposal should clearly stand on its own merit and not require any further explanations, interpretations or extensive clarifications. All submitted Proposals will be opened on that date at that time at the address below.

Until the final award, the Library reserves the right to reject any and/or all Proposals, to ask for additional information or clarification of any and/or all Proposals, to waive any informalities or irregularities, to negotiate for the modification of any and/or all provisions in a Proposal, and to award agreements to more than one Contractor as such action best serves the interests of the Library.

The completed Proposal should be sent to:

Henry County Public Library
PROPOSAL OF LIBRARY MARQUEE
ATTN: Tony Jones, Library Director
280 East Broadway
Eminence, KY 40019

All Proposals should be received no later than December 2, 2020 (Wednesday) at 11:00 a.m. EST. All submitted Proposals will be opened on that date at that time at the address above.

Purpose:

This Request for Proposal (RFP) describes the scope of the work to be provided, the equipment to be provided and serviced at the Library’s facilities, and the general agreements between the Contractor and the Library.

This full RFP includes:

- Part I – Introduction
- Part II – Terms and conditions of Proposal
- Part III – General Information
- Part IV – Scope of work
- Part V – Proposal Submittal Forms

Sections in the RFP are provided solely as a means of reference and do not imply any limitations on content. The RFP should be considered in its entirety.

I. I Introduction:

The Henry County Public Library is soliciting Proposals to provide a new outside marquee at its new location: 280 East Broadway, Eminence, KY 40019.

II. Terms and conditions of Proposals:

1. Inspection of work sites: Prior to submitting a Proposal, each Contractor is required to personally inspect the site of the proposed work to have a clear understanding of the conditions under which the work is to be performed. This inspection is to be scheduled with Tony Jones, Director, at 502-845-5682 or tony.jones@henrylibrary.org and must take place before December 2, 2020 (Wednesday).
2. Questions or clarifications: Questions or clarifications regarding specifications should be directed to Tony Jones, Director, at 502-845-5682 or tony.jones@henrylibrary.org and must take place before December 2, 2020 (Wednesday). Any changes or clarifications to this Request for Proposal will be issued in a written addendum this Request for Proposal.
3. Right to Reject, Waive, or Award: The Henry County Public Library reserves the right to reject any or all Proposals, to waive technicalities, and to award the Contractor’s Proposal that best serves the interests of Henry County Public Library.
4. Delivery of Proposals: Proposals must be submitted in a sealed envelope bearing the title “PROPOSAL OF LIBRARY MARQUEE” and **must be**

received no later than December 2, 2020 (Wednesday) at 11:00 a.m. EST.

5. Late Proposals: Any Proposals received after the announced time and date for submittal, whether by mail or otherwise, will be rejected. It is the sole responsibility of the Contractor for ensuring that their Proposals are received and recorded by an authorized representative of the Henry County Public Library by **11:00 a.m., prevailing local time on December 2, 2020 (Wednesday)**. Any Proposal received after the announced time and date of receipt, by mail or otherwise, will be returned, unopened. However, nothing in this RFP precludes the Henry County Public Library from requesting additional information at any time during the procurement process. Proposals will not be accepted via fax or e-mail.
6. Notification of withdrawal of Proposal: Proposals may be withdrawn prior to the date and time specified for submission with a formal written notice by an authorized representative of the Contractor. Proposals submitted will become the property of the Henry County Public Library after the submission deadline.
7. Taxes: The Henry County Public Library is a tax-exempt agency. Evidence of tax-exempt status can be provided upon request.
8. Firm Pricing: The Proposal price must be firm for acceptance by the Henry County Public Library for ninety (90) days after opening date.
9. Payment: The Library agrees to pay no more than fifty percent (50%) of the total contracted proposed bid prior to completion of the work. Any remaining funds will be paid after successful, satisfactory, on time, completion of the work to be performed.
10. References: All Contractors must submit at least three (3) references of past projects within the last three (3) years similar in nature to the proposed project. The references must include company or agency name, person to contact, address and telephone number. Failure to include references may be ample cause for rejection of the Proposal.
11. Notice of award: The successful Contractor will be contacted upon approval of the Henry County Public Library's acceptance of the Contractor's Proposal.
12. Contract Approval: The Henry County Public Library must approve the contract resulting from this solicitation. The Contractor will provide a formal

contract specific to this solicitation. The terms of the contract will include the terms of this RFP in its entirety.

13. Further information: Questions about this Proposal and/or its process, the specifications or scope of work shall be directed to Tony Jones, Director, at 502-845-5682 or tony.jones@henrylibrary.org prior to December 2, 2020 (Wednesday).

III. General Information:

1. Regulatory Requirements: The Contractor shall comply with all applicable Federal, State and local laws, ordinances and regulations pertaining to the performance of the work specified herein.
2. Insurance: The Contractor shall purchase and maintain insurance not less than the limits set forth below. All coverage shall be with insurance companies licensed and admitted to do business in the State of Kentucky and with insurance carriers acceptable to the Henry County Public Library and have a minimum A.M. Best Company's Insurance Reports rating of A or A-.
 - a. Worker's Disability Compensation Insurance including Employer's Liability Coverage in accordance with all applicable statutes of the State of Kentucky.
 - b. Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability of not less than \$1,000,000 per occurrence and/or aggregate combined single limit. Coverage shall include the following: (A) contractual liability; (B) products and completed operations; (C) Independent Contractor's Coverage; (D) Broad Form General Liability Endorsement or equivalent.
 - c. Motor Vehicle Liability Insurance, including Kentucky No-Fault Coverage, with limits of liability of not less than \$1,000,000 per occurrence; combined single limit bodily injury and property damage. Coverage shall include all owned vehicles, all non-owned vehicles and all hired vehicles.

The Contractor shall provide the Henry County Public Library certificates of proof of insurance for each of the insurance requirements listed above as a part of the Proposal.

3. Bid Security: The Proposal shall be accompanied by bid security in the form of a bond provided by a surety company authorized to do business in the Commonwealth of Kentucky, or in the form of a certified check, and in an amount equal to at least five percent (5%) of the base bid amount, pledging that the Contractor will enter into a contract with the Library on the terms stated in the bid and will furnish bonds covering the faithful performance of the Contract and payments of all obligations arising thereunder. Should the Contractor refuse to enter into such contract or fail to furnish such bonds, the amount of the bid security shall be forfeited to the Library as liquidated

damages, not as a penalty.

- a. Performance Bond and Payment Bond: Contractor shall furnish bonds covering the faithful performance of the contract and payment of all obligations arising thereunder. Bonds shall be executed by a surety company authorized to do business in Kentucky. Contractor shall include the cost of such bonds in its bid. Bonds shall be written on AIA Document A312 (2010) Performance Bond and Payment Bond in the amount of the contract sum and shall be dated on or after the date of the contract. Surety shall attach a certified and current power of attorney for the attorney-in-fact who executed the bonds.

4. Delivery, Storage and Handling:

- a. Delivery of only new products in the manufacturer's original containers, dry, undamaged, with seals and labels intact.
- b. Store any work materials or equipment in (and only in) areas designated by the Library.

5. Property Protection:

- a. Contractor will be responsible for any damage resulting from improperly removing, installing, or storing materials or debris.
- b. Contractor will be responsible for any damage to the landscaping or lawn surrounding each marquee.

6. Warranty:

- a. Provide a five (5) year unlimited warranty on any product, material, or workmanship from the time of the acceptance of the installation which includes all costs for parts, labor, travel, or other expenses that could be incurred in the repair of the installed units.
- b. All software controlling the digital marquees shall be serviced, supported, and maintained for a minimum period of one (1) year, including any necessary software upgrades, at no additional expense to the Library. The costs for any additional levels of support or periods of support should be clearly noted in the Proposal.

7. Quality Assurance:

- a. Materials Manufacturer: Company specializing in manufacturing the products specified herein with a minimum of five (5) years of experience.

- b. Contractor: Company specializing in the installation of materials provided with minimum three (3) years of experience.

8. Use of Premises:

- a. The Contractor is to repair or replace to the full satisfaction of the Henry County Public Library or its owner representative, or reimburse the Library for damages to Library-owned facilities caused by the Contractor, as a result of the performance of work specified herein.
- b. During the progress of the work specified herein, the Contractor shall keep the premises free from the accumulation of waste materials, rubbish and other debris resulting from the work. After completion of the work, the Contractor shall remove all waste materials, construction equipment, machinery and surplus materials. The Contractor shall leave the site clean and ready for use by the Henry County Public Library. All reasonable accommodations are to be made to preserve the Library's function during the specified work.

9. Safety and Protection:

- a. The Contractor and its Subcontractors shall be solely and completely responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the work. The Contractor shall take all necessary protection to prevent injury to all employees on the work site and other persons including, but not limited to, the general public who may be affected thereby.
- b. The Contractor and its Subcontractors, performing services for the Henry County Public Library are required and shall comply with all Occupational Safety and Health Administration (OSHA), State and County Safety and Occupational Health Standards and any other applicable rules and regulations.
- c. Under no circumstances shall any tools of any kind or materials being used be left unattended. The Contractor will make arrangements for security of any/all items associated with the construction site.
- d. The Contractor's employees shall wear appropriate safety gear, uniforms, and footwear that comply with all legal requirements including, but not limited to, OSHA (Occupational Safety and Health Administration) requirements.

10. Permits: The contractor shall obtain all permits, licenses and certificates, or any such approvals of plans or specification as may be required by Federal, State and local laws, ordinances, rules and regulations, for the proper execution and completion of the work specified herein.

11. Workmanship and Inspection:

- a. All work under the resulting contract shall be performed in a skillful and workmanlike manner, and according to applicable code.
- b. The Henry County Public Library may, at its sole discretion, require the Contractor to remove any employee from work that the Library deems incompetent or careless. Further, the Library may, from time to time, make inspections of the work performed under this contract. Any inspection by the Library does not relieve the Contractor from any responsibility regarding defects or other failures to meet the contract requirements.

12. Penalty

- a. The Contractor shall agree to deduct a penalty from any final payment of one hundred dollars (\$100.00) per calendar day for each day that exceeds beyond the installation deadline of February 8, 2021 *unless the Library specifically approves a requested extension in writing.*
- b. The Contractor shall agree to deduct a penalty from any final of one hundred dollars (\$100.00) per calendar for each day that exceeds beyond the seven (7) day maximum period that any location's marquee is out of service during the removal/construction/replacement period.
- c. The penalty will be applied under any circumstances including inclement weather or delay of delivery of materials *unless the Library specifically approves a requested extension in writing*

IV. Scope of work:

The Henry County Public Library is soliciting Proposals to provide a new outside marquee at its new location: 280 East Broadway, Eminence, KY 40019.

The Contractor shall be responsible for measuring and calculating any/all costs for bidding purposes.

Work required under this solicitation includes supplying all material and labor for the installation of a new digital sign that meets the requirements of this RFP.

Any damage to the Library's existing landscaping will be repaired or replaced, to the Library's satisfaction, at the Contractor's expense.

All work to begin after December 7, 2020 and end before February 8, 2021.

1. General information:

- a. The Contract shall understand that the Proposal must include, cover, and address any costs associated with:
 - i. Supplying the required sign
 - ii. Providing the necessary operational software
 - iii. Training the Library's staff on the usage of the operational software
 - iv. Providing a five (5) year warranty for both labor and materials.
 - v. Providing one (1) year unlimited support (including updates) on software

- b. The new marquee sign, for the purposes of this RFP, contains four parts:
 - i. Framing and mounting – the cabinet, or physical unit, which supports the banner area and display area
 - ii. Banner area – a static, illuminated display of the Library's name
 - iii. Software – operational software for programming messaging, scheduling messaging, uploading graphics, and interfacing with the supplied new marquee sign
 - iv. Display area – the hardware necessary to provide the viewing area for the Library's messages and graphics having two display sides

2. Electrical supply:

- a. The Library will supply one 120-volt electrical line, installed by a certified electrician, controlled by a 30A breaker and capable of supporting voltage within those limitations.

- b. The supplied electrical line will have a static current, isolated and solely for the use of the marquee. Any other requirements should be clearly noted in the Proposal.

3. Framing, cabinet and mounting:

- a. Any length, width or height of the framing, cabinet or mounting WILL NOT be considered a part of the display area. Framing/cabinet should be adequate to support the display area but is NOT considered a part of the display area.

- b. Any framing, cabinet, or mounting of the banner area will match the color, construction, and treatment of the framing, cabinet, or mounting of the display area.

- c. All materials used in the construction of the framing, cabinet and mounting shall be new, not re-purposed, material.

- d. Framing, cabinet and mounting MUST meet the following requirements:

- i. The exterior component of the new framing/cabinet will be aluminum, powder-coated (or equivalent treatment, such as baked enamel coating) on all exterior surfaces to match with precision mitered corners, solid welds, and a 30% gloss.
 - ii. Framing, cabinet and mounting shall be sufficient to withstand a seventy (70) mile-per-hour sustained wind load and a one hundred (100) mile-per-hour wind gust.
- e. The total depth of the cabinet containing the two display sides will be a maximum of fourteen (14) inches.

4. Software:

- a. Only software provided and supported by Watchfire or Daktronics will be considered.
- b. Software that supports a web-browser enabled interface, accessible from any internet-connected computer is preferred with a simple username/password method for access is strongly preferred.
- c. Preferably, the software will allow multiple roles, with varying levels of access/control with certain levels of access/control retained only for an “administrator” level and other access/control given to “editor” levels.
 - i. Preferably, the “administrator” will be able to control the rights and access of all other levels of access/control granted to “lesser” user roles.
 - ii. Preferably, the “editor” control should allow the user full access and user rights to create, upload, schedule, and activate a displayed message, upload any supporting graphics, and adjust any other display options.
- d. The Library will accept either “cloud-based” software options or software that is installed on the Library’s own computer network provided that access is available outside of the Library through a web-based interface and, preferably, a handheld device such as a mobile phone.
- e. Software must control the digital display via a wireless connection (either Wi-Fi or cellular connections are acceptable) without hard wiring to the unit being necessary.
- f. Preferably, software will have a mobile phone (or smartphone) interface that allows the user to create messages, change existing messages, upload

graphics, schedule messages, and adjust other display settings as necessary.

- g. Software should be able to time stamp its display entries so that new entries become activated at a specific date/time and old entries de-activate on a specific date/time.
- h. Software should be customizable so that certain messages are activated at specific times of the day during their activation window.
- i. Software should have the capacity to display a minimum of eight (8) separate messages during any given day.
- j. The Library should be able to control each display side separately so that different messages can be, if desired, displayed on each side. (If this functionality requires additional hardware, it should be noted as an ADDITIONAL cost in the Proposal Submittal Forms.)
- k. Software, preferably, will have the ability to prioritize messages or de-prioritize messages so that, as necessary and determined by the Library, one message appears more often than other messages.
- l. Software shall have a full font library of a minimum of forty (40) possible fonts including true-type fonts.
- m. Software must have the ability to import graphic files of the following type at a minimum: JPG, AVI, GIF, or BMP.
- n. Contractor will provide an on-site demonstration of software to Library staff before December 2, 2020. Demonstration must be scheduled with Tony Jones, Director, who can be contacted at 502-845-5682 or tony.jones@henrylibrary.org

5. Banner area:

- a. The display will have a static banner area that features the Library's name on each side of the digital display or two (2) display sides.
- b. Static banner will be mounted above the digital messaging display area.
- c. The dimensions of the static banner, not including any framing/cabinet, will be a maximum of 40" (forty inches) in height. The length of the static display will exactly match the length of the display area. The width of the cabinet/framing of the static banner will exactly match the width of the cabinet/framing of the display area.

- d. The banner area will have a white facing and be fully lit through LED lighting during hours of darkness with customizable dimming control of the LED lighting in the banner area.
- e. Lighting within the static banner must be controlled by photocell yielding dusk to dawn lighting.
- f. Framing/cabinet of the banner area will powder coated to match the framing/cabinet of the display area.
- g. The graphics and lettering within the banner area must be mounted on the interior of the facing and be visible both during the daytime (unlit) hours and night time (lit hours).
- h. All graphics and lettering within the banner area must match the colors and wording designated by the Library. For wording and graphics, contact Tony Jones, Director, who can be contacted at 502-845-5682 or tony.jones@henrylibrary.org

6. Display area:

- a. Only display hardware provided and supported by Watchfire or Daktronics will be considered.
- b. The marquee will have one (1) double sided display with each side having matching dimensions and capabilities.
- c. Each side of the display will be controlled independently so that different messages may be scheduled, created or displayed for each side as desired. (If this functionality requires additional hardware, it should be noted as an ADDITIONAL cost in the Proposal Submittal Forms.)
- d. The display area of the installed sign must be approximate (within three inches) of the following dimensions: one hundred twenty (120) inches of height, one hundred (100) inches of length.
- e. The total depth of the cabinet containing the two display sides will be a maximum of fourteen (14) inches of depth.
- f. Each display will be capable of a minimum of 256 shades of color using high quality LED technology.
- g. All LED modules will be warranted for an estimated lifetime of 100,000 hours. (A "lifetime" is defined as the point at which LED degradation reaches fifty (50) percent.)

- h. All LED modules will be encapsulated for protection from weather, dirt, moisture, and other common elements in their working environment without the use of a transparent facing (windowless design).
- i. Each pixel will be no fewer than three LEDs: one (1) red, one (1) green, and one (1) blue. No virtual or hybrid pixel technologies will be accepted.
- j. The display MUST have:
 - i. Minimum horizontal viewing angle of ninety (90) degrees.
 - ii. Minimum vertical viewing angle of forty (40) degrees.
 - iii. Maximum pixel pitch of 20mm.
 - iv. Minimum pixel matrix of 64 x 112.
 - v. Display dimming, automatic and manual, up to 10,000 nits and down to a minimum of 750 nits.
 - vi. Minimum capability to provide eight (8) lines of five inch (5”) text with a minimum of 22 characters per line.
- k. Display will have front access for maintenance or repair.
- l. Display must not require special ventilation or filters.
- m. Display modules will have redundant programming/controls so that if any one (1) module fails, the rest of the modules in the row or column will remain functional.

7. Training, maintenance and user support:

- a. Contractor will provide an on-site demonstration of software to Library staff before December 2, 2020. Demonstration must be scheduled with Tony Jones, Director, who can be contacted at 502-845-5682 or tony.jones@henrylibrary.org
- b. The Contractor will provide, at no additional cost, a minimum of two (2) hours of onsite, hand-on training in the operation of the software controlling the display areas of all signs a minimum of ten (10) business days prior to installation. Training must be scheduled with Tony Jones, Director, who can be contacted at 502-845-5682 or tony.jones@henrylibrary.org
- c. The Contractor will provide a written or digital instruction manual on the operation of the software for the display and banner areas.
- d. The Contractor will provide, at no additional cost, responses to questions/inquiries within twenty-four (24) hours about the operation of the software for the digital marquees for one (1) year following installation.

- e. The Contractor will provide, at no additional cost, onsite, hands-on orientation in the maintenance and operation of the installed marquees after installation. Contractor will be responsible for scheduling appropriate training with the Library.
- f. The Contractor will provide written instructions on repair, maintenance, and operation of the display and banner areas.
- g. The Contractor will provide, at no additional cost, responses to questions/inquiries within seventy-two (72) hours about the operation and maintenance of the digital marquees for one (1) year following installation.

V. Proposal Submittal Forms:

The following forms are to be returned without modification with any completed Proposal.

All Proposals must include supporting documentation that the Contractor has obtained and maintains proper insurance, specifically:

- Worker's Disability Compensation Insurance including Employer's Liability Coverage in accordance with all applicable statutes of the State of Kentucky.
- Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability of not less than \$1,000,000 per occurrence and/or aggregate combined single limit. Coverage shall include the following: (A) contractual liability; (B) products and completed operations; (C) Independent Contractor's Coverage; (D) Broad Form General Liability Endorsement or equivalent.
- Motor Vehicle Liability Insurance, including Kentucky No-Fault Coverage, with limits of liability of not less than \$1,000,000 per occurrence; combined single limit bodily injury and property damage. Coverage shall include all owned vehicles, all non-owned vehicles and all hired vehicles.

The completed Proposal should be sent to:

Henry County Public Library
PROPOSAL FOR LIBRARY MARQUEE
ATTN: Tony Jones, Library Director
280 East Broadway
Eminence, KY 40019

All Proposals must be received no later than December 2, 2020 (Wednesday) at 11:00 a.m. EST. All submitted Proposals will be opened on that date at that time at the address above.

**HENRY COUNTY PUBLIC LIBRARY
REQUEST FOR PROPOSAL
FOR
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BIDDER'S DATA SHEET

TO BE COMPLETED BY PROPOSERS AND SUBMITTED WITH PROPOSAL
PLEASE TYPE OR PRINT CLEARLY IN INK

Company Name: _____

Company Address: _____

Company Phone: _____

Company Fax: _____

Federal ID Number: _____

The Contractor shall have the capability and capacity in all respects to fulfill the contractual requirements to the satisfaction of the Henry County Public Library.

Indicate the length of time that the Contractor has been in business as a company providing the type of service required for this project:

_____ years _____ months

**HENRY COUNTY PUBLIC LIBRARY
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BIDDER'S REFERENCES

TO BE COMPLETED BY BIDDER AND SUBMITTED WITH PROPOSAL
PLEASE TYPE OR PRINT CLEARLY IN INK

Provide a minimum of three (3) references that substantiate the Contractor's past work performance and experience in the type of work required for this project.

Company name: _____

Company address: _____

Company phone: _____

Contact person: _____

Company name: _____

Company address: _____

Company phone: _____

Contact person: _____

Company name: _____

Company address: _____

Company phone: _____

Contact person: _____

**HENRY COUNTY PUBLIC LIBRARY
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PRICING SHEET

TO BE COMPLETED BY BIDDER AND SUBMITTED WITH PROPOSAL
PLEASE TYPE OR PRINT CLEARLY IN INK

COST

Total Cost to perform described services: \$ _____

Software support costs (after 1 year): \$ _____

ANTICIPATED SCHEDULE

**All work to begin after December 7, 2020 and end before February 8, 2021
unless requested in writing and approved by the Library.**

Projected start date: _____

Projected date of completion: _____

EQUIPMENT/SOFTWARE SPECIFICATIONS

Digital display manufacturer name: _____

Software manufacturer name: _____

Contractor must provide a manufacturer's specification sheet detailing:

- Pixel pitch
- Pixel matrix

- Cabinet size
- Display/viewing area (in inches)
- Character size/lines of type/characters per line
- Manufacturer lead time
- Electrical service required
- Color
- Color capability
- Viewing angles
- Brightness (with separate notes on brightness for night and day)
- Software
- Graphic file types supported by software
- Communications
- Size of each module used to construct display area

MULTIPLE PROPOSALS

If a Contractor wishes to provide more than one (1) Proposal due to varying equipment/display/software options, then separate pricing sheets and manufacturer's specification sheets must be provided for each variation.

**HENRY COUNTY PUBLIC LIBRARY
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SIGNATURE SHEET

TO BE COMPLETED BY BIDDER AND SUBMITTED WITH PROPOSAL
PLEASE TYPE OR PRINT CLEARLY IN INK

My signature certifies that the Proposal as submitted complies with all Terms and Conditions as set forth in the Request for Proposal. My signature also certifies that the accompanying Proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce.

My signature further certifies that I am authorized to act as a representative of the firm described in this Proposal.

Name (printed/typed): _____

Title: _____

Telephone: (____) _____

Fax No.: (____) _____

Signature: _____ Date: _____

The completed Proposal should be sent to:

Henry County Public Library
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ATTN: Tony Jones, Library Director
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