

**TOWN OF LEDYARD  
REQUEST FOR PROPOSALS  
ILLUMINATED ELECTRONIC SIGN BOARDS  
741 COLONEL LEDYARD HWY.  
LEDYARD, CT 06339  
FEBRUARY 16, 2023  
RFP # 2023-06**

The Town of Ledyard is currently seeking proposals and pricing for Illuminated Electronic Sign Boards. The sign boards shall be installed at the Gales Ferry Vol Fire Co., located at 1772 Route 12, Gales Ferry CT and at Ledyard Town Green, 728 Colonel Ledyard Hwy, Ledyard. The project bid shall include all materials, labor, installation and powering up of said sign boards.

**Inquiries:** Questions concerning this RFP shall be directed to:

Mayor's Office – Town of Ledyard  
741 Colonel Ledyard Highway  
Tel. (860) 464-3222  
Email: [Mayor@Ledyardct.org](mailto:Mayor@Ledyardct.org)

**Project Schedule:**

Bid Posting date: February 16, 2023

Bid Closing date: March 8, 2023, 2:00PM

Bid Award date: March 16, 2023

Project Start date: May 1, 2023

Project Completion date: May 22, 2023

**Submission Requirements:**

Two hard copies shall be received no later than March 8, 2023 at 2:00pm at which time the bids will be opened and read aloud in the Mayor's Office. Delivery of the proposals is the sole responsibility of the proposer. Any bids received after March 8, 2023 at 2:00pm will be returned, unopened, to the bidder.

Please mail or deliver proposals in a sealed envelope, clearly marked on the outside "RFP# 2023-06 Illuminated Signs" along with the company's full return address to:

Town of Ledyard  
Kristen Chapman – Mayoral Assistant  
741 Colonel Ledyard Highway  
Ledyard, CT 06339

Proposals will be evaluated based upon, among other factors:

- Materials quality
- Initial cost
- Expected service cycle
- Expected completion date, fully installed and fully operational
- Comprehensiveness of the proposal

The Town is not responsible for any costs incurred by the proposers in preparation of the proposals. The Town is not responsible for any work performed prior to approval of the executed contract. The Town may choose the most advantageous contractor and negotiate changes to the proposal with the submitting party.

### **Bid Specifications:**

The Town is seeking to have a vendor supply and install two (2) illuminated double-sided sign boards; one board at the Gales Ferry Fire Co and one at the Ledyard Town Green. The Town will provide the electrical rough-in for the boards including a junction box at a location convenient to be discussed and agreed upon with the installer.

The sign boards shall be illuminated with LEDs and shall be configured to be double sided. The LED sign panels shall be 3.5' High x 5' Long and contain approximately 24 square feet of display on each side of the sign. The sign panels shall be outdoor quality and the vendor shall supply a weatherproof frame with decorative skirting mutual agreed upon with the Town; the design of the skirting shall be in keeping with the aesthetic needs of both Ledyard Center and the Gales Ferry Fire Co.

The signs shall have full color and offer a minimum of 10mm pixel pitch. The signs shall be remotely controlled with an internet-based software interface; having the capability of displaying text, photos, and video. The vendor shall provide a minimum of a 5-year warranty on the signs and shall offer technical support and service following installation.

Proposers shall include with their bids a document detailing the site preparation requirements and needs; this includes the electrical requirements, any base that needs to be installed prior to sign installation (to be done by the successful bidder), and any other technical requirements necessary for pre-installation preparation of the site.

### **Permitting:**

The awarded contractor is responsible for obtaining required permits from the Town building official. The Town will waive the town portion of permit fees for this project; however, all State portions of the permit(s) shall be collected for pass thru to the State of Connecticut.

### **General:**

The Town of Ledyard reserves the right to accept or reject any and all bids, if it deems it to be in its best interest to do so.

It is the Town's intent to award this contract to the lowest responsible and qualified bidder, with the most appropriate design and best value to the Town of Ledyard. The Town reserves the right to waive any informalities, irregularities or omission in any bids received to afford any bidder an opportunity to remedy any informality or irregularity if, in the opinion of the Town it is in the best interest of the Town to do so.