



Request for Proposal/Quotation **Thomas Memorial Library: New Sign**

The Town of Cape Elizabeth is seeking a qualified vendor/contractor to supply and construct a new illuminated permanent sign in front of Thomas Memorial Library at 6 Scott Dyer Rd, Cape Elizabeth, per the specifications contained herein. Sealed bids shall be submitted to the Town using the enclosed bid form. Bids shall be either hand-delivered to Town Hall, or by US mail in **sealed envelopes marked “Thomas Memorial Library Sign” and addressed to Rachel Davis, Library Director, 6 Scott Dyer Road, Cape Elizabeth, ME 04107**. Electronic submission of bids shall not be accepted. **Bids shall be received until Friday, August 12, 2022 at 2:00 PM**, and at said time, bids will be opened and read aloud. The bid opening will be held in-person in the Conference Room at Thomas Memorial Library. All pre-bid correspondence shall be submitted electronically to Rachel Davis, at rdavis@thomas.lib.me.us. **Questions regarding this bid/proposal shall be accepted until 5:00 PM, Thursday, August 11, 2022.** The Town of Cape Elizabeth reserves the right to waive any informality in the bids, to accept any bid, and to reject any or all bids, should it be deemed in the best interest of the Town to do so. The Town of Cape Elizabeth further reserves the right to cancel or amend this RFP at any time.

Requirements of this RFP

- The enclosed bid form shall be fully completed and submitted by the due date.
- Each bidder shall provide evidence of adherence to the specifications within this RFP.
- Any items not specifically noted or specified in this RFP, that is required in order to supply/install the final product requested, shall be considered incidental. Bidders shall provide lump sum pricing on the bid form.
- Bidder shall note any deviations from the specifications on the enclosed bid form.
- Each bidder shall provide a warranty period for the signage installed and note it on the enclosed bid form.
- The sign installation shall be completed no later than November 1, 2022.

Acceptance of Bid

The acceptance of the bids shall be based on the following criteria:

- Cost.
- Adherence to the Specifications.
- Completion Date.

Specifications

- Background Information: The sign and specifications were designed by Welch Sign of Scarborough. Welch Sign is invited to submit a construction bid as well.
- See the included technical drawing.
- Materials:
 - Base: Granite base with brick columns
 - Body:
 - The main body of the cabinet should be 16” thick :
 - .080 aluminum on the two large faces where the letters go
 - .040 aluminum on the ends and bottom
 - Removable top so the cabinet can be mounted to the base and then the top screwed on like a shoe box.
 - Trim: Either aluminum or PVC
 - Letters and Lighting:
 - Main text: ½” thick cut aluminum, halo lit with LEDs inside each letter on a daylight timer.
 - Vinyl for the address letters, no lighting.
 - The contractor shall be responsible for installing all necessary electrical components necessary to facilitate the lighting/illumination features.
- Other:
 - The contractor shall be responsible for installation of the sign in its designated location.
 - The contractor shall be responsible for obtaining the necessary electrical permits from the Town’s Code Enforcement Office.
 - The contractor shall be responsible for any pavement and/or lawn restoration due to the construction activities associated with the sign installation.

Warranty

The successful bidder shall provide applicable warranty information on the enclosed bid form.
The warranty shall commence at the time of final installation of the sign and acceptance by the Town.

Completion Date

The completion date shall be stated on the enclosed bid form and may be a determining factor in the award of the bid.

NOTE:
 Sign has been sized to match
 grandfathered sign square footage.

Existing sign panel is 21 sq/ft per face.
 This sign box as shown with address
 riser on top is 20.8 sq/ft per face.



Thomas Memorial Library
 Cape Elizabeth, Maine

Exterior Roadside Sign
 Working Concept, Option H.1

Date:	Rev/Ver:	Drawn By:
09.15.2021	V1.0	MLH
10.04.2021	V1.1	MLH
10.20.2021	V1.2	MLH
10.28.2021	V1.3	MLH



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 7 Lincoln Avenue • Scarborough, Maine • 04074 • (800) 635-3506 • (207) 883-6200 • welchsign.com

Job Number: 52115

Thomas Memorial Library: New Sign
Bid Proposal Form

The undersigned agrees to supply and install the new sign (and any/all related items) and as specified in the RFP and as bid below:

Lump Sum Bid Price per Specifications: \$ _____

Warranty Info: _____

Completion Date: _____

Deviations from Specifications: _____

Signed: _____ Printed Name: _____

Company: _____

Address: _____

E-mail Address: _____

Phone #: _____