



## CITY OF KIRKLAND

### REQUEST FOR PROPOSALS Digital Message Display Signs JOB NO. 02-10-FB

**PROJECT SCOPE:** The City of Kirkland is accepting proposals from qualified sign manufacturers for a total of five (5) double sided Digital Message Display Signs to be located at: four (4) different City of Kirkland Fire Stations and one (1) optional sign at the North Kirkland Community Center. The City of Kirkland will be responsible for site preparation (grading), removal of existing signs, construction of pedestal sign base, providing fiber optic and electrical supply to each sign location. The sign manufacturer will be responsible for manufacturing and final installation of the signs and the testing of the Digital Message Displays.

**BACKGROUND ON THE CITY OF KIRKLAND:** The City of Kirkland, Washington is located in the Seattle metropolitan area, on the eastern shore of Lake Washington and approximately 10 miles east of Kirkland, WA - It has a population of approximately 48,000. The City of Kirkland employs approximately 1,000 employees and additional seasonal staff. A full community profile is available at [City of Kirkland Website](#) (PDF).

**BACKGROUND ON THIS PROJECT:** The City of Kirkland is seeking pedestal type digital message display signs to be located at four (4) different Fire Stations and one optional sign at the North Kirkland Community Center. These signs will be used for communicating messages about city events and are also intended for providing communications to the public during emergency situations. Operation of the signs is to be web based with the intent that the messages can be remotely controlled independently for all five signs.

#### MINIMUM SPECIFICATIONS:

- Each display shall be a Daktronics Galaxy AF3500 Series or equal.
- Each sign will be double sided ID signage with Amber LED Message Center.
- Communication to signs to be controlled via the IP network.
- Communication to the signs must be IP based and must be one of the following
  - Category 5e/6 – 10/100 Base-T copper
  - Single mode fiber optic
- Each sign shall have timer capabilities
- For each sign, the electronic reader board is no more than 50 percent of the sign area
- For each sign, moving graphics and text or video are not part of the signs
- The signs shall not produce glare to adjacent properties and shall automatically dim the intensity of lights during hours of darkness
- Each sign will have the ability to adjust for lighting
- Each sign will have the capability to have independent messages
- The electronic reader board does not change text and/or images at a rate less than one every seven seconds and shall be readily legible given the text size and speed limit of the adjacent right-of-way
- Each sign to be approximately 9' 6" long, 5' high, 1' 8" wide
- Pedestal signs to be designed per Kirkland Zoning Codes (Plate 12)

- Proposed materials, design and artwork shall require minimum long term maintenance by City staff
- Manufacturer to submit and apply for sign permits
- Each sign to include City logo, Fire Station or Community Center name, number and street address number on both sides of sign
- One CD and one hardcopy of all sign specifications and design drawings shall be submitted to Kirkland upon completion of the project. These shall become property of the City of Kirkland for possible use at other locations.
- Training of city staff is to be included in the proposal schedule and pricing.
- Signs to be delivered, installed and tested at the following locations:

Fire Station 21, Forbes Creek, 9816 Forbes Creek Drive, Kirkland  
 Fire Station 22, Central Houghton, 6602 108<sup>th</sup> Ave NE, Kirkland  
 Fire Station 26, Rose Hill, 9930 124<sup>th</sup> Ave NE, Kirkland  
 Fire Station 27, Totem Lake, 11210 NE 132<sup>nd</sup>, Kirkland  
 North Kirkland Community Center, 12421 103rd Avenue NE (optional sign)

**TENTATIVE SCHEDULE OF EVENTS:**

RFP issued	May 3, 2010
Pre-Proposal Meeting	May 6
End of question period	May 12
Proposals due	May 17
Proposals evaluated	May 17-21
Decision to Award	May 24
Contract awarded	June 1

**PRE-PROPOSAL MEETING:** A pre-proposal meeting will be held at Kirkland City Hall Public Works (Rose Hill Conference Room) at 11 AM on May 6<sup>th</sup>. The purpose of the meeting is to inform interested parties of sign location specifics, proposal evaluation criteria and provide a question/answer opportunity.

**QUESTIONS REGARDING THIS RFP:** ALL questions must be submitted in writing (Email will suffice) to the RFP coordinator. Questions and answers will be forwarded to all proposing suppliers who provide contact information. In order to make information available to all proposing suppliers, no questions will be entertained after May 12.

**RFP COORDINATOR:**

Gina M. Hortillosa, Project Engineer  
 City of Kirkland  
 Phone: (425) 587-3828  
 Fax: (425) 587-3844  
 E-mail: ghortillosa@ci.kirkland.wa.us

**DISTRIBUTION OF RFP DOCUMENT AND ADDENDA:** This RFP can be downloaded directly from the City of Kirkland’s website at [www.ci.kirkland.wa.us](http://www.ci.kirkland.wa.us) (Click on “City Purchasing” button.) Those who wish to automatically receive any addenda or a notice of cancellation should provide contact information by emailing Barry Scott, Purchasing Agent, at [bscott@ci.kirkland.wa.us](mailto:bscott@ci.kirkland.wa.us). Those who choose not to submit contact information will be solely responsible for monitoring the City’s website for any addenda or a notice of cancellation.

**PROPOSAL PREPARATION:** Firms submitting proposals shall be responsible for any and all costs and/or expenses associated with preparing such proposal.

**SUBMISSION OF PROPOSALS:** A sealed proposal package must be submitted by no later than **4:00 pm on May 17, 2010**. The sealed package should contain an original and three (3) printed copies of the proposal with design/artwork for all signs.

**City of Kirkland**  
**Attn: Barry Scott, Purchasing Agent**  
**RFP No. 02-10-FB**  
**123 5th Ave**  
**Kirkland, WA 98033**

It is the responsibility of the supplier to be sure the proposals are sent sufficiently ahead of time to be received **no later than 4:00 pm** on the due date. Proposals received after the deadline will be returned to the supplier unopened.

**CONTENT OF PROPOSALS:** At a minimum, all proposals should contain:

- Pricing for each sign to include delivery, installation, fiber optic and electrical connections, testing, permitting and training.
- Delivery time after receipt of order.
- Proposed schedule (permitting process, installation and testing at each site).
- Proposed design/artwork for each sign.
- Checklist of RFP Minimum Specifications
- Completed Statement of Supplier's Qualifications with references. (All references should be for work done on the supplier's most recent projects with a similar scope of work.)
- Completed Noncollusion Affidavit.

**EVALUATION PROCEDURES:** Proposals will be evaluated by a panel of City personnel consisting of Fire Department, Public Works Department, IT and Purchasing staff. After an initial review of the proposals, the City's evaluators may select finalists to meet with the panel to discuss their proposals.

It is important that the responses be clear and complete so that the evaluators can adequately understand all aspects of the proposal. The evaluators will consider how well the supplier's proposed solutions meet the needs of the City.

The City of Kirkland reserves the right to reject any or all proposals and to waive informalities or irregularities with respect thereto.

**CONTRACT:** The contract shall consist of the following documents: The Request for Proposals (RFP), the accepted proposal, the purchase order issued by the City and any agreed upon written changes to any of the foregoing documents. The contract documents are complimentary and what is called for in any one document shall be binding as if called for by all.

**COOPERATIVE PURCHASING:** RCW 39.34 allows cooperative purchasing between public agencies (political subdivisions) in the State of Washington. Public agencies which have filed an Intergovernmental Cooperative Purchasing Agreement with the City of Kirkland may purchase from City of Kirkland contracts, provided that the supplier agrees to participate. The City of Kirkland does not accept any responsibility for purchase orders issued by other public agencies.

**COMPLIANCE WITH LAWS:** The supplier shall comply with all applicable federal, state and local laws, rules, and regulations, affecting its performance and hold the Purchaser harmless against any claims arising from the violation thereof.

**NONCOLLUSION:** The supplier must certify that their firm has not entered into any agreement of any nature whatsoever to fix, maintain, increase or reduce the prices or competition regarding the items covered in this Request for Proposals. Supplier is to complete the attached Noncollusion affidavit and submit it with the proposal.

**PAYMENT TERMS:** Net 30 days after delivery and receipt of invoice. In the event that the manufacturer requires a deposit, the City will require a performance and payment bond.

**PREVAILING WAGES:** Prevailing wages apply to all aspects of this proposal (design, artwork and installation).

**FREIGHT TERMS:** Quoted price is to include delivery to each specific sign destination and includes in-site installation and testing of message displays.

**CITY OF KIRKLAND REQUEST FOR PROPOSAL  
DIGITAL MESSAGE DISPLAY SIGNS  
JOB NO. 02-10-FB  
STATEMENT OF SUPPLIER'S QUALIFICATIONS**

Each supplier shall prepare and submit the following data along with their proposal.

1. Company: \_\_\_\_\_
2. Business Address:  
\_\_\_\_\_
3. Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_
4. How many years have you been engaged in business under the present firm name?
5. List recent projects completed by your company, including contracting agency type of work and approximate cost: (Provide at least three contract references with phone numbers.)
  - (1) \_\_\_\_\_
  - (2) \_\_\_\_\_
  - (3) \_\_\_\_\_
  - (4) \_\_\_\_\_
  - (5) \_\_\_\_\_
6. Bank references: \_\_\_\_\_
7. State of Washington Registration No.: \_\_\_\_\_
8. Federal IRS Identification No.: \_\_\_\_\_
9. I certify that other contracts now in progress or hereafter obtained will not interfere with timely performance of services to the City of Kirkland should I become the successful bidder.

Authorized Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

*Return this form with your proposal by 4:00 pm on March 19, 2010*

**NONCOLLUSION AFFIDAVIT  
RFP FOR DIGITAL MESSAGE DISPLAY SIGNS  
JOB NO. 02-10-FB**

STATE OF WASHINGTON )  
COUNTY OF KING ) SS

The undersigned, being duly sworn, deposes and says that the person, firm, association, co-partnership or corporation herein named has not either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in the preparation and submission of a proposal to the Owner for consideration in the award of a contract on the improvements described as follows for the City of Kirkland:

Primary supplier of monument digital display signs

\_\_\_\_\_  
FIRM NAME

\_\_\_\_\_  
AUTHORIZED SIGNATURE

Sworn to before me, this \_\_\_\_\_ day of \_\_\_\_\_, 2006.

\_\_\_\_\_  
Notary Public  
in and for the State of Washington  
Residing at \_\_\_\_\_

My Commission Expires  
\_\_\_\_\_