

**REQUEST FOR PROPOSAL  
FOR REMOVAL AND REPLACEMENT  
OF LIBRARY MARQUEES**

**Campbell County Public Library  
3920 Alexandria Pike  
Cold Spring, Kentucky 41076  
(859) 781-6166**

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The Campbell County Public Library is soliciting Proposals to provide removal and replacement of three (3) outside marquees, one at each of its locations: Cold Spring Branch (3920 Alexandria Pike, Cold Spring), Carrico/Fort Thomas (1000 Highland Avenue, Fort Thomas), and Newport (901 East Sixth Street, Newport).

**All Proposals should be received no later than February 9, 2017 (Thursday) at 10:00 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:

Campbell County Public Library  
PROPOSAL FOR REMOVAL AND REPLACEMENT OF LIBRARY MARQUEES  
ATTN: JC Morgan, Library Director  
3920 Alexandria Pike  
Cold Spring, KY 41076

**All Proposals should be received no later than February 9, 2017 (Thursday) at 10:00 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 serviced at the facility, and the general agreements between the Contractor and the Library.

This full RFP includes:

Part I—Introduction  
Part II—General Information, Terms and Conditions  
Part III—Scope of Work  
Part IV—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. Introduction:**

The Campbell County Public Library is soliciting Proposals to provide removal and replacement of three (3) outside marquees, one at each of its locations: Cold Spring Branch (3920 Alexandria Pike, Cold Spring), Carrico/Fort Thomas Branch (1000 Highland Avenue, Fort Thomas), and Newport Branch (901 East Sixth Street, Newport).

## **II. General Information, Terms and Conditions:**

1. Prior to submitting a Proposal, each Contractor is required to personally inspect each site of the proposed work to have a clear understanding of the conditions under which the work is to be performed. These inspections are to be scheduled with Jerry Fields, Facilities Specialist, at 859-653-3745 or [jfields@cc-pl.org](mailto:jfields@cc-pl.org) and must take place before February 2, 2017 (Thursday).
2. Questions or clarifications regarding specifications should be directed to Jerry Fields, Facilities Specialist, at 859-653-3745 or [jfields@cc-pl.org](mailto:jfields@cc-pl.org) and must take place before February 2, 2017 (Thursday). Any changes or clarifications to this Request for Proposal will be issued in a written addendum to this Request for Proposal.
3. The Campbell 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 Campbell County Public Library.
4. Proposals must be submitted in a sealed envelope bearing the title "PROPOSAL FOR REMOVAL AND REPLACEMENT OF LIBRARY MARQUEES" and **must be received no later than February 9, 2017 (Thursday) at 10:00 a.m. EST.**
5. 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 Campbell County Public Library by 10:00 a.m., prevailing local time on February 9, 2017 (Thursday). 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 Campbell 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. 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 Campbell County Public Library and have a minimum A.M. Best Company's Insurance Reports rating of A or A-.

- 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.
- Proof of Insurance: The Contractor shall provide the Campbell County Public Library certificates of proof of insurance for each of the insurance requirements listed above as a part of the RFP.

7. 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 Campbell County Public Library after the submission deadline.

8. Taxes: The Campbell County Public Library is a tax-exempt agency.

9. Firm Pricing: The Proposal price must be firm for acceptance by the Campbell County Public Library for ninety (90) days after opening date.

10. Payment: The Library agrees to pay no more than thirty percent (30%) 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.

11: 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.

12. Notice of award: The successful Contractor will be contacted upon approval of the Campbell County Public Library's acceptance of the Contractor's Proposal.

13. Contract Approval: The Campbell 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.

14. Further information: Questions about this Proposal and/or its process, the specifications or scope of work shall be directed to Jerry Fields, Facilities Specialist, at 859-653-3745 or [jfields@cc-pl.org](mailto:jfields@cc-pl.org) prior to February 2, 2017 (Thursday).

### **III. Scope of work:**

The Campbell County Public Library is soliciting Proposals to provide removal and replacement of three (3) outside marquees, one at each of its locations: Cold Spring Branch (3920 Alexandria Pike, Cold Spring), Carrico/Fort Thomas (1000 Highland Avenue, Fort Thomas), and Newport (901 East Sixth Street, Newport).

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 complete removal of the designated existing marquee sign and replacing it with a new digital sign that meets the requirements of this RFP. The existing supporting structure should remain in place at each location, any changes that are necessary to install a new sign should be noted in writing, and any damage to the existing structure will become the responsibility of the Contractor to repair or replace at its expense to the Library's satisfaction.

Likewise, 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 March 1, 2017 and end before April 30, 2017. No marquee at any location shall be out of service longer than a period of seven (7) days during the removal/construction/replacement period.**

#### **1. Specifications:**

- Remove existing marquees (all are approximately 96" X 54" X 11" but should be measured by the Contractor for accuracy) from supporting structures maintaining the integrity of the existing structure and electrical work.
- Existing structure:

- Identify and note the cost of repair to any mortar/brick in the existing structure. Any necessary repair work to be billed at cost of time and material.
- Pressure wash and thoroughly clean the existing structure prior to installation of new digital signage.
- Furnish and install new digital signage that MUST meet the following requirements:
  - Framing and mounting:
    - The new framing for the new sign must fit within the existing footprint of all existing structures.
    - New framing will be aluminum, powder-coated to match the color designated by the Library with precision mitered corners, solid welds, and a 30% gloss.
    - Framing 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.
  - Software:
    - All software controlling the digital marquees shall be serviced, supported, and maintained for a period of one year, including any necessary software upgrades, at no expense to the Library. The costs for any additional levels of support or set periods of support should be clearly noted in the Proposal.
    - Non-proprietary software is preferred.
    - 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.
    - Preferably, the software will allow multiple levels of access/control with certain levels of control/access retained only for an “administrator” level and other access/control given to “user” levels.
    - Preferably, software will control the functions of the three (3) signs, one at each library location, from single interface.
    - It is the Library’s intent to install the software on an existing server or computer. Any additional hardware necessary for the software or its operations should be clearly noted in the Proposal.

- Software must control the digital displays via a wireless connection without hard wiring to the unit being necessary.
  - Software should be able to time stamp its display entries so that new entries become activated at a specific date/time and old entries deactivate on a specific date/time.
  - Software should be customizable so that certain messages are activated at specific times of the day during their activation window.
  - Software should have the capacity to display up to eight (8) separate messages during any given day.
  - Preferably, the Library should be able to control each side of each sign separately so that different messages can be, if desired, displayed on each side.
  - Software, preferably, will have the ability to prioritize messages or deprioritize messages so that, as necessary and determined by the Library, one message appears more often than other messages.
  - Software shall have a full font library of a minimum of forty (40) possible fonts including true-type fonts.
  - Software must have the ability to import graphic files of the following type at a minimum: JPG, AVI, GIF, or BMP.
- Banner area:
    - Each display will have a static banner area that features the Library's logo, name, and the branch name on each side of the digital display or two (2) display sides.
    - Static banner will be mounted above the digital display.
    - The banner area will have a white facing and be lit through LED lighting during hours of darkness.
    - 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).
    - All graphics and lettering within the banner area must match the colors designated by the Library.
    - Lighting within the static banner must be controlled by photocell yielding dusk to dawn lighting.

- Display:
  - Each location will have one (1) double sided display.
  - The display area of the installed sign must be of the following dimensions: forty-eight (48) inches of height, eighty-four (84) inches of length, and a maximum of eleven (11) inches of depth.
  - Each display will be capable of 256 shades of color using high quality LED technology.
  - 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.)
  - 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).
  - Pixel spacing must not exceed 20mm.
  - 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.
  - The display must have:
    - A minimum viewing distance of seventy-two feet (72’).
    - Horizontal viewing angle of ninety (90) degrees.
    - Vertical viewing angle of forty (40) degrees.
    - A minimum resolution of eighty-two (82) pixels per square foot.
    - Display dimming, automatic and manual, up to 10,000 nits.
  - Display will have front access for maintenance or repair.
  - Display must not require special ventilation or filters.

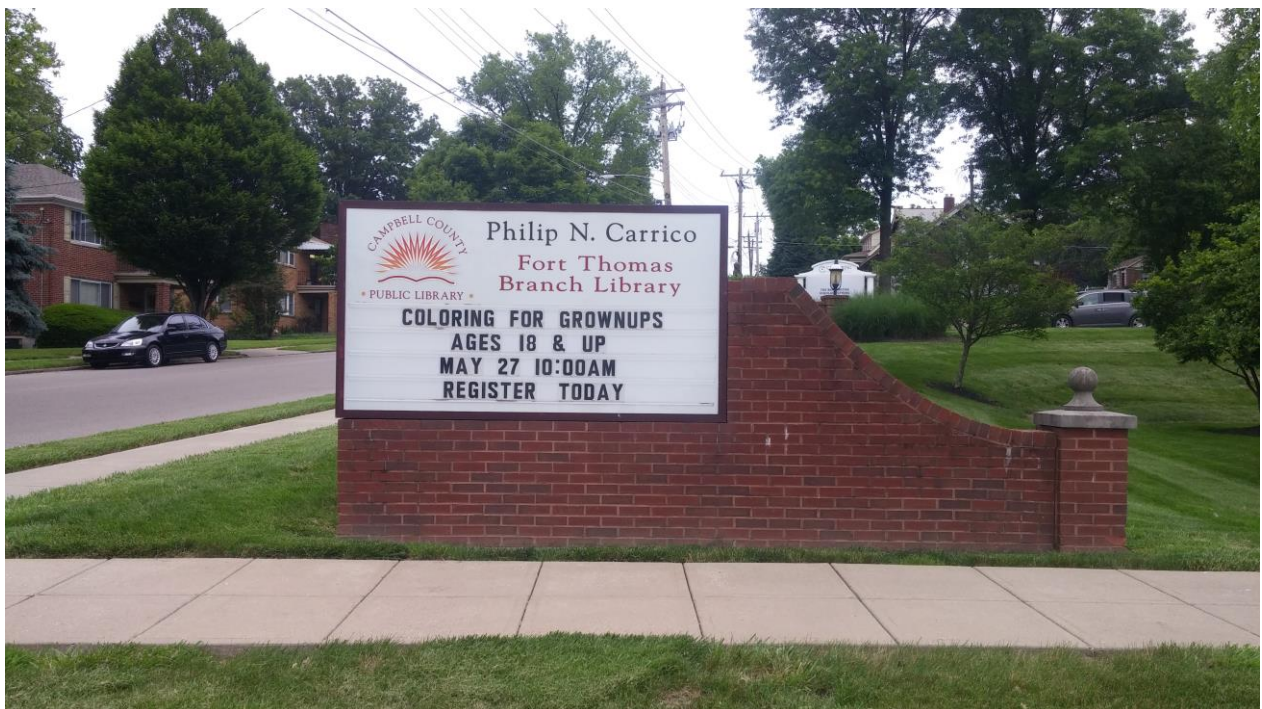
## 2. Graphic of area of work:

- The pictures below show the areas of work at each facility.

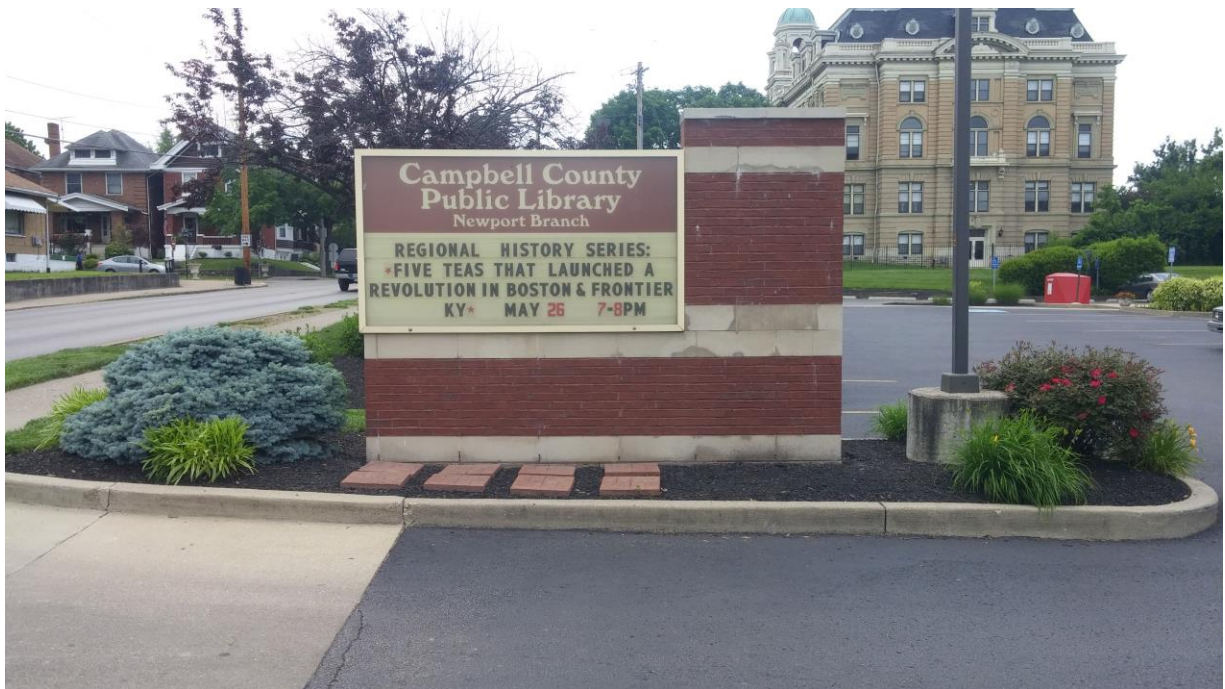
Cold Spring (3920 Alexandria Pike):



Carrico/Fort Thomas (1000 Highland Avenue):



Newport Branch (901 East Sixth Street):



- The above graphics are provided only for illustrative purposes. Contractor is responsible for scheduling and conducting an onsite inspection of the work area. This inspection is to be scheduled with Jerry Fields, Facilities Specialist, at 859-653-3745 or [jfields@cc-pl.org](mailto:jfields@cc-pl.org) and must take place before February 2, 2017 (Wednesday).

### 3. Mockup of Completed Marquee

- The graphic below is purely for informational purposes. It is solely an interpretation of the intended final product. Contractor might consider creating a similar mockup of another interpretation of the final product but it is not a required portion of the Proposal.
- Note the graphic below indicates the static portion of the system (which would be printed in vinyl and illuminated separately) and one side of a digital sign with an indication of how fonts and graphics might interrelate in a message.



4. 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.

5. Delivery, Storage and Handling:

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

6. Property Protection:

- Contractor is completely responsible for assuring that the existing structures are protected during removal/installation and returned to original state if damaged.
- Contractor will be responsible for any damage resulting from improperly removing, installing, or storing materials or debris.
- Contractor will be responsible for any damage to the landscaping or lawn surrounding each marquee.

7. Warranty:

- Provide a two (2) year unlimited warranty on any product, material, or workmanship from the time of the acceptance of the installation.
- As a bid alternate, provide the cost to extend the warranty to five (5) years.
- The warranty shall cover defects in material and workmanship from the date of acceptance by the Campbell County Public Library. The warranty shall cover any failure of materials provided and workmanship completed.

#### 8. Quality Assurance:

- Materials Manufacturer: Company specializing in manufacturing the products specified herein with a minimum of five (5) years experience.
- Contractor: Company specializing in the installation of materials provided with minimum three (3) years of experience.

#### 9. Use of Premises:

- The Contractor is to repair or replace to the full satisfaction of the Campbell 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.
- 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 Campbell County Public Library. All reasonable accommodations are to be made to preserve the Library's function during the specified work.

#### 10. Safety and Protection:

- 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.
- The Contractor and its Subcontractors, performing services for the Campbell 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.

- 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.
- 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.

#### 11. 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. (Please note: the Library has already secured proper approval from the Planning/Zoning Commissions of each city where the marquees are to be installed.)

#### 12. Workmanship and Inspection:

- All work under the resulting contract shall be performed in a skillful and workmanlike manner, and according to applicable code.
- The Campbell 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.

#### 13. Training and User Support

- The Contractor will provide, at no additional cost, hands-on orientation in the maintenance and operation of the installed marquees.
- 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.

#### 14. Penalty

- 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 April 30, 2017 *unless the Library specifically approves a requested extension in writing.*
- The Contract 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.

- 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. 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:

Campbell County Public Library  
PROPOSAL FOR REMOVAL AND REPLACEMENT OF LIBRARY MARQUEES  
ATTN: JC Morgan, Library Director  
3920 Alexandria Pike  
Cold Spring, KY 41076

**All Proposals must be received no later than February 9, 2017 (Thursday) at 10:00 a.m. EST.** All submitted Proposals will be opened on that date at that time at the address above.

**CAMPBELL COUNTY PUBLIC LIBRARY  
FOR REMOVAL AND REPLACEMENT  
OF LIBRARY MARQUEES**

**BIDDER'S DATA SHEET**

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

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

Company Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Company Phone: \_\_\_\_\_

Company Fax: \_\_\_\_\_

Federal ID Number: \_\_\_\_\_

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

Indicate the length of time you have been in business as a company providing the type of service required for this contract:

\_\_\_\_\_ years \_\_\_\_\_ months

**CAMPBELL COUNTY PUBLIC LIBRARY  
FOR REMOVAL AND REPLACEMENT  
OF LIBRARY MARQUEES**

**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 may substantiate your past work performance and experience in the type of work required for this contract.

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Company name: \_\_\_\_\_

Company address: \_\_\_\_\_

\_\_\_\_\_

Company phone: \_\_\_\_\_

Contact person: \_\_\_\_\_

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Company name: \_\_\_\_\_

Company address: \_\_\_\_\_

\_\_\_\_\_

Company phone: \_\_\_\_\_

Contact person: \_\_\_\_\_

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Company name: \_\_\_\_\_

Company address: \_\_\_\_\_

\_\_\_\_\_

Company phone: \_\_\_\_\_

Contact person: \_\_\_\_\_

**CAMPBELL COUNTY PUBLIC LIBRARY  
FOR REMOVAL AND REPLACEMENT  
OF LIBRARY MARQUEES**

**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: \$ \_\_\_\_\_

Alternate bid cost for 5-year warranty: \$ \_\_\_\_\_

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

**ANTICIPATED SCHEDULE**

**All work to begin after March 1, 2017 and end before April 30, 2017 unless requested in writing and approved by the Library. No marquee at any location shall be out of service longer than a period of seven (7) days during the removal/construction/replacement period.**

Projected start date: \_\_\_\_\_

Projected date of completion: \_\_\_\_\_

**EQUIPMENT/SOFTWARE SPECIFICATIONS**

Digital display manufacturer name: \_\_\_\_\_

Software manufacturer name: \_\_\_\_\_

**If a Contractor wishes to provide more than one (1) proposal due to varying equipment/display/software options then separate pricing sheets must be provided for each variation.**

**CAMPBELL COUNTY PUBLIC LIBRARY  
FOR REMOVAL AND REPLACEMENT  
OF LIBRARY MARQUEES**

**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:

Campbell County Public Library  
PROPOSAL FOR REMOVAL AND REPLACEMENT OF LIBRARY MARQUEES  
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