

**REQUEST FOR PROPOSALS (RFP)  
FOR EQUIPMENT & INSTALATION**

**TOWN OF AMENIA  
TOWN HALL  
LED SIGN & SURROUND**

**SUBMIT PROPOSALS TO:**

Town of Amenia  
Dawn Marie Klingner, Town Clerk  
4988 ROUTE 22  
AMENIA, NY 12501  
(845) 373-8118 ext.125  
townclerk@ameniany.gov

**REQUEST FOR PROPOSALS  
RFP-SIGN-021025**

## **SCOPE OF WORK**

The Town of Amenia located in Dutchess County, NY (the "Town") is seeking a vendor / contractor to furnish and install an LED Sign at Amenia Town Hall located at 4988 Route 22, Amenia, NY 12501.

### **Double Sided Sign**

#### **LED Display**

1. Two (2) 63"W x 41"H (approximately) singled sided full color LED active displays / reader - 6-8mm full color.
2. Double sided LED cabinet to accommodate LED display (if applicable).
3. Wireless communication (the Town will consider displays that are only wired).
4. Cloud-based LED sign software (if there is any cost to the software, include that in your proposal) with a wide capability ranging from scheduling multiple messages, display timing, dim and brightness timing, etc.
5. 8-10-year parts guarantee / warrantee (the Town may consider displays with shorter guarantees / warrantees – provide specifics and corresponding prices).

#### **Header**

1. 63"W x 18"H fully enclosed doubled sided LED internally illuminated header board.
2. Either V-carved and painted text, plus printed logo and ribbon or solely printed logo, type and ribbon.
3. Cabinet bottom, sides and top to be primed and painted with white acrylic polyurethane paint (if applicable).
4. Dimmer capability.

### **Post(s)**

#### **Option #1:**

1. Two (2) approximately 5'x5' fabricated steel posts, primed and painted with white acrylic polyurethane paint. Double sided sign to be mounted between posts – see Drawing #1 and #2.
2. Side steel posts to be wrapped with ACM (or similar) post-wraps with mounting angles and flat caps, primed and painted with white acrylic polyurethane paint – see Drawing #2 and #3 Top Views.
3. Concrete footers – min depth of 3'.

#### **Option #2**

1. Four (4) 5'x' side posts (steel or PT lumber) with mounting angles and flat caps, primed and painted with white acrylic polyurethane paint.
2. Custom fabricated steel side posts, primed and painted with acrylic polyurethane paint. Double sided sign to be mounted between posts – see Drawing #1 and #2.
3. Concrete footers – min depth of 3'.

### **Completion & Turnover**

1. Contractor is to remove and dispense of all waste materials.
2. Contractor shall provide operation manuals and LED active display training.

**Drawings**

See included drawings.

**Town Responsibility**

The Town shall provide electrical service (20 amp / 240 volt) to a junction point at the sign location, obtain all necessary permits; and furnish an electrician for final hook-up.

**QUALIFICATIONS AND EXPERIENCE**

Vendors interested in being considered shall demonstrate that they or their firm possesses the appropriate resources and experience necessary to perform the requirements of the RFP, adequate skills & facilities, and a satisfactory record of experience related to the tasks outlined in the RFP.

**PROPOSAL REQUIREMENTS**

1. Vendor proposals should at a minimum itemize pricing for (i) materials (double sided LED sign boards, cabinet/surround, posts, etc.), and (ii) installation labor. Prevailing wage may be required.
2. Proposals incorporating pricing from an LED sign vendor and an installer will be accepted.
3. This RFP is intended to provide interested vendors with an opportunity to demonstrate their qualifications.
4. Experience of firms with similar projects.

**EVALUATION PROCESS**

1. Proposals will be evaluated by the Town Board. The Town Board shall review and evaluate each of the proposals using the criteria described in this RFP.
2. The Town of Amenia reserves the right to seek clarification of information submitted in response to this RFP and/or request additional information during the evaluation process.
3. The Town reserves the right to reject any or all proposals or parts of proposals.
4. The Town may request a qualification interview with the highest ranked contractor(s) prior to making a decision.

**AWARD**

The Town Board reserves the right to accept or not accept any or all proposals received in response to this RFP, or to cancel in whole or in part this RFP, if determined by the Town Board to be in the Town's best interest.

The Town Board reserves the right to accept any submittal and/or parts thereof and/or to reject any and all submissions, or to waive any irregularities in the submissions if it is determined to be in the best interest of the Town. The issuance of this RFP does not bind the Town to award any contract, or to pay any costs incurred by prospective contractors in the preparation of proposals responding to this RFP. The award of a contract is contingent upon the successful execution of the formal contract agreement.

**RFP SUBMISSION REQUIREMENTS**

Electronic submissions via e-mail are highly encouraged. Interested parties should submit an electronic copy of their proposals by **2:00 PM** on **February 24, 2025**, to Dawn Marie Klingner at [townclerk@ameniany.gov](mailto:townclerk@ameniany.gov).

If you prefer to submit paper copies, please submit two (2) bound paper copies of your proposal by the time and date indicated in person or mailed to:

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**QUESTIONS**

Submit questions pertaining to this RFP by email to Dawn Marie Klingner at [townclerk@ameniany.gov](mailto:townclerk@ameniany.gov) no later than 1:00pm on February 17, 2025.