

INVITATION TO BID

February 8, 2023

Dear Vendor,

Enclosed you will find a bid package for a **Digital Message Sign – Kiwanis Park** for the City of Seaford. All pertinent information is contained within.

The bid opening will be held at 2:45 p.m., on Wednesday, March 8, 2023, inside the Council Chambers at City Hall, 414 High Street, Seaford, DE.

Should you need clarification on any item, please contact Ms. Ashley Heinicke, Executive Secretary at 302-629-9173 or Trisha Newcomer, Director of Economic Development & Community Relations at 302-629-9173.

Thank you for reviewing this information and participating in our bidding process.

Sincerely,
City of Seaford

Charles Anderson
City Manager

Enclosures

**CITY OF SEAFORD
BID NOTICE
DIGITAL MESSAGE SIGN – KIWANIS PARK**

Sealed bids will be received by the City Manager of the City of Seaford, 414 High Street, Seaford, DE 19973, until 2:45 p.m., prevailing time on Wednesday, March 8, 2023 for a **“Digital Message Sign – Kiwanis Park”**. The bid will be opened in the City Hall Council Chambers and read aloud at this time. The City Manager and staff will then evaluate them for compliance.

The bids may be presented to the Mayor and Council at their regular meeting on March 14, 2023 at 7:00 p.m., in the City Hall Council Chambers, 414 High Street. They may be awarded at this time. The Mayor and Council reserve the right to reject any and all bids.

Bids must be submitted in a sealed envelope, addressed ATTN: Charles Anderson, City Manager, City of Seaford, P.O. Box 1100, Seaford, DE 19973. The outside of the envelope must be marked **“Attn: City Manager, Digital Message Sign – Kiwanis Park,”** and the bidder’s name and address shall be shown thereon. All proposals must be made on the bid form provided in the specifications. All proposals must conform to the bid documents. Any exceptions will be evaluated for suitability and acceptance is at the sole discretion of the owner.

Complete specifications and bid documents will be available at the City of Seaford, 414 High Street, Seaford, Delaware 19973. Copies may be obtained by calling Ms. Ashley Heinicke, Executive Secretary at 302-629-9173 or Trisha Newcomer, Director of Economic Development & Community Relations at 302-629-9173.

No bids may be withdrawn after the scheduled time from the receipt of bids for a period of thirty days. The City of Seaford reserves the right to reject any and all bids and to waive any or all informalities in any bid or bids.

City of Seaford

Charles Anderson
City Manager

INFORMATION FOR BIDDERS

BIDS will be received by the City of Seaford (herein called the “Owner”) at the office of the City Manager, City Hall, 414 High Street, Seaford, Delaware until 2:45 p.m., prevailing time, on Wednesday, March 8, 2023 and then publicly opened in the City Council Chambers and read aloud.

BIDDERS are advised that the bid is for providing a **Digital Message Sign – Kiwanis Park**. All applicable destination, freight or other applicable charges shall be included in the bid price provided.

Each BID must be submitted in a **sealed envelope**, addressed to Charles Anderson, City Manager, City of Seaford, City Hall, 414 High Street, P.O. Box 1100, Seaford, DE 19973. Each sealed envelope containing a bid must be **plainly marked on the outside as “Attn: City Manager, Digital Message Sign – Kiwanis Park” and the envelope should bear on the outside the name of the BIDDER and their address.** If forwarded by mail, the sealed envelope containing the BID must be enclosed in another envelope addressed to the OWNER. Any BID received after that time and date specified shall not be considered.

All BIDS must be made on the required BID proposal form. All blank spaces for BID prices must be filled in, in ink, or type written, and the BID form must be fully completed and executed when submitted. One copy of the BID form is required. BIDS and/or alternate bids submitted by FAX will not be accepted.

The OWNER may waive any informalities or minor defects or reject any and all BIDS. Any BID may be withdrawn prior to the above scheduled time for the opening of the BIDS or authorized postponement thereof. No BIDDER may withdraw a BID within thirty (30) days after the actual date of the opening thereof.

BIDDERS must satisfy themselves of the accuracy of the required work in the BID documents by a review of the CONTRACT DOCUMENTS. After BIDS have been submitted, the BIDDER shall not assert that there was a misunderstanding concerning the location, use of property or conditions outlined in the CONTRACT DOCUMENTS.

Information obtained from an officer, agent or employee of the OWNER or any other person shall not affect the risks or obligations assumed by the BIDDER or relieve them from fulfilling any of the conditions of the contract.

The OWNER may make such investigation as they deem necessary to determine the ability of the BIDDER to provide the necessary materials and/or labor and equipment to carry out the work and the BIDDER shall furnish to the OWNER all such information for this purpose as the OWNER may request. The OWNER reserves the right to reject any BID if the evidence submitted by, or investigations of, such BIDDER fails to satisfy the OWNER that such BIDDER is properly qualified to carry out the obligations of the Agreement. A conditional or qualified BID may be reason to disqualify your bid.

Award may be made to the lowest, responsible BIDDER. The Mayor and Council reserve the right to reject any and all bids. The bids may be presented to the Mayor and Council at their Regular Meeting on March 14, 2023 at 7:00 p.m., at City Hall, 414 High Street, Seaford, DE.

All applicable laws, ordinances and the rules and regulations of all authorities having jurisdiction over the WORK shall apply to the contract throughout.

Each BIDDER is responsible for reading and being thoroughly familiar with the CONTRACT DOCUMENTS. The failure of the BIDDER to do any of the foregoing shall in no way relieve any BIDDER from any obligation respective to their BID.

THE MAYOR AND COUNCIL RESERVE THE RIGHT TO REJECT ANY AND ALL BIDS.

-END OF DOCUMENT-

**CITY OF SEAFORD
ELECTRIC DEPARTMENT
DIGITAL MESSAGE SIGN – KIWANIS PARK**

Description

The City is seeking bid to replace an existing sign in Kiwanis Park with a Digital message sign with cabinet and base.

Message Board Specifications:

- Watchfire Message Board or equal alternative
- 8mm pixel single faced digital sign; LED RGB
- 144 x 252 pixel matrix
- 4' H x 7' W Viewing area; 15 lines / 50.4 characters at 3"
- 120 Volt 20.0 amp single phase service
- Brightness Daytime 7000 NITs Maximum; Nighttime 700 NITs Maximum
- 4G Cellular
- Web based software, inclusive of Graphics Software and Training
- Temperature sensor

Base:

- 117"H x 87"W ft. aluminum
 - Sign component breakdown all dimensions make up the overall height of 117"
 - Sign base - to be pedestal type 36"H x 42"W
 - Cabinet for message board – 65"H x 87"W
 - Sign top – 16"H x 87"W. Illuminated with "Kiwanis Park"
- Colors to be reflective of City's Brand and similar signage throughout the City(To be worked out w/City & Vendor during design)
 - Color Palette
 - Pantone P112-5 C
 - Pantone P106-7 C
 - Pantone P99-16 C
 - Pantone P103-16C

Installation:

- To be completed by Vendor
- Vendor to coordinate with Seaford Electric Department regarding power supply.
- Grade around sign to be prepared for landscaping (Landscaping to be completed by City)

A sample drawing should be submitted with a bid, with the understanding the city has final determination of color scheme.

Should you have any questions, please call Trisha Newcomer at (302) 629-9841.

**BID PROPOSAL
CITY OF SEAFORD ELECTRIC DEPARTMENT
DIGITAL MESSAGE SIGN – KIWANIS PARK**

117”H x 87”W Sign with Digital Message Board with complete installation, software and training.

Total Cost \$ _____

Estimated Turn Around Time: _____

A complete list of specification for all components of the sign and schematic bid shall be submitted with all bid proposals. Failure to bid all specs may disqualify your bid.

The City of Seaford reserves the right to chose either option one or option two of this bid. The option that the City proceeds with will be clearly stated in the bid approval letter.

Bidder’s Name (Please print or type)

Date

Address

Cell Phone #

Signature of Officer of Company

Name of Officer (Please print or type)

Email Address