



Contact Information

Contact Name: Katherine Tingley
Address: 413 6th Avenue SE
Medicine Hat AB T1A 2S7
Telephone: 403-527-5214 Ext 224
Email: accounts@medicinehatchamber.com

Request for Proposals: Design, Production, Installation and Maintenance For the Medicine Hat & District Chamber of Commerce Highway Logo Signs

Background

The Medicine Hat & District Chamber of Commerce is a member driven, volunteer led organization working to stimulate a strengthened and vibrant economy in our region through our connections, support and influence. Our vision is to be the most unified, valued and influential business network in our community.

The Chamber of Commerce also provides many benefits to the business community, one of which is advertising opportunities. The Chamber has been the supplier of highway logo sign advertising and continues to provide this opportunity to the business community.

Highway logo signs are used to identify services using company logos or business names along the highway and within the community. Logo signs are an important part of the communication process between businesses and the traveling public and are effective in providing this information 24 hours a day, 7 days a week. The Medicine Hat & District Chamber of Commerce has logo signs at various locations within the city along the Trans Canada highway and highway #3.

The Medicine Hat & District Chamber of Commerce invites suppliers to submit proposals for the design, production, installation and maintenance of the highway signs in accordance with the terms of this proposal. It is the intention of the Chamber to award a contract to one bidder who is a member in good standing with the Medicine Hat & District Chamber of Commerce.

Cluster Sign Specifications

Product: 0.080 aluminum substrate with reflective two, three and/or four color processing

Signage Sizes: 32"x48" 32" x 96" 64" x 96" 24" x 24"

Proposal Requirements

Please provide the following:

1. Costs for both new aluminum and reused aluminum signs (used aluminum is used when an existing aluminum panel is replaced or updated).
2. Pricing for graphic designs fees based on an hourly rate and/or a per item rate – if an hourly rate is provided, please provide an approximate time that an average sign would take to design.
3. Pricing for installation, removal and maintenance of signs based on an hourly rate and/or a per item rate. If an hourly rate is provided, please provide an approximate time that the sign would take to install, remove or maintain and/or clean.
4. Pricing for cleaning of the signs (seasonal cleaning of panels due to road dirt and debris)

5. Detailed timeline from initial proof to install date. Our minimum requirement is to have a proof of layout and design within 5 business days of receiving the order and installation within 3 business days from the approval of the design (weather permitting).
6. Portfolio of work, along with a detailed process for creating designs and layouts for clients if the logo or artwork is unavailable.
7. A minimum of three references.

Bid Acceptance, Rejection or Selection of Quotation

The Chamber expressly reserves the right to reject any or all proposals, to waive any informalities or irregularities in the proposals, and to accept that proposal which is in the best interest of the Chamber.

The following criteria will be considered in the selection of the successful proposal:

1. Member in good standing with the Medicine Hat & District Chamber of Commerce
2. Evidence in proposal that the candidate understands the scope of the services to be performed.
3. Experience of the company in design, production, installation and maintenance of roadside signs.
3. Costs quoted to perform the specified services.

Duration

The contract will be for a period of one (1) year effective September 1, 2020 to August 31, 2021 and prices bid must be held firm for the duration of the contract.

Incurred Proposal Costs

The Chamber is not liable for any cost incurred by the bidder prior to the issuance of an agreement or contract.

Unacceptable Work

If the contractor fails to comply with any of the terms of this proposal, the Chamber may terminate the contract.

Response Date for Proposals: Friday, March 6, 2020

In order to be considered for selection, proposals for services must be received in a sealed envelope clearly marked "Highway Logo Sign Request for Proposal" at the Chamber of Commerce office, 413 6th Avenue SE, Medicine Hat or emailed to accounts@medicinehatchamber.com no later than 4:00 PM on Friday, March 6, 2020.

Questions and communications regarding this Request for Proposal may be submitted in writing by email up to seventy-two (72) hours prior to the closing time and date to: Katherine Tingley, Administrative Coordinator, Medicine Hat & District Chamber of Commerce: accounts@medicinehatchamber.com.

No other representative of the Chamber is to be contacted regarding this Request for Proposal. The Chamber accepts no responsibility for, and the Bidder agrees not to rely upon, any verbal or written statements or representations from any other person, whether or not employed by the Chamber.