

Request for Proposal



Alberta Sign Association Neon Sign Museum Maintenance Contract

February 15, 2024

Issued by:

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1. Introduction & Background

The Alberta Sign Association (ASA) is seeking a qualified signage company for the ongoing maintenance of all signage within the Edmonton Neon Sign Museum located at 10405 - 104 Avenue, Edmonton, AB. As such, the ASA is currently accepting responses to this "Request for Proposal" ("RFP") for the purpose of selecting (1) successful proponent for a contract period of (1) year, with the option to extend for (1) additional year. Our goal in partnering with the successful sign maintenance company is to:

1. Have an ASA Member company that can provide maintenance to all signage at the Edmonton Neon Sign Museum for a period of (1) year. This will include, but is not limited to, completing all required neon sign repairs, Mercer Building Cleaning (South facing signage wall only), purchasing supplies (as required), and the use of any required maintenance equipment.
2. Have a company that can provide proof of current certifications and safety requirements in all aspects related to the signage work being performed.

The objective of this Request for Proposal is to locate a single source partner that will provide the best overall value to the Alberta Sign Association with respect to the Edmonton Neon Sign Museum maintenance. While price is a significant factor, other criteria will form the basis of our award decision, as more fully described in the Evaluation Factors section of this Request for Proposal below.

2. Submission Guidelines & Requirements

The following submission guidelines and requirements apply to this Request for Proposal:

1. First and foremost, the submission must be from a member of the Alberta Sign Association and in good standing.
2. Only qualified companies with prior experience on projects with similar scope requirements should submit proposals in response to this Request for Proposal.
3. Proof of current WCB Clearance Letter and Certificate of Insurance must accompany the submission.
4. Bidders' intent on submitting a proposal should notify the representative identified on the cover page no later than Thursday, February 22, 2024. All submissions can be emailed to info@albertasigns.com
5. Bidders must list at least two projects that are substantially similar to this project as part of their response, including references for each. Examples of work should be provided as well.
6. A price proposal must be provided for the goods and services provided under the scope of work. Outline of Service Rates to include:
 - Equipment Rates
 - Hourly Labour rates
 - Overtime rates
 - Call-out rates
 - Travel rates
 - Mark up on standard service parts (as a %)
7. Proposals must be signed by an authorized representative to bind the submission to the bidding company, respectively.
8. List the proposed standard level of service:
 - On-site time from the first initial point of service request
 - Lead time for replacement components
 - Average time frame for completion of service
9. If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation.
 - Proposals must be received by the end of day on Thursday, March 7, 2024, to be considered.
 - Proposals must remain valid for a period of 90 days.
 - Alberta Sign Association will have a more in-depth discussion with selected submissions.

3. Project Description

"The Neon Sign Museum, the first of its kind in Canada, features a collection of functional historic signs that tell a story about Edmonton's neon past. The City of Edmonton has collected several neon signs, all of which have been restored and installed on the east wall of the TELUS building and the south wall of the Mercer Warehouse building on 104 Street and 104 Avenue".

The Museum is outdoors and is open 24 hours a day, seven days a week. No admission is required.

The purpose of this project is as follows: To maintain the maintenance of all signage at the Edmonton Neon Sign Museum.

4. Project Scope

The project's scope entails the maintenance of the Edmonton Neon Sign Museum. The successful bidder will be responsible for all maintenance of the signage for 2024. The criteria set forth below should be met to achieve successful completion of the project:

- Neon Sign Maintenance
- Bi-annual cleaning of the sign wall on The Mercer Building
- Installation of signs
- Practice all safety aspects of sign servicing
- Establish and updated real-time maintenance records

Acceptance of the work is contingent on the following acceptance criteria:

- a) Experience
- b) Membership in good standing with the Alberta Sign Association
- c) Proof of Current and relevant Safety Certificates
- d) Proof of Current Equipment required to perform the work in question.

5. RFP & Project Timelines

The Request for Proposal timeline is as follows:

Request for Proposal Issuance	February 15, 2024
Submission Deadline	March 7, 2024
Selection of top bidders/interviews	March 14, 2024
Contract Award / Notification to Unsuccessful Bidders	March 21, 2024

All submissions can be forwarded in confidence to Tina Kendrick at info@albertasigns.com. If you have any questions, please feel free to reach out to the ASA office at (587) 336-8283.

6. Evaluation Factors

Alberta Sign Association will rate proposals based on the following factors, with cost being heavily weighted:

- Member of the Alberta Sign Association and in good standing
- Responsiveness to the requirements set forth in this Request for Proposal
- Relevant past performance/experience/safety certificates
- Samples of similar work
- Price structure
- Current equipment

Alberta Sign Association reserves the right to award to the bidder that presents the best value to Alberta Sign Association as determined solely by Alberta Sign Association in its absolute discretion.

Alberta Sign Association reserves the right to cancel the contract at any given time based on, but not limited to, the following:

- Unsafe practices
- Not providing photo proof of work completed
- Not fulfilling contract duties in a timely manner
- Failure to comply with the terms of the maintenance contract

Alberta Sign Association may offer this contract for one year with the option to extend up to one year.