



**Request for Bid/Proposal RFB # 23-02
Town Line Sign Design and Replacement
Advertised Dates: Bangor Daily News: 1/7/2023 Penobscot Times: 1/12/2023
Proposal Due Date and Hour: 2/3/2023
Melissa L. Doane, Bradley Town Manager
165B Main Street
PO Box 517
Bradley ME 04411**

Town of Bradley, Maine
Request for Bid/Proposal RFB # 23-02
Town Line Sign Design and Replacement

GENERAL INFORMATION FORM
(TO BE COMPLETED AND RETURNED)

QUESTIONS: All inquiries for information and all communications regarding this solicitation should be directed to Melissa L. Doane, Bradley Town Manager: (207) 827-7725, faxed to (207) 827-7072, or e-mailed to: mladoane@townofbradley.net.

DUE DATE: Sealed Proposals will be opened 2/3/2023 at 2:00 pm. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification. Proposals will be reviewed by the Town Manager and discussed at a regularly scheduled public Town Council meeting.

ADDRESS: Proposals should be mailed to: **Bradley Town Office PO Box 517 Bradley Me 04411** or hand delivered to: **Bradley Town Office 165 B Main Street Bradley Me 04411**. The RFP reference number should be in the lower left corner of the return envelope or package.

COMPANY INFORMATION/SIGNATURE:

Full Legal Name (print):	Federal Taxpayer Number (ID#)
Business Name / DBA Name / TA Name and Address:	Payment Address Purchase Order Address:
Contact Name/Title:	Telephone Number:
Signature (ink) Date:	Fax Number E-mail Address:

Town of Bradley, Maine
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1. INTRODUCTION

The Town of Bradley is seeking proposals for replacement, design and project installation of Bradley Town Lines.

2. INQUIRIES

For information requiring the RFP, please contact Melissa Doane, Town Manager at 207-827-7725 PO Box 517 Bradley ME 04411, mldoane@townofbradley.net.

3. SCOPE OF SERVICES

The scope of services expected, as a minimum, includes, the replacement, the design and project installation of town line signs. These signs are to be located at the Town of Bradley town lines on Main Street in Bradley (Route 178). Signs are at both the Bradley/Milford line and the Bradley/Eddington line.

The signs will have a useful life of a minimum of 15 years. The design must include the logo of the Town of Bradley and the words "Home of the Maine Forest and Logging Museum".

4. REQUIRED BID PROPOSAL CONTENT

Proposals must address the following items:

A. General Information Form

The return of the RFP general information form signed and completed as required.

B. Qualifications and Experience

Including, but not limited to, the contractor's managerial and supervisory qualifications and experience relative to the work to be performed, financial capacity and stability, and current and projected workload.

C. Personnel and Equipment

Including, but not limited to, information on the personnel and equipment the contractor plans to use to perform the work required, including number and experience of employees and number, type, age and condition of equipment.

D. Proof of Insurance:

Contractor agrees to carry, at their own expense, the following types of insurance:

- a) Workers' Compensation Insurance
General Liability Insurance
Personal injury with limits of not less than \$500,000/\$1,000,000
- b) Property injury with limits of not less than \$500,000
Vehicle Liability Insurance
Personal injury with limits of not less than \$500,000/\$1,000,000
- c) Property injury with limits of not less than \$500,000

The Contractor agrees to include the Town of Bradley as an additional named insured on both the general vehicle liability policies. All insurance premiums shall be paid by the Contractor and shall be without cost to the Town, and all insurance shall be kept within full force and effect by the Contractor. Contractor shall furnish to the Town certificates evidencing all insurance required under this contract with both the

Contractor and the Town named as loss payees, and a provision that the insurance is non-cancelable except upon ten (10) days' written notice to the Town.

E. Work Plans and Schedules

Including, but not limited to, a detailed description of when the work will be started and completed.

F. Costs of Services

Include cost of services.

5. OPTIONAL OR ADDITIONAL BID CONTENT

Due to a contractor's professional experience, other options or contract considerations may be evident to them once a review of the sites is completed. The Town is offering an opportunity for bidders to provide additional bid content to accommodate the contractor's considerations. The optional or additional bid content must still contain the requirements in Section 4-Required Bid Content.

6. OPTIONAL PRE-PROPOSAL SITE VISIT

Pre-proposal site visits are encouraged, however optional. Visits at the location will be at the entrees own risk. The Town of Bradley will hold no liability.

7. REVIEW OF PROPOSALS

The proposal will be opened and read publicly at the Bradley Municipal Building on 2/3/2023 at 2:00 pm. The proposals will be reviewed and evaluated by the Bradley Town Council in a publicly held meeting; the meeting date will be announced at the opening. The criteria for evaluating the proposals will include, but not be limited to, the following items:

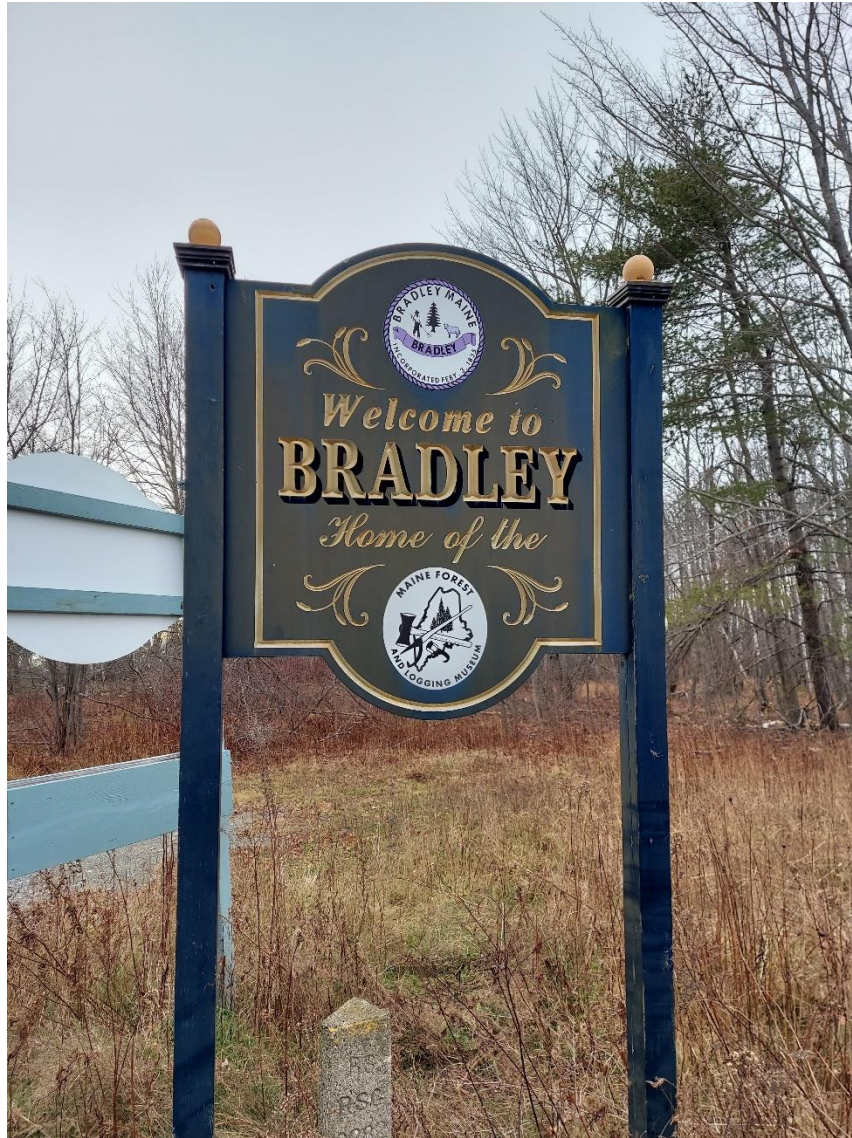
- A. Qualifications and Experience
- B. Personnel and Equipment
- C. Work Plans and Schedules
- D. Costs of Services
- E. Reviewer's Intuition

8. SUBMISSION OF PROPOSALS

Proposals must be submitted using the enclosed "Proposal Form" and be received at the Bradley Municipal Building no later than 2/3/2023 at 2:00 pm. The Town reserves the right to reject all proposals, to negotiate elements of the proposals and to enter into a contract for services that it feels is in the best interest of the Town.

Copies of the Request for Proposals and related documents may be obtained at the Bradley Municipal Building or by visiting the Town of Bradley website at townofbradley.net.

ATTACHMENT A
Current Town Line Sign
Request for Bid/Proposal RFB # 23-02
Town Line Sign Design and Replacement



ATTACHMENT B SAMPLE CONTRACT

TOWN OF BRADLEY

**Request for Bid/Proposal RFB # 23-02
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I. PARTIES

This contract (hereinafter referred to as "Agreement") is made and entered into on this _____ day of _____, 2023, by and between the Inhabitants of the Town of Bradley with a mailing address of PO Box 517 Bradley Maine 04411, (hereinafter referred to as "Town"); and _____, with a mailing address of _____ (hereinafter referred to as "Contractor"). In consideration of the mutual promises contained herein, Contractor agrees to perform the following services for the Town.

II. SCOPE OF WORK

In consideration of the compensation set forth herein, the Contractor shall perform the services as outlined in a request for proposal dated _____ and attached hereto as Exhibit A and the response attached hereto as Exhibit B.

III. COMMENCEMENT AND COMPLETION

The Contractor will commence work on or before _____, 2023 and will complete work on or before _____, 2023

IV. PAYMENT TERMS

The Contractor shall submit an invoice upon completion of the scope of work as described above. The Contractor understands that the payment for completion of the services outlined in Section II shall not exceed _____ Dollars (\$_____)

V. TERMINATION

Either party may terminate this Agreement for cause after giving the other party written notice and a reasonable opportunity to cure. The Town may terminate without cause by giving the Contractor fourteen (14) days' notice and compensating the Contractor equitably to the termination date.

VI. DISPUTE RESOLUTION

Any controversy or claim arising out of or related to this Agreement, which cannot be resolved between the parties shall be submitted to the Maine Superior Court (Penobscot County). This agreement shall be governed by Maine law.

VII. QUALIFICATIONS

The Contractor represents it holds and will continue to hold during the term hereof any and all qualifications, licenses and certifications required to perform its services in Maine. The contractor shall perform all services in accordance with professional standards.

VIII. SUBCONTRACTORS

The Contractor shall be fully responsible to the Town for the acts and omissions of any subcontractors and of persons either directly or indirectly employed by it, or shall hold subcontractors to the same terms and conditions as Contractor is held under this Agreement. No subcontractors shall be retained on this Agreement without the specific prior written approval of the Town.

IX. INSURANCE

The Contractor shall purchase and maintain Workers' Compensation Insurance, General Public Liability and Property Damage Insurance including vehicle coverage and professional liability insurance, all with limits and terms satisfactory to the Town. The Town shall be named as an additional insured on the liability policy.

X. INDEMNIFICATION

The Contractor will indemnify and hold harmless the Town, its officers, agents and employees from and against all claims, damages, losses and expenses including attorney's fees arising out of or resulting from the performance of the Agreement by the Contractor, its officials, employees, agents and subcontractors.

XI. ENTIRE AGREEMENT

This Agreement and its attachments represent and contain the entire agreement between the parties. Prior discussions or verbal representations by the parties that are not contained in this Agreement and its attachments are not a part of this Agreement. Where there is any conflict between the provisions of this Agreement and the provisions of any attachment, the provisions of this Agreement shall control.

Date: _____

By: _____

Title: _____

Date: _____

INHABITANTS OF THE
TOWN OF BRADLEY, MAINE

By: _____
Melissa Doane, Town Manager

ATTACHMENT C: PROPOSAL FORM

**TOWN OF BRADLEY
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In order to facilitate comparison of competing proposals, the Town respectfully requests applicants to complete the following form. Please feel free to attach additional sheets where the information requested is more extensive than the space provided.

QUALIFICATIONS AND EXPERIENCE:

PERSONNEL AND EQUIPMENT:

WORK PLANS AND SCHEDULES

COSTS OF SERVICES FOR PROJECT
