

# Town of Milton

115 Federal St  
Milton, DE 19968



[www.ci.milton.de.us](http://www.ci.milton.de.us)

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## REQUEST FOR PROPOSAL 2013-01

The Town of Milton is accepting bids from experienced sign companies for the purpose of updating and adding address signage in the development of Cannery Village. Vendor proposals shall be rated for both Qualifications and Price. All proposals must be delivered in hard copy form to: Town Hall, 115 Federal Street, Milton, DE 19968 no later than 4:30 pm on Wednesday, April 10, 2013.

### Project Description

Address signage in Cannery Village development in the Town of Milton must be modified in order to efficiently direct emergency response personnel to the correct property. Standards and styles have been determined. Proposals shall be inclusive of all components described in the Scope of Work.

### Scope of Work

The work requires both production and installation of signage. The installations include both replacement and additional signs, as illustrated in schematic diagrams, maps and photographs provided by the Town of Milton. Sign style and component parts are detailed in the paragraphs that follow. Prior to fabrication, all signage must be site verified for accuracy and style, by a town representative.

#### *Signage Series #1: Hotel style directional signage with posts*

Signage and posts in Series #1 are to be in the style of all existing street signage.

The price shall include consultation time for quantity, location and information included on these signs. Each sign shall include: House numbers (from-to), Lane Name, a Direction Arrow, and "EMS ACCESS." The fabrication, delivery and installation of all posts and signs shall be included in a per/each price, and a total for the series.

The estimated quantity required is 15 posts and 23 two-sided signs. Supplemental inventory requirements may be included as part of the initial order. The proven ability to produce and deliver replacement products at an indeterminate time in the future is an essential component to the Qualifications aspect of the vendor rating process. (See *Signage Series 1* list attached.)

#### *Signage Series #2: Re-labeling of every existing garage in Cannery Village.*

Every garage in Cannery Village has the house number only mounted next to the garage door. Signage series #2 requires the fabrication and installation of replacement garage signage. The signs shall include the appropriate street name the house is addressed to, on a mounting plate. In addition, supply new street number digits to replace the existing numbers on the existing plates. Pricing for Signage Series #2 shall include the removal of the old digits and the mounting of the new numbers on the existing plates. Location/placement of garage signs shall be at the direction of a Town of Milton representative. All signs to be one sided and use black digits on a white background (please submit a sample with your proposal.) Sign standards must meet or exceed that which is detailed in Chapter 73 of the Code of the Sussex County Council. 174 Signs are required. (See *Signage Series # 2* list attached.)

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*Signage series #3: Addressed and Un-addressed Lane Signage notations*

The fabrication and installation of signage directing visitors and EMS personnel to the hotel style directional signage referenced in Signage Series #1.

**Signage Series #1 - Hotel Signage**

(All Signs to be 2 sided and indicate "EMS ACCESS")

Sign 1: At 100 Eaton Lane with Post  
#’s 100, 102 & 104 Eaton Lane ->

Sign 2: At 104 Eaton Lane With Post  
#’s 104, 102 & 100 Eaton Lane ->

Sign 3: At 110 Eaton Lane with Post  
#’s 110, 108 & 106 Eaton Lane ->

Sign 4: At 106 Eaton Lane with Post  
#’s 106, 108 & 110 Eaton Lane ->

Signs 5 & 6: Between 206 Dorsey Lane and 207 Sundance Lane with 1 Post  
#’s 206 thru 200 Dorsey Lane (Even #’s Only) ->  
#’s 207 thru 201 Sundance Lane (Odd #’s Only) ->

Sign 7: At 206 Sundance Lane with Post  
#’s 206 thru 200 Sundance Lane (Even #’s Only) ->

Sign 8: At 208 Sundance Lane with Post  
#’s 208 thru 218 Sundance Lane (Even #’s Only) ->

Sign 9 & 10: Between 218 Sundance Lane and 301 Brick Lane with 1 Post  
#’s 220 & 222 Sundance Lane (Even #’s Only) ->  
#’s 301 thru 311 Brick Lane (Odd #’s Only) ->

Sign 11 & 12: Between 222 Sundance Lane and 311 Brick Lane with 1 Post  
#’s 222 & 220 Sundance Lane (Even #’s Only) ->  
#’s 311 thru 301 Brick Lane (Odd #’s Only) ->

Sign 13 & 14: Between 224 Sundance Lane and 313 Brick Lane with 1 Post  
#’s 224 thru 234 Sundance Lane (Even #’s Only) ->  
#’s 313 thru 323 Brick Lane (Odd #’s Only) ->

Signs 15 & 16: Between 234 Sundance lane and 323 Brick Lane with 1 Post  
#’s 234 thru 224 Sundance Lane (EVEN #’s Only) ->  
#’s 323 thru 313 Brick Lane (Odd #’s Only) ->

Signs 17 & 18: Between 310 Brick Lane and 210 Acre Lane with 1 Post (On Grist Mill)  
#’s 310 thru 300 Brick Lane (Even #’s Only) ->  
#’s 311 thru 301 Acre Lane (Odd #’s Only) ->

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Signage Series #1, continued

Signs 19 & 20: Between 300 Brick Lane and 200 Acre Lane with 1 Post (On Adelaide)  
#’s 300 thru 310 Brick Lane (Even #’s Only) ->  
#-s 301 thru 311 Acre Lane (Odd #’s Only) ->

Signs 21 & 22: Between 130 Fetter Lane and 136 Ellison Drive with 1 Post  
#’s 130 & 132 Fetter Lane ->

Sign 23: At 112 Gypsy Lane with Post  
#’s 112 & 114 Gypsy Lane ->

**Signage Series 2 – Garage Signage**

(A total of 174 one-sided signs; Lane, Drive, etc. *not* printed on sign)

Acre (Lane) - **3 Signs** - 301 thru 305 (Odd #’s only)

Adelaide (Drive) - **5 Signs** - 301 thru 309 (Odd #’s only)

Brick (Lane) - **14 Signs** - 300 thru 310 (Even #’s only) 301, 307,309 and  
#’s 311 thru 323 (Odd #’s Only)

Carlton (Drive) - **14 Signs** – 303, 305, 307, 315, 317 and 325 thru 333 (Odd #’s Only)  
326, 328, 332, 334.

Dorsey (Lane) – **4 Signs** - #’s 200 thru 206 (Even #’s only)

Eaton (Lane) - **7 Signs** - 100 thru 110 (Even #’s only) and #134.

Ellison (Drive) – **21 Signs** – 101 thru 115 (Odd #’s only) and  
116, 117, 118, 119, 121, 123, 124, 125, 126, 127, 128, 136, and 138.

Fetter (Lane) – **2 Signs** - 130 & 132

Grist Mill (Drive) – **23 Signs** – 200 thru 214 (Both Odd and Even #’s) and  
216, 218, 300, 302, 304, 308, 310, 312.

Gypsy (Lane) – **2 Signs** - 112 & 114

Horton (Lane) – **1 Signs** - 120

Summerwalk (Boulevard) – **32 Signs** - 100 thru 107 (Both Odd and Even #’s) and  
200 thru 207 (both Odd and Even #’s, and 209, 211, 213, 215, 217, 219, 221, 225, 227, 301, 303, 305,  
307, 309, and 311.

Sundance (Lane) – **19 Signs** - 200 thru 208 (Both Odd and Even #’s) and, 210 thru  
220 (Even #’s only), 224, 230, 232, 234.

Village Center (Boulevard) – **27 Signs** - 110 thru 120 (Even Numbers only) and,  
#’s 204 thru 218 (Even numbers only) and 300, 302, 304, 400 thru 406 (Both Odd & Even #’s) and  
419.

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**Signage Series 3 – Un-addressed Lanes Signage**

(All signs to be two sided. Required wording to be decided via consultation between town representatives and bidders)

Acre Lane signs at Adelaide Drive (2 required, north and south side of Adelaide)

Acre Lane sign at Grist Mill Drive

Brick Lane signs at Grist Mill Drive (2 required, north and south side of Grist Mill)

Brick Lane signs at Adelaide Drive (2 required, north and south side of Adelaide)

Dorsey Lane sign at Carlton

Sundance Lane signs at Grist Mill Drive (2 required, north and south side of Grist Mill)

Sundance Lane signs at Carlton Drive (2 required, north and south side of Carlton)

Qualifications

- 1) Proposals shall be accompanied with three (3) project descriptions and references that are similar in scope, are located on the Delmarva Peninsula and have been completed in the last five years.
- 2) Proposals shall be accompanied with three (3) years of audited financial statement and a current credit report from Dunn & Bradstreet, or a similar commercial credit rating agency.

Form

All proposals shall be provided in duplicate, on hard copy (no electronic submissions) and delivered to 115 Federal Street, Milton, DE 19968 before 4:30 pm on April 10, 2013.

Insurance, Licensing and Performance Bond Requirements

The Town of Milton will review all proposals that meet the criteria detailed in this and the accompanying RFP 2013-01 documents. The vendor selection process will include rating for fidelity to the specified standards, qualifications and pricing. Top-rated vendors may, additionally, be interviewed by the Town Council, or an appointed committee. The selected vendor will be required to hold or secure insurance, licensing and a performance bond (or other security instrument) prior to the execution of any contract.

Pre-bid Meeting

A pre-bid meeting will be held on Monday, March 25 at 3pm. This will be the only forum for questions and answers about the project. The pre-bid meeting will include a site visit. Vendors should send no more than two representatives to this meeting. Attendance at the Pre-bid meeting is not mandatory, but is strongly encouraged.

Bid Evaluation

Proposals will be tabulated and the results posted on the Town of Milton website ([www.milton.delaware.gov](http://www.milton.delaware.gov)). Vendor selection is dependent upon qualifications. Evaluation of proposals will be followed by contract negotiation. Upon successful completion of an agreement between the Town of Milton and a vendor of choice, the unsuccessful vendors shall be notified. The Town of Milton reserves the right to reject any and all proposals.