



**School Administrative Unit #31
Newmarket School District**
186A Main Street, Newmarket, NH 03857
(603) 659-5020 Fax (603) 659-5022
www.newmarket.k12.nh.us



Susan K. Givens, Ed.D.
Superintendent of Schools

Erica C. MacNeil, M.Ed.
Director of Student Services

April 16, 2020

Request for Proposals
for
Newmarket JR/SR High Illuminated Monument
Sign with Electronic Message Board

Contact: *Dave Jack*
Interim Business Administrator
SAU #31 Newmarket School District
186 Main Street
Newmarket, NH 03857
jackd@newmarket.k12.nh.us
(603) 292-7984

Introduction

The Newmarket School District (hereinafter referred to as SAU #31) seeks proposals from interested Sign contractors to provide Illuminated Sign Design and Installation at Newmarket JR/SR High School.

It is the intent of SAU #31 to use this RFP as a competitive means to enter into a contract or multiple contracts with the selected Contractor for "Illuminated Sign Design and Installation"

Proposal shall include all labor and materials as requested on the attached proposal sheet included.

Contractor Response

General Information

For further information, please contact:

David Jack
Interim Business Administrator
SAU #31 Newmarket School District
186A Main Street
Newmarket, NH 03857
Phone: 1-603-292-7984

Due Date:

Proposals must be **received** at the below address on or before May 12, 2020 at 10:00am at which time the submission will be publicly opened and read aloud. The results will be recorded on a bid tabulation form which will be made available upon request within four (7) days after the submission opening date.

Submission delivered/provided after the due date and time will not be considered.

Submit Proposal

Quantity: one (1) on supplied form in a sealed envelope clearly marked "**Illuminated Sign Design and Installation**".

The general basis for sign design shall be a 10'6" sign by 5'8" on a faux brick base and aluminum crown. The electrical message board shall be based on a 3' x 6"+ design with remote operation and programming capacity. Each vertical side of the electronic sign board area shall be framed with 15" deep fabricated aluminum pole covers and a horizontal sign marquis with "Newmarket Junior/ Senior High School" "Home of the Mules" "Founded in 1867". Two printed logos shall be included on each vertical post cover (design to be provided).

All necessary power feeds to the base of the sign area will be completed by others, the sign contractor shall make all final sign connections and testing. The message Board shall meet all applicable codes for operations.

The sign contractor shall include all design services as well as meeting with the School's design committee and School Board for presentation.

The proposal shall be for complete design and installation services for a monument type illuminated sign. The sign will be located across the street from the JR/SR High School.

Permitting costs shall not be included as the Newmarket School District is exempt from permitting costs.

Frequency of service:

One time installation

Delivery of submission:

Mailing Address:

***SAU #31 Newmarket School District
Attention: Michelle Martinson
Newmarket Town Hall
186 Main Street
3rd floor Office of the Superintendent
Newmarket, NH 03857***

Funding for this Request for Proposal is currently encumbered and allocated for the installation

SAU #31 Newmarket School District reserves the right to waive any of the formalities of this RFP, to request additional information from any respondent, to negotiate with any respondent, to negotiate with more than one respondent, to reject any or all proposals or parts of proposals, to solicit new proposals, and to award contracts to one or more respondents or to reject any or all respondents as it deems in its best interest. The issuance of this RFP does not guarantee that a contract will be awarded. Any proposal received after the time specified will be considered a late proposal. Following evaluation of all proposals, the School may do one or more of the following: (1) conduct interviews with representatives of one or more of the respondents; (2) select an apparent successful respondent and enter into contract negotiations; selected for award based on the proposals, and commence negotiations with those respondents, and then invite those respondents to submit best and final offers; or (4) reject all proposals if it is determined to be in the best interests of the SAU #31 Newmarket School District.

All submission respondents shall supply proof of insurance with the SAU #31 Newmarket School Department being named as an additional insured based on the limits required for all vendors/contractors working within the Newmarket School District. Vendors/contractors shall supply the SAU#31 Newmarket School District with the properly filled out submission of IRS form W-9 upon award. Failure to supply required submissions shall constitute submission award withdrawal and award to the next qualified submission.

Proposal Submission Form
SAU #31 Newmarket School District
“Illuminated Sign Design and Installation”

Proposal: \$ _____

Pricing shall include all design fees, installation, final electrical connects at the sign, and training

Submission by: _____ (Name of Corporation, Firm, Individual or Company)

By: _____ (Signature of Officer, authorized Individual or Owner)

Name: _____

Mailing Address: _____ City/St: _____ Zip Code: _____

DATE: _____

Telephone: _____ Fax: _____ E-Mail: _____

Does the ownership or stock holders have relatives currently employed by the Town of Newmarket or the Newmarket School District?

Yes _____ No _____ If yes: Relationship: _____

NOTE: Bids must bear the handwritten signature of a duly authorized member or employee of the organization making the bid. By signing this submission, you agree to all terms and conditions as detailed in the bid specifications. SAU #31 reserves the right to accept or reject any submissions.