

**WINDHAM SCHOOL DISTRICT**

**Windham, New Hampshire**

**Road Sign, LED Component**

**Invitation to Bid and Instructions to Bidders**

**August 23, 2019**

**INVITATION TO BID**

The Windham School District will receive sealed bids to provide LED Sign component of the Golden Brook and Middle School Road Sign.

**INSTRUCTIONS TO BIDDERS**

1. Submit bids on the bid form enclosed herein.
2. Specifications are attached.
3. If you have any questions or concerns regarding this project, please contact Mr. Gordon Bristol, at 802-380-1157 or [gbristol@sover.net](mailto:gbristol@sover.net) by 12:00 PM. Thursday, August 29, 2019.
4. The School District reserves the right to accept or reject any or all bids in part or whole, whether from responsible bidders or otherwise, even though the bidder may not submit the lowest bid. The School District has sole discretion in determining the best interest of the district and to waive any informality deemed to be in the best interest of the School District. Bidders shall be responsible for any and all expenses that they may incur in preparing their bids.
5. Faxed or Electronic bids will be accepted.
6. Submit bids in a sealed envelope, *clearly marked*:

**Road Sign, LED Component  
WINDHAM SCHOOL DISTRICT**

Mr. William Hickey  
Business Administrator  
Windham School District  
SAU #95, 19 Haverhill Road  
Windham, New Hampshire 03087

10. BID CLOSING: **Tuesday, September 3, 2019 at 11:00AM.** Sealed bids will be opened in public immediately following the closing of bids in the SAU #95 Conference Room, 19 Haverhill Road, Windham, NH.

**WINDHAM SCHOOL DISTRICT  
Road Sign, LED Component  
SPECIFICATIONS**

The Windham SAU is in the process of buying components for a new road sign for the Golden Brook School and Middle School Campus. This single sign will have the following specifications.

Approximate size of sign is 14 foot base by 4 foot width.

Sign will be approximately 14 feet tall.

A component of that sign is the purpose of this bid. The LED sign component shall be 3 feet by 7 feet. 2 sided.

The item to be bid is as follows:

**Vantage (or equivalent) LED Message Board**

Double face message board

Technical details are as follows: **Substitutions allowed with bidder providing comparison to specifications and the substitution for bid understanding.**

Flex V-Series: Outdoor  
Low Power  
Flex Module  
Cloudware Software  
Emergency Alerts enable automatic (FEMA IPAWS)

Cabinet size approximately 3 feet by 7 feet  
4,000 plus shades of red  
160 degree horizontal  
10,000 NITS brightness

Approx. 3 feet by 7 feet

Parts Warranty period 5 plus years  
On-site Service Period 5 plus years

Wireless Ethernet Communications Kit  
Transmit message to a Vantage LED display  
Programming via WiFi. WiFi communication components are to be included in price. A connection to local on-site internet required and to be done by others  
Clear line of site between antennas with a Maximum range of 1,000 feet.

Delivery to 112B Lowell Road in Windham, NH

Unload by others  
Posts and mounting hardware by others  
Electrical supply by others

Purchase price must be guaranteed price for 90 days from bid due date.

**—End of Specifications—**

Price to include delivery to site and put in place by winning bidder.  
All delivery debris to be removed by winning bidder.

### **EXAMINATION**

1. Product will be examined upon installation and punch list provided.

### **QUALIFICATION REQUIREMENTS**

1. A qualified production shop with a minimum of 5 years of experience.
2. Qualified bidders must have an operating store within a 100-mile radius of Windham, New Hampshire.
3. All work shall be executed by skilled tradesmen in a workmanlike manner. All employees must be properly trained and familiar with the work, products and procedures. This work shall be carefully done.

### **WORK SITE**

1. All material will be reviewed and approved by Owner prior to installation.
2. Furnish only the materials as specified herein, in strict accordance with and approval by the manufacturer.
3. Before starting any work, the Contractors shall protect all furnishings, floors and areas.
4. The Windham School District and grounds are a non-smoking area.
5. Non-prescription drugs or alcoholic beverages are not permitted on the grounds.

### **REMOVAL AND DISPOSAL OF MATERIALS**

1. It is the responsibility of the contractor to remove and dispose of all material according to federal, state and local policies.
2. Discarded materials must be removed from school site on a daily basis.
3. At the completion of the job, all discarded materials, trash and debris shall be removed from the site and all work areas shall be clean.

### **DELIVERY, STORAGE, AND PROTECTION**

1. Products on site must be sealed and properly labeled, in manufacturer's original containers, dry and undamaged. Do not use materials which have been opened prior to this project or damaged in any manner.
2. Products and other materials shall be delivered to site at such a time as required for proper coordination of the work. Windham School has minimal storage space and therefore, cannot make accommodations to store materials for an extended period of time.
3. The Contractor shall arrange material storage so as not to interfere with the Owner's operations.
4. Deliver materials in manufacturer's unopened container or bundles, fully identified with brand, type, grade, class, and all other qualifying information.
5. Take all necessary precautions against fire and other hazards, during delivery, storage, and installation of inflammable adhesives, solvents, and other materials specified herein. Comply with local ordinances and fire regulations in the installation of hazardous materials specified or required under this section.
6. The Contractor is responsible for coordinating and receiving all deliveries and shipments.
7. The Contractor shall hold the Owner harmless from any loss arising from lost, stolen or damaged materials stored at the job site.



Bodily Injury (Each person/Each occurrence)	\$1,000,000
Property Damage	\$1,000,000
c. Comprehensive Automobile Liability	
Bodily Injury (Each person/Each occurrence)	\$1,000,000
Property Damage	\$1,000,000

### **FINAL INSPECTION**

1. At completion of the project and associated work, meet with Owner or their agent to inspect work. Owner or their agent will list all items requiring correction or completion and furnish a copy of items to each party in attendance.
2. Repair or replace defective work found at time of inspection, as necessary to produce a project which is free of damage and deterioration and according to warranty requirements.
3. Notify the Owner upon completion of corrections.

### **PAYMENT SCHEDULE**

1. Owner will provide payment as follows:  
Final Payment – Final payment will not be issued until all components of the Final Inspection have been met to the Owner's satisfaction. (see above)

**COMPANY PROFILE**  
**and**  
**REQUIRED SUBMITTALS**

Please provide the following information regarding your business. ***This form is required as part of your bid submission.*** You may attach additional sheets or documents as needed.

1. DUNS Number or Federal Tax ID # \_\_\_\_\_
2. Size of Company: Total number of employees \_\_\_\_\_  
Total number of service employees \_\_\_\_\_
3. Number of years in business \_\_\_\_\_  
Number of years under current management \_\_\_\_\_
4. Office locations (service, retail, other) \_\_\_\_\_

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5. Please provide website address: \_\_\_\_\_

6. Insurance – Please provide proof of insurance per specifications.

7. Warranty Information

- A. Warranty Coverage: \_\_\_\_\_ (Company Name)
- B. Number of years on equipment \_\_\_\_\_
- C. Number of years on labor \_\_\_\_\_
- D. Number of years on installation \_\_\_\_\_
- E. Exclusions: \_\_\_\_\_ (Company Name) will not have any liability or obligation under the limited warranty in case of:
  1. Damage caused by natural disasters
  2. Damage caused by snow removal activities
  3. Any defect caused by misuse or abuse of the equipment
  4. Damage caused by unauthorized modification
  5. Damage caused by improper maintenance
  6. \_\_\_\_\_

Date of Final Inspection: \_\_\_\_\_

Date of Warranty Expiration: \_\_\_\_\_

9. Provide operations and maintenance manuals.

10. Identify maintenance requirements of proposed equipment (if applicable).

A. Required service to maintain warranty.

\_\_\_\_\_  
\_\_\_\_\_

B. Service schedule for equipment proposed (example: weekly, monthly, yearly).

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11. Provide list of proposed equipment/materials to be used on this project (per specifications)

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Proposed Alternate Equipment:

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(Company Name)

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(Print Name)

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(Authorized Signature & Title)

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(Date)

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**WINDHAM SCHOOL DISTRICT  
Road Sign, LED Component  
BID PROPOSAL FORM**

To: Mr. William Hickey, Business Administrator  
SAU #95  
19 Haverhill Road  
Windham, NH 03087

Having carefully examined the description of the work to be accomplished, as contained in the Specifications, and having fully inspected the site for all particulars, the undersigned agrees to perform the work, for the following LINE ITEM of money:

**Scope of Work**

Road Sign, LED Component  
Golden Book School  
Windham Middle School

Scope of work estimated cost to produce..... \_\_\_\_\_

**NAME OF CONTRACTOR:** \_\_\_\_\_

**ADDRESS OF CONTRACTOR:** \_\_\_\_\_  
\_\_\_\_\_

**PHONE #:** \_\_\_\_\_  
\_\_\_\_\_

**EMAIL:**

**SIGN HERE:** \_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME OF AUTHORIZED OFFICER

(roadsig/ LED component bid)