

Request For Proposals (RFP)
Public Notice Signs for
The City of Bixby, Oklahoma

The City of Bixby will receive proposals for monthly Public Notice sign preparation and posting services. Public Notice signs are used for Zoning- and land use-related Public Hearings, such as rezonings, PUDs, Board of Adjustment applications, and Lot-Splits. The City of Bixby typically posts approximately 40 Public Notice signs per year; actual numbers vary by year and by month. See scope below for additional details.

Written proposals shall be addressed to:

City of Bixby
Attn: Erik Enyart
PO Box 70
Bixby, OK 74008

And will be received until 5:00 P.M. on Wednesday, August 12, 2015, by (1) mail per the mailing address above, (2) parcel delivery to 113 W. Dawes Ave., Bixby, OK 74008, or (3) by email in PDF format to: eenyart@bixby.com.

Scope

The City of Bixby desires to secure professional sign services consisting of **Monthly** (1) Public Notice sign preparation, (2) Public Notice sign postings at various locations throughout the approximately 25-square-mile corporate limits of the City of Bixby, (3) photographs and written documentation demonstrating sign postings, (4) sign removal, (5) billing to the City of Bixby corresponding to the number of signs posted, and (6) related administrative services as needed.

Terms and Conditions

1. Signage services shall adhere to the scope outlined above and these terms and conditions.
2. Public notice signs shall measure four (4) feet in height and two (2) feet in width, and shall be installed on-site with metal posts.
3. Public notice signs shall consist of an aluminum / polyethylene composite or equivalent rigid, durable material and shall be finished with a digital print.
4. Public notice signs shall have a yellow background with black lettering.
5. Public notice signs shall be maintained at the posting site continuously during the public notice period as required by law, and shall be removed by the Proposer within seventy-two (72) hours (3 days) following the Public Hearing date, or as otherwise directed by the City of

Bixby. Should such signs be removed, stolen, substantially damaged, or otherwise fail for any amount of time during such period, Proposer shall notify the City of Bixby immediately.

6. Public notice signs shall be installed as directed by the City of Bixby, using sufficient information furnished by the City of Bixby, provided the City of Bixby issues order not less than seventy-two (72) hours (3 days) prior to requested sign posting.
7. The Proposer shall bill the City of Bixby monthly corresponding to the number of signs posted that month.
8. Proposals shall include:
 - a. Letter or form on letterhead describing scope of services proposed, or otherwise acknowledging terms and conditions outlined in this RFP, and signed by an authorized representative of the proposing firm.
 - b. Letter or form on letterhead specifying the total cost to the City of Bixby per each sign posted.
 - c. Letter or form on letterhead describing any specifications, disclaimers, amendments, changes, or clarifications necessary for the Proposer to complete the Proposal.
 - d. Acknowledgement of Receipt and Agreement to Terms form (Appendix A) signed by an authorized representative of the proposing firm.
9. Proposals shall be submitted according to the instructions above.
10. The City reserves the right to waive any informalities or irregularities and to reject any and all proposals.
11. "Related administrative services as needed," as used herein, shall mean any incidental services up to and including testimony and/or any other services required to defend a sign posting challenge in court, and all "related administrative services" shall be billed to the City of Bixby according to the price agreed to by both the City and Proposer prior to such "related administrative services" being rendered.

Additional Information for Proposers

For any questions, to discuss specifics outlined herein, or to receive any other information necessary to complete a proposal, please contact City Planner Erik Enyart at (918) 366-0427 or eenyart@bixby.com.

City of Bixby Planning Department

Appendix A: Acknowledgement of Receipt and Agreement to Terms

As Part of this Proposal to provide signage services to the City of Bixby, the undersigned, as the “Proposer,” has been furnished by the City of Bixby (“the City”) with a Request for Proposal outlining the desired signage services, and hereby acknowledges receipt and affirms that the terms included are understood by and agreed to by the proposer:

Authorized representative signature

Date

Authorized representative printed name

Name of Firm