



Request for Information (RFI)
Number: __FH01-2016__

The District of Kitimat is requesting information from interested parties for the supply of Electronic Sign Board. This RFI is intended to gather information that could assist the District of Kitimat in the development of a future procurement process. In the event that sufficient information is received, the District of Kitimat may, but is not obligated to, initiate a competitive bidding opportunity.

The District of Kitimat is seeking to hire a proponent to design, supply and install (including software and hardware) an outdoor digital signage display, preferable LED graphic in Kitimat, BC. The scope of work includes the design, supply and installation of, potentially, one double-faced graphic messaging electronic standalone board sign or potentially, two overhead electronic banner type signs on the overpass in Kitimat, BC. The District is seeking out best practices from proponents; for ideas of sign type, size, design and the best suitable location for it.

The intent of the electronic sign board is as a Safety notification system for Kitimat; including but not limited the following list of announcements: Public safety notifications/warnings, severe weather warnings, road conditions/closures/delays, Provincial/National Safety Campaigns, general Important safety messages, industrial safety initiatives/notifications, forest fire rating/danger, and avalanche hazard/ratings.

Sign location:

Signage has been suggested in two possible locations [which ever prove to be most effective]:

- two overhead electronic banners for the pedestrian overpass on Haisla Boulevard (one on either side of the pass) or;
- stand-alone signage located near the Fire Hall at 1101 Kingfisher Avenue

The purpose of issuing this RFI is to:

- a. determine the level of market interest;
- b. obtain information on potential new technologies or approaches;
- c. obtain recommendations that would enhance the success of a future procurement opportunity for this project; specifically which location would be recommended for what type of sign board;
- d. obtain high-level cost estimates for budget purposes; and,
- e. provide industry with an opportunity to comment on the potential procurement opportunity.

Interested parties are invited to respond to this RFI by submitting a response to the District of Kitimat. Responses should include ideas, information and recommendations that could result in a clarification of the requirements, cost-saving opportunities, and the identification of potential problem areas with this initiative.

Respondents are requested to provide a concise and focused response to this RFI. Responses are requested in the following format:

- a) brief company profile;

- b) name of a key contact person, including telephone number, fax number and email address;
- c) information, advice and recommendations organized as requested in this RFI;
- d) identification and discussion of key factors that the respondent recommends the District of Kitimat consider when establishing its future business requirements; and,
- e) other required information specific to the nature of this RFI and deemed important by the respondent.

Responses should include:

- a. Whether or not you can offer a comprehensive solution that includes design, installation, maintenance and support of all hardware and software required for such a sign;
- b. Whether or not you are able to offer partial services as it pertains to the requirement (i.e. hardware installation only);
- c. Solutions and functionality, if any, tailored to Municipal setting, and / or Fire Hall setting;
- d. Solutions that may be optimal for this request; and,
- e. Recommendations or other information specific to the nature of this request and deemed important by the proponent.

Respondents are specifically requested not to submit price proposals (other than high-level cost estimates for budget purposes) or information about the qualifications or experience of their firm or individuals in their firm. This RFI will not be used to evaluate, rank or select vendors, nor will it be used to pre-qualify or screen vendors for a subsequent competitive bidding process, if any.

If subsequent competitive bidding opportunities are issued, the District of Kitimat is under no obligation to advise any vendor responding to this RFI.

All responses to this RFI become the property of the District of Kitimat and will be held in confidence, subject to the provisions of the Freedom of Information and Protection of Privacy Act. Respondents to this RFI consent to the District of Kitimat incorporating any submitted ideas, concepts, approaches, or strategies into any planning, design, procurement, or contractual activities related to any aspect of the project without any obligation, liability, or consideration on the part of the District of Kitimat. The District of Kitimat will not be responsible for any costs incurred by any vendor in responding to this RFI.

Responses should be delivered by hand, regular mail, facsimile or email to the following location before 2:00 p.m. Pacific Time on May 18th, 2016, and should quote RFI Number FH01-2016:

District of Kitimat
Purchasing Department
270 City Centre
Kitimat, BC V8C 2H7

Email: purchasing@kitimat.ca

Contact Person:
Robyn Iannarelli
Purchasing Agent