



West Georgia Regional Library System

REQUEST FOR PROPOSAL
Tallapoosa Library Digital Sign
Carrollton, Georgia

The West Georgia Regional Library System Board of Trustees is soliciting sealed proposals for outdoor signage. Proposals will be received by the West Georgia Regional Library System Board of Trustees in the upstairs conference room, located at the West Georgia Regional Library System Administrative Building at 124 W. Chandler Street, Carrollton, Georgia 30117, until 5:00 p.m., local time, on Friday, February 14, 2025 and then at said office publicly opened and the proposal price read aloud.

Background of WGRLS: WGRLS is a 19 branch public library which began in 1944. We serve approximately 510,000 taxpayers in Carroll, Douglas, Haralson, Heard, and Paulding Counties. Annual revenues are between \$3 million and \$4 million per year, and the organization employs 50 people. The organization has a June 30 fiscal year end, with a requirement to provide an approved audit to the state by March 30 of the following year.

Scope:

General Information: Install a double-sided LED sign at the location of the existing sign structure at the Tallapoosa Library located at: 388 Bowdon St, Tallapoosa, GA 30176.

Hardware Information: We are requesting a double-sided LED Full Color Message Center; size of screen should be approximately 24" x 87". The Message Center should include an illuminated top cabinet and a steel mounting structure. The preferred software of the digital sign should be Watchfire. A wireless connection to the Watchfire software is preferred. If wireless connection is not possible, please indicate in the proposal costs to run a network connection to the location of the sign.

Your Response to This Request for Proposal: In responding to this request, we request the following information:

Experience:

1. Your organization's qualifications and experience. If you have experience with WGRLS Libraries, describe your current or past relationship. Describe any similar projects performed by your organization.

2. Provide references from minimum three (3) recent similar projects including name, telephone number and a brief statement describing their association with your vendor (e.g., other library, educational or public sector clients).
3. Provide the resume of the person that will be assigned as the lead on this project.
4. Any other relevant information about your organization's experience that you feel should be considered in the selection process.

Pricing:

1. Provide unit cost information. All costs stated shall be "complete": costs to include materials as specified labor, delivery to site, applicable taxes, permits, and at least five year warranty for all materials and workmanship.

Specifications:

Double sided LED Full Color Message Center; size of screen should be approximately 24" x 87".

The Message Center should include an illuminated top cabinet and a steel mounting structure.

The preferable software of the digital sign should be Watchfire.

A wireless connection to the Watchfire software is preferred. If wireless connection is not possible, please indicate in the proposal.

The successful proposer shall be required to furnish all permits, equipment, tools, machinery, transportation and other implements necessary to fulfill the provisions of this Contract. This includes but is not limited to all procurement and contracting requirement specifications included within.

All work shall be done to the highest of industry quality and standards.

The contractor shall ensure all materials and workmanship are in accordance with industry standards and laws.

No non-employees, employee's significant others, employee's children, or employee's pet(s) shall be permitted on the jobsite, by the Contractor, during the performance of this contract.

Required Documents:

1. Include certificate of insurance, applicable professional licenses for the state of Georgia, and Appendix A: "E-verify Affidavit".

Timeliness:

1. Installation must be complete by April 7, 2025.

Evaluation of Proposals: WGRLS evaluate proposals on a qualitative and quantitative basis. This includes our review of the firm's peer review report and related materials, interviews with senior engagement personnel to be assigned to our organization, results of discussions with other clients, and the firm's completeness and timeliness in its response to us.

Proposals shall be evaluated by the West Georgia Regional Library System based on the following criteria:

1. Total Proposal Amount – 25 points (maximum) - Amount of proposal as well as accuracy of estimate will be taken into account. Lowest proposal is not automatically maximum points. Alternates will be taken into account.
2. Technical Specifications: 55 points (maximum) - Proposal provides third party integration, key functionality, onsite/online demonstrations, and meets vendor technical requirements.
2. Experience & References - 20 points (maximum) - Experience of similar size and scope, interviews with personnel, references, etc.

Based on the criteria above, all scores will be added up for a maximum score of 100. The Vendor with the highest total score will be selected for the project.

The West Georgia Regional Library System reserves the right to reject any and all Proposals, in whole or in part, with or without cause, and to waive informalities, technicalities or irregularities in the Proposals or the Contract Documents.

The West Georgia Regional Library System, in its sole discretion, reserves the right to select the Proposer that it deems most advantageous to the West Georgia Regional Library System.

All proposals shall be delivered to Stephen Houser, with the West Georgia Regional Library System at (770) 830-2233 ext.1010, address of 124 W. Chandler St. Carrollton, GA 30117, by the time and date specified above. Proposals shall include an E-verify affidavit, provided. Proposals shall be submitted in triplicate, sealed and mailed or delivered to be received, no later than the above time and date.

Each Proposal shall be submitted in a sealed envelope with the Contractor's name on the outside of the envelope. The envelope shall clearly state "Sealed Proposal for Tallapoosa Digital Sign."

Main Contact:

Stephen Houser
124 W. Chandler St. Carrollton, GA 30117
(770) 830-2233 ext.1010
shouser@wgrls.org

Technical Contacts:

Eric Napier
enapier@wgrls.org

Justin Nobles
jnobles@wgrls.org