



INVITATION TO BID

RFP TITLE	Town of Interlachen Sign
RFP RELEASE DATE	August 22, 2025
DEADLINE FOR QUESTIONS	September 15, 2025
RFP DUE DATE & TIME	September 30, 2025 @ 1:45pm
RFP OPENING DATE & TIME	September 30, 2025 @ 2:00pm
TOWN COUNCIL AWARD OF BID	October 14, 2025 @ 6:00pm
POINT OF CONTACT FOR QUESTIONS	Pam Glover:p.glover@interlachen-fl.gov

BID PROPOSAL DELIVERY INSTRUCTIONS

PROPOSALS MUST BE IN A SEALED ENVELOPE MARKED "RFP 2025-2"
& DELIVERED OR MAILED TO THE TOWN OF INTERLACHEN

311 ATLANTIC AVENUE
INTERLACHEN, FLORIDA 32148
ATTN: TOWN CLERK, JONI PAYNE

Established in 1888, the Town of Interlachen has a rich history rooted in its early orange groves and railroad industry. Interlachen continues to embrace its heritage while planning for future growth.

To preserve its "small town" charm while enhancing community aesthetics, the Town seeks proposals for the manufacturing and installation of a "Welcome to Interlachen" sign to be prominently located at the intersection of State Road 20 and County Road 315 - the most visible entry point into town.

All bids received by the deadline shall be reviewed by the Town Clerk. Bids received after the bid closing date and time listed above **WILL NOT** be accepted.

The Interlachen Town Council has the right to reject any and all bids, including, without limitation, nonconforming, nonresponsive, unbalanced, or conditional Bids. The Council also reserves the right to waive all minor Bid informalities not involving price, time, or changes in the work.

Please check our website www.interlachen-fl.gov regularly for any addendums to the RFP.

Thank you for your time and your consideration of this Invitation to Bid.

Pam Glover

SECTION A

KEY PROJECT TASKS AND COMPONENTS

PROPOSAL SUBMISSION REQUIREMENTS

- Cover letter with company name, logo, address, and contact information with an original ink signature.
- Completed Proposal Submittal Instructions & Response Check list.
- Proof of insurance and bonding in the State of Florida.
- At least three references from previous clients with current contact information.
- Resumes and certifications.
- Key personnel and subcontractor information.
- Project timeline and completion schedule.
- Completed Bid Form(s).
- Itemized cost breakdown and pricing structure.
- Photos of similar past projects.
- Ten (10) hard copies of the Proposal.
- One (1) digital copy of the Proposal.
- Sealed Proposal package with the RFP number and title clearly marked in the lower left-hand corner addressed to the Town of Interlachen, 311 Atlantic Avenue, Interlachen Florida 32148, ATTN: Town Clerk, Joni Payne.

PERMITTING REQUIREMENTS

- The contractor is responsible for obtaining all necessary permits.
- The Town will issue a pre-approval zoning letter upon project award.

SPECIFICATIONS & CRITERIA

- Base Bid & Alternate design plans are attached.
- The sign must be of low maintenance and durable material.
- The Sign must be double-sided.

EVALUATION CRITERIA FOR SUBMITTED PROPOSALS

- Overall qualifications and experience
- Bonded & Insured
- Three references
- The number of similar projects completed
- Capacity to perform work within schedule and budget
- Complete Proposal Package
- Complete Bid Form
- Total Cost
- An Equal Opportunity Employer

RFP #2025-2 BASE BID FORM – COMPANY: _____

GENERAL REQUIREMENTS	COST PER UNIT	Units	ACTUAL
Administrative Requirements			
Permits			
Other			
			\$
SITE PREP (IF APPLICABLE)			
Cut & Fill			
Removal of stone or dirt			
Other			
			\$
FABRICATION			
Aluminum Body w/Brick Tile Covering			
Aluminum Border w/Stucco Finish			
Iron Beam Body			
3 mm ACM Substrate + Printed Vinyl Letters W/ UV Protectant Overlamine			
Other			\$
ELECTICAL			
Goose Neck Lambs			
Electrical			
Solar			
Other			
			\$
SIGN INSTALLATION			
Labor			
Other			
			\$
ADDENDUM (IF APPLICABLE)			
			\$
TOTAL			\$

RFP #2025-2 ALTERNATE BID FORM – COMPANY: _____

GENERAL REQUIREMENTS	COST PER UNIT	Units	ACTUAL
Administrative Requirements			
Permits			
Other			
			\$
SITE PREP (IF APPLICABLE)			
Cut & Fill			
Removal of stone or dirt			
Other			
			\$
FABRICATION			
Aluminum Body w/Brick Tile Covering			
Aluminum Border w/Stucco Finish			
Iron Beam Body			
3 mm ACM Substrate + Printed Vinyl Letters W/ UV Protectant Overlamine			
Other			\$
ELECTICAL			
Goose Neck Lambs			
Electrical			
Solar			
Other			
			\$
SIGN INSTALLATION			
Labor			
Other			
			\$
ADDENDUM (IF APPLICABLE)			
			\$
TOTAL			\$

RFP2025-2: TOWN OF INTERLACHEN SIGN

PROPOSAL SUBMITAL INSTRUCTIONS & RESPONSE CHECK LIST

We appreciate your interest in doing business with the Town of Interlachen and we look forward to receiving your Proposal.

The following information and instructions are provided as a reminder of the importance of submitting a thorough and complete Proposal. Please read the RFP submittal instructions in their entirety. Failure to adhere to the RFP instructions shall result in the Proposal being considered non-responsive. Initial each of the following items when the necessary action is completed.

- _____1. Section "A" has been read in its entirety.
- _____2. A cover letter with the company name, return address and original ink signature is included.
- _____3. Verification of bonding and insurance.
- _____4. Up-to-date contact information for references.
- _____5. Resumes and certifications are attached.
- _____6. Key personnel and subcontractor information have been provided.
- _____7. Bid Form is complete.
- _____8. The project schedule is included
- _____9. The ten (10) Proposal copies required in section "A" are included.
- _____10. One Proposal copy on a flash drive is included.
- _____11. The Proposal package has been addressed to the Town of Interlachen, 311 Atlantic Avenue, Interlachen, FL, 32148, Attention Town Clerk, Joni Payne, with the RFP number and title clearly marked in the lower left-hand corner.
- _____12. Delivery has been arranged to ensure receipt by the Town prior to the deadline as set for in the RFP.

