



INVITATION TO BID

RFP TITLE	TOWN OF INTERLACHEN WELCOME SIGN
RFP RELEASE DATE	APRIL 25, 2025
DEADLINE FOR QUESTIONS	MAY 20, 2025
RFP DUE DATE & TIME	MAY 27, 2025 @ 1:45 PM
RFP OPENING DATE & TIME	MAY 27, 2025 @ 2:00 PM
TOWN COUNCIL AWARD OF BID	JUNE 10, 2025 @ 6:00 PM
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 2025-527" & DELIVERED OR MAILED TO: 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.

Sincerely,

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

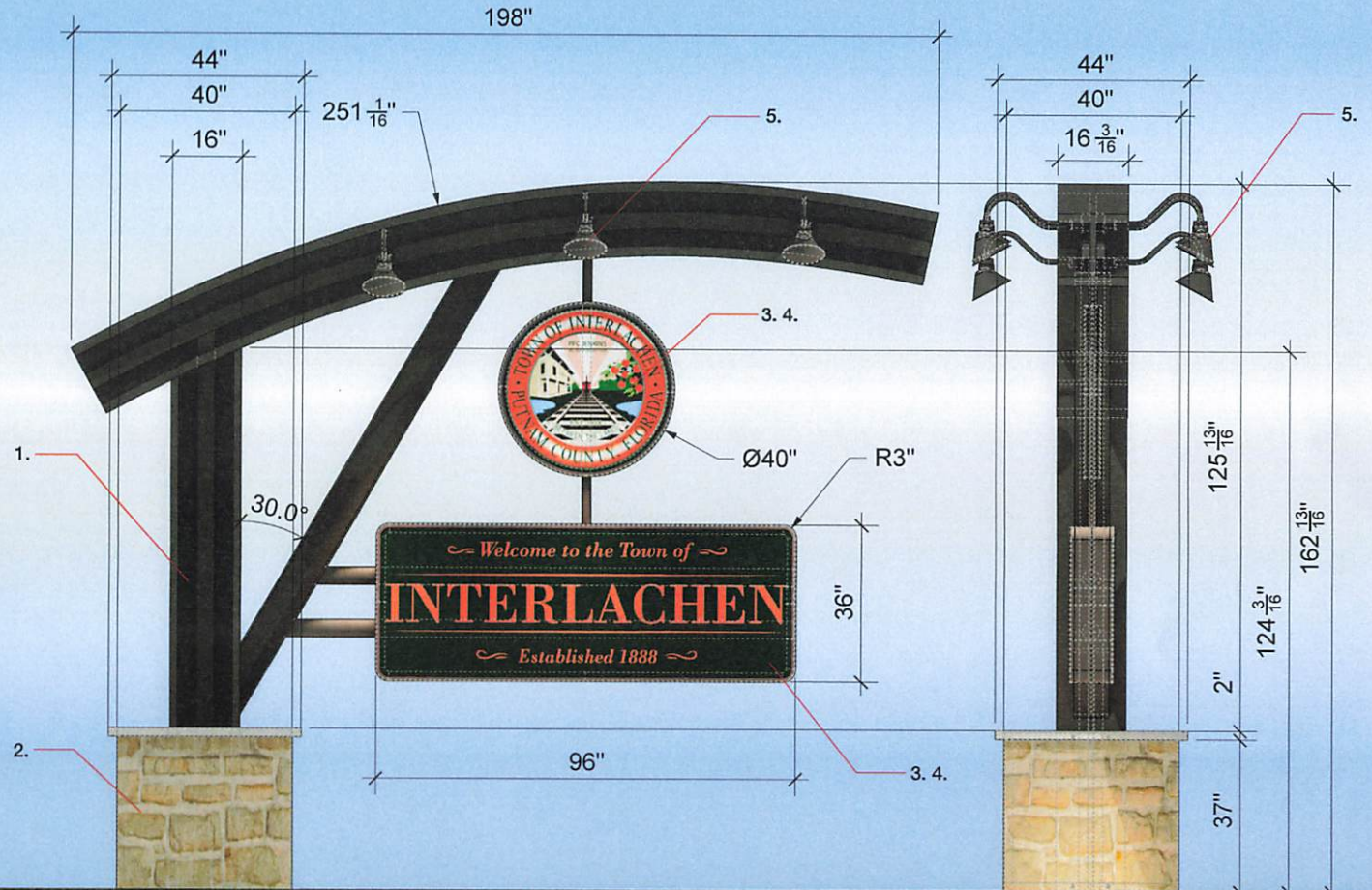
- Overall qualifications and experience
- Bonded & Insured
- Three references
- The number of similar projects completed
- Capacity to perform work within schedule and budget
- Complete Proposal Package
- Complete Bid Form
- Total Cost
- An Equal Opportunity Employer

BASE BID # 1

Proposed Sign:

Manufacture and Install:

1. I-beam body fabrication.
2. Sign Base (Aluminum body w/ Rock Tile cover and stucco finish)
3. Aluminum cabinets w/ retainers.
4. 3mm ACM substrate w/ vinyl graphics.
5. Goose neck lamps (Ext. illumination).



B&S Signs
2764 S. Collins Ave.
St. Augustine, FL 32084
904.824.3323
www.bnssigns.com
State Certified ES 0000312



Town Of Interlachen | Welcome Sign

Contact: Joni Payne
Phone: 386-684-3811

Address: Corner of CR 315 & SR 20
Interlachen, FL 32148 US

Email: jpayne@interlachen-fl.gov

Date: 02/05/25
Proof# 241646

Zoning:

Sales Person: Laura Stevens
Project Manager: Kevin Barreto
Designer: Kevin Barreto

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This sign meets or exceeds 132 mph wind zone requirements as per 2020 Florida Building Code.

Please ensure all colors, dimensions, verbiage, layout, etc. are correct before approving rendering. B&S Signs, Inc. will not be held responsible for errors in content after the proof has been approved in writing or digitally. Colors portrayed in this proof may not match final product due to the difference between digital and physical colors.

Approved by: _____ Date: _____

ALTERNATE BID

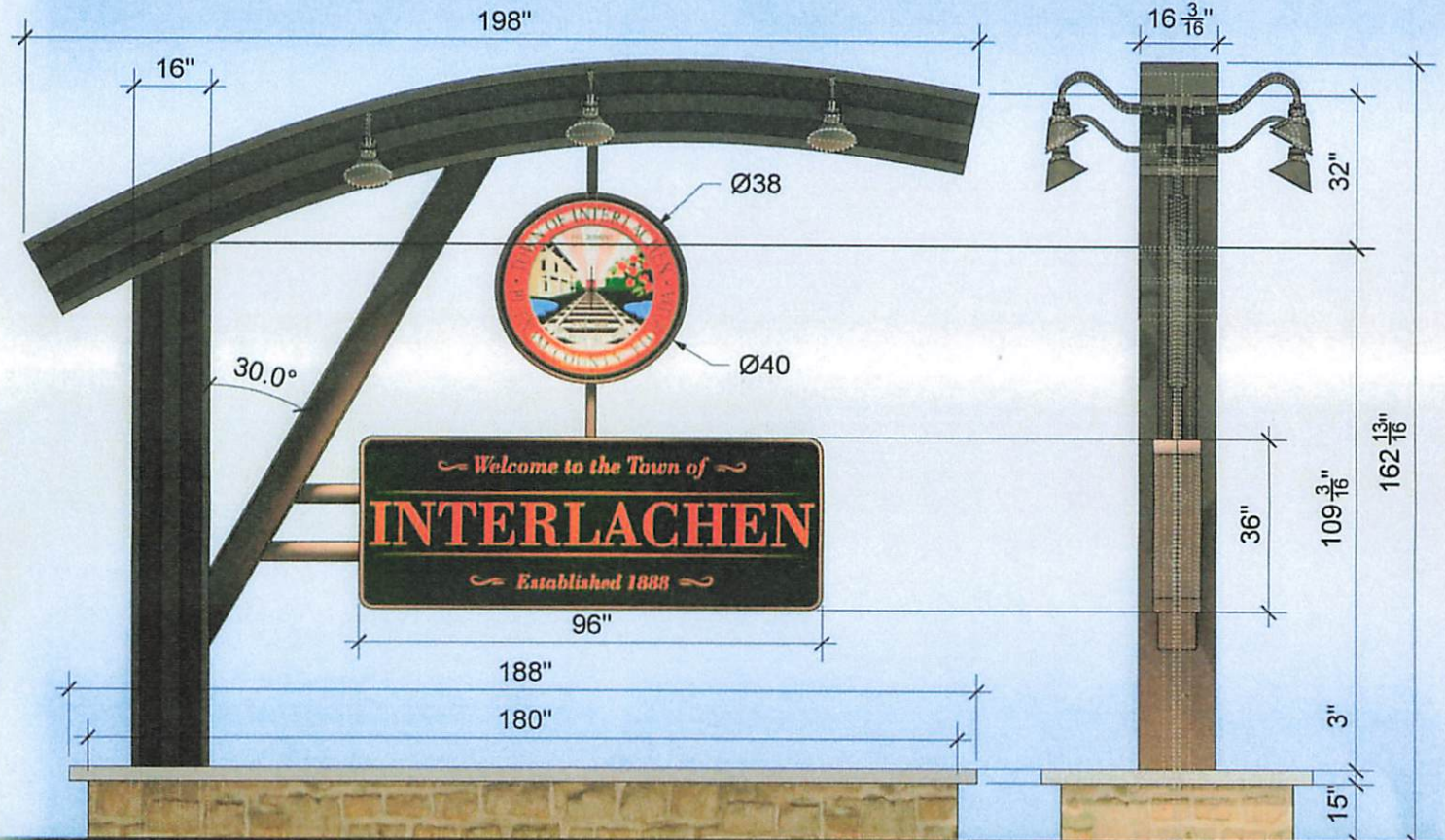
Town Of Interlachen | Welcome Sign

Job #:241646

Proposed Sign:

Manufacture and Install:

1. Iron beam body fabrication.
2. Aluminum body w/ brick tile covering.
3. Aluminum border w/ stucco finish.
4. 3mm ACM substrate + Printed vinyl w/ UV Protectant overlaminat.
5. Goose neck lamps (Ext. illumination).



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Contact: Joni Payne
Phone: 386-684-3811
Email: jpayne@interlachen-fl.gov

Address: Corner of CR 315 & SR 20
Interlachen, FL 32148 US

Date: 02/05/25
Proof# 241646

Zoning:

Sales Person: Laura Stevens
Project Manager: Kevin Barreto
Designer: Kevin Barreto

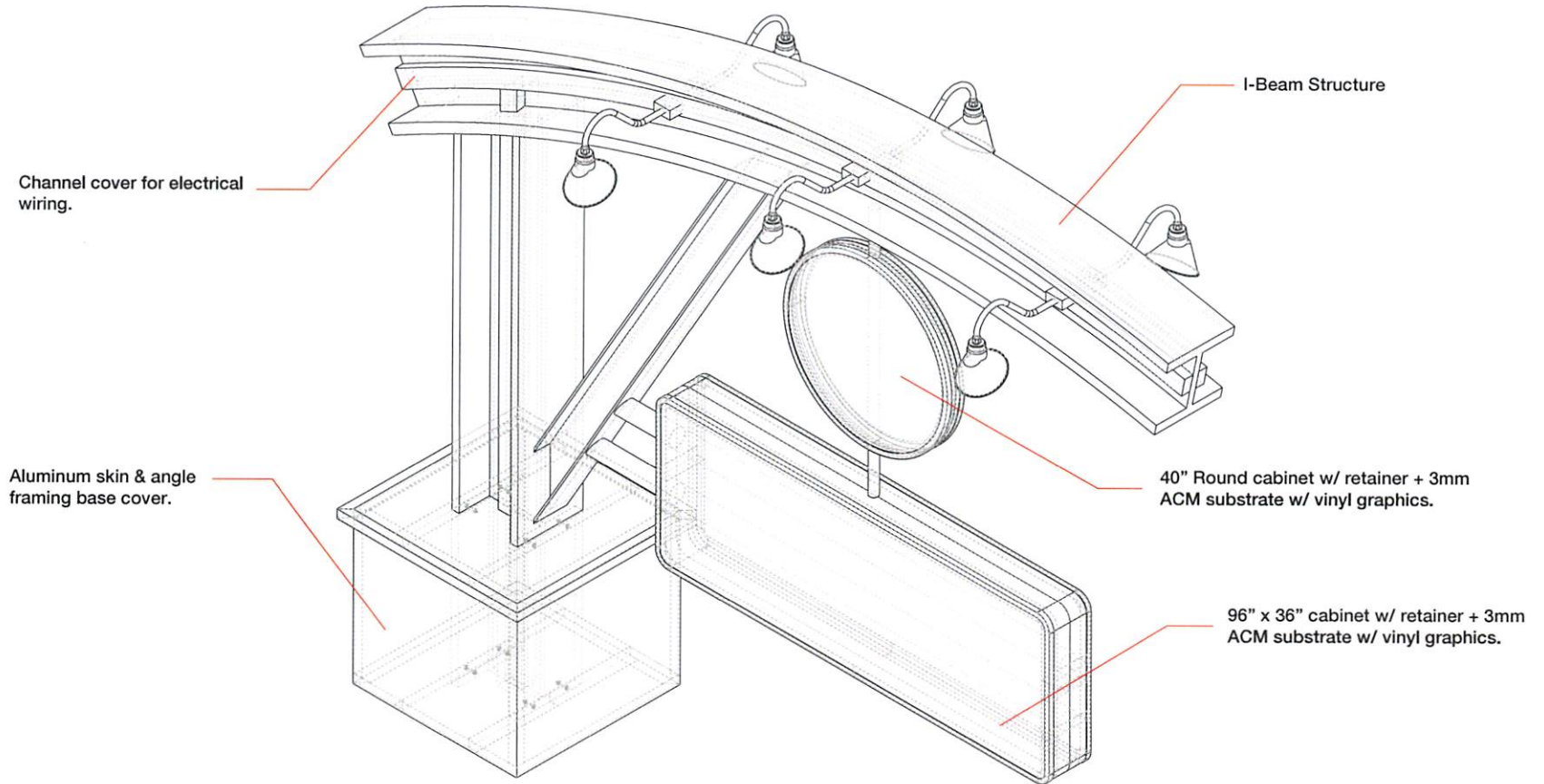
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This sign meets or exceeds 137 mph wind zone requirements as per 2020 Florida Building Code.

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Approved by: _____ Date: _____

Proposed Sign:



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Town Of Interlachen | Welcome Sign

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Approved by: _____ Date: _____

RFP #2025-527 BASE BID FORM

COMPANY: _____

CODE	COST PER UNIT	UNITS	ACTUAL
GENERAL REQUIREMENTS			
Administrative Requirements			
Permits			
Other			
			\$ -
SITE PREP (IF APPLICABLE)			
Cut & Fill			
Removal of Stone/Dirt			
Other			
			\$ -
FABRICATION			
Auminum Body w/ Brick Tile Covering			
Aluminum Border w/ Stucco Finish			
Iron Beam Body			
3 mm ACM Substrate + Printed Vinyl Letters With UV Protectant Overlamine			
Other			
			\$ -
ELECTRICAL			
Electical installation			
6 Goose Neck Lamps			
Other			
			\$ -
SIGN INSTALLATION			
			\$ -
ADDENDUM (IF APPLICABLE)			
TOTAL			\$ -

RFP #2025-527 ALTERNATE BID FORM

COMPANY: _____

CODE	COST		ACTUAL
	PER UNIT	UNITS	
GENERAL REQUIREMENTS			
Administrative Requirements			
Permits			
Other			
			\$ -
SITE PREP (IF APPLICABLE)			
Cut & Fill			
Removal of Stone/Dirt			
Other			
			\$ -
FABRICATION			
Auminum Body w/ Brick Tile Covering			
Aluminum Border w/ Stucco Finish			
Iron Beam Body			
3 mm ACM Substrate + Printed Vinyl Letters With UV Protectant Overlamineate			
Other			
			\$ -
ELECTRICAL			
Electical installation			
6 Goose Neck Lamps			
Other			
			\$ -
SIGN INSTALLATION			
			\$ -
ADDENDUM (IF APPLICABLE)			
TOTAL			\$ -

PROPOSAL SUBMITTAL INSTRUCTIONS AND RESPONSE CHECKLIST

RFP-2025-0527: TOWN OF INTERLACHEN WELCOME SIGN

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 to emphasize the importance of submitting a thorough and complete Proposal. 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 as the necessary action is completed.

- _____ 1. Vendor has read Section A in its entirety
- _____ 2. A cover letter, with an original ink signature, is included.
- _____ 3. Verification of bonding and insurance.
- _____ 4. References containing up-to-date contact information are provided.
- _____ 5. Résumés and certifications have been attached as a separate appendix
- _____ 6. Key personnel and subcontractor information have been provided.
- _____ 7. Completed Bid Form.
- _____ 8. A project schedule is provided
- _____ 9. The number of Proposal copies required in Section A have been included.
- _____ 10. One copy of the Proposal on flash drive has been included.
- _____ 11. The sealed Proposal package contains the company name return address, and the RFP number and title are clearly marked in the lower left-hand corner.
- _____ 13. The Proposal package has been addressed to: Town of Interlachen, Attention: Town Clerk, Joni Payne, 311 Atlantic Avenue, Interlachen, Florida 32148, and delivery has been arranged to ensure receipt by the Town prior to the deadline set forth in the RFP.