



**CITY OF TORRINGTON**

**PURCHASING DEPARTMENT**  
140 Main Street, Room 206  
Torrington, CT 06790

**Pennie Zucco, Purchasing Agent**  
Phone: (860)-489-2225  
Fax (860)-489-2547  
Email: pennie\_zucco@torringtonct.org

June 2, 2021

Mayor Elinor Carbone  
Members of the City Council

**RE: RFP# PWS-039-042321 PARKING WAYFINDING SIGNAGE**

The City of Torrington received five (5) proposals for the Parking Wayfinding Signage which would direct residents and visitors to the City's parking areas.

Complete Signs, Dothan, AL

Signlite, North Haven, CT

Write Way Sign, Torrington, CT


Laurentano Sign, Terryville, CT

W.S. Sign, Springfield, MA

After review of the proposals, it is the recommendation of both Rista Malanca, Director of Economic Development and Pennie Zucco, Purchasing Agent to award the construction and installation of a series of wayfinding signage to Signlite, North Haven, CT in the amount of \$14,550.00 with the option to purchase additional signage at the same rates for the period of one year pending approval from City Council.

Funding of this project will be from Community Connectivity Grant and Building Healthier Communities Grant.

Thank you for your consideration on this matter.

  
Pennie Zucco  
Purchasing Agent

cc: R. Malanca

6/3/2021 7:19 PM  
RECEIVED FOR RECORD  
TORRINGTON TOWN CLERK

## **Pennie Zucco**

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**From:** Rista Malanca  
**Sent:** Wednesday, June 2, 2021 2:37 PM  
**To:** Jonathan Draper; Elinor C. Carbone  
**Cc:** Pennie Zucco  
**Subject:** Parking Wayfinding Signage RFP

Hi Mayor and Jon,

I would like to award RFP #PWS-039-042321 "Parking Wayfinding Signage" to Signlite and seek Council approval on Monday if possible.

The total contract award is \$14,550, plus alternate installation fees if necessary, as outlined in the fee proposal.

Pennie is working to get you the required documentation asap.

Thank you  
Rista

Rista Malanca, AICP  
Economic Development Director  
City of Torrington  
140 Main Street  
Torrington, CT 06790  
860-496-5920



City of Torrington

Bid Name Parking Wayfinding Storage Bid Number RFP # PWS-039-042321  
Date of Opening 04/23/2021 Time of Opening 11:00 am

VENDOR	BID BOND	NON-COLLUSION	BID AMOUNT	Additional	ADDENDUM
Complete Signs 227 Hostdahl Drive Dothan, AL, 36303		✓	Sign D \$5,998.00 ea Sign E \$3,225.00 ea Sign F \$2,833.00 ea	D \$5,998.00 ea E \$3,225.00 ea F \$2,715.00 ea	
Sign Lite 2 Cedarate Drive North Haven, CT, 06413		✓	Sign D \$1,575.00 ea Sign E \$175.00 ea Sign F \$270.00 ea	D \$1,575.00 ea E \$175.00 ea F \$270.00 ea	
#3 Write Way Signs & Designs, Inc. 73 Midead Avenue Trompsburg, CT, 06790		✓	Sign D \$2,538.00 ea Sign E \$155.00 ea Sign F \$315.00 ea	D \$2,792.00 ea E \$155.00 ea F \$445.00 ea	
Laurento Sign Group 1 Tremco Drive Terryville, CT, 06786		✓	Sign D \$2,055.00 ea Sign E \$474.00 ea Sign F \$833.00 ea	D \$2,105.00 ea E \$474.00 ea F \$833.00 ea	
W.S. Sign Design Corp 334 Alden Street Springfield, MA, 01109		✓	Sign D \$2,094.00 ea Sign E \$149.00 ea Sign F \$244.00 ea	D \$2,194.00 ea E \$159.00 ea F \$259.00 ea	

VENDOR	Complete Signs	Signlite	Write Way	Laurentano Sign	W.S. Sign
	Dothan, AL	North Haven, CT	Torrington, CT	Terryville, CT	Springfield, MA
Non Collusion	yes	yes	yes	yes	yes
Sign D - 6 signs	\$5,998.00/ea. \$35,988.00	\$1,575.00/ea. \$9,450.00	\$2,538.00/ea. \$15,228.00	\$2,055.00/ea. \$12,330.00	\$2,094.00/ea. \$12,564.00
Sign E - 6 decals	\$325.00/ea. \$1,950.00	\$175.00/ea. \$1,050.00	\$155.00/ea. \$930.00	\$474.00/ea. \$2,844.00	\$149.00/ea. \$894.00
Sign F - 10-15 signs	\$2,833.00/ea. \$28,330.00 - \$42,495.00	\$270.00/ea. \$2,700.00 - \$4,050.00	\$315.00/ea. \$3,150.00 - \$4,725.00	\$833.00/ea. \$8,330.00 - \$12,495.00	\$249.00/ea. \$2,490.00 - \$3,735.00
alt. cost for attachment F	\$6,722.00	\$500.00/ea.	\$595.00/ea.		
Sign D - additional signs	\$5,998.00	\$1,575.00	\$2,792.00	\$2,055.00	\$2,194.00
Sign E - additional signs	\$325.00	\$175.00	\$155.00	\$474.00	\$159.00
Sign F - additional signs	\$2,715.00	\$270.00	\$465.00	\$833.00	\$259.00
timeline	10-12 weeks	3 weeks	8-10 weeks	4 weeks	45-60 days
					]





**Request for Proposal (RFP)  
City of Torrington – Parking Wayfinding Signage  
RFP #PWS-039-042321**

The City of Torrington invites you to submit a proposal based on the requirements of the enclosed RFP. The RFP and any addenda can be found on the City of Torrington website, [www.torringtonct.org/bids](http://www.torringtonct.org/bids) or the State of CT DAS website. The information contained herein outlines the intent and scope of the project; the guidelines governing the submission and evaluation of all proposals; and *IRS Form W-9, Request for Taxpayer Identification Number and Certification* which must be completed and submitted with your proposal.

We ask that your proposal conform to our format request as closely as possible. The City may accept proposals that take exception to any requirement in the RFP. Any exception or alternative must be clearly delineated in a separate attachment to the proposal submitted. This letter, the RFP, and the proposal submitted by the successful Contractor will be made part of the resultant contract between the City and the successful Contractor.

The Respondent's submittal shall include one (1) original clearly identified, **Three (3) exact copies (in addition to the hard copy)** and shall be delivered to the Purchasing Department, 140 Main Street, Room 206, Torrington, CT 06790 during normal office hours by no later than **11:00 AM, April 23, 2021**. Submittals received after this date and time will not be accepted. Sealed envelope(s) should be clearly marked: **"RFP #PWS-039-042321, PARKING WAYFINDING SIGNAGE."** Firms mailing proposals should allow for normal delivery time to ensure timely receipt of their proposals. In the case where City Hall is closed for weather related or some other emergency related circumstance, then submittals shall be due the next day when City Hall reopens for business, no later than 11:00 AM on that day. **No fax or e-mail Bids will be accepted.**

**There will not be a public opening of this bid**

**MBE's, WBE's and SBE's ARE ENCOURAGED TO APPLY**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

All questions must be submitted by **April 15, 2021 at 10:00 AM**. Questions must be submitted by email to the Purchasing Agent at [pennie\\_zucco@torringtonct.org](mailto:pennie_zucco@torringtonct.org). All questions determined to be of interest to all prospective firms will be answered in writing by an addendum which will be posted on the City and state web sites. It is the responsibility of potential bidders to check these websites for addendum(s). Interested firms should check the website 48 hours before the closing date.

This RFP does not commit the City of Torrington to select any Respondent or enter into any contract agreement. The City of Torrington reserves the right to accept or reject any or all RFP's; to waive any informalities, and if it is deemed to be in the public's best interest, to enter directly into negotiations with one or more Respondents based on responses to the RFP, to request additional information from some or all Respondents. The City of Torrington reserves the right or to accept any bid deemed in the best interests of the City of Torrington.

The City will not be liable for any costs incurred by a firm in the preparation or submission of a proposal.

The information provided herein is not intended to and shall not bind the City of Torrington to any of the statements or assumptions set forth herein.

City of Torrington  
Pennie Zucco, Purchasing Agent

Dated: April 6, 2021



**Request for Proposal (RFP)**  
**City of Torrington –Parking Wayfinding Signage**  
**RFP #PWS-039-042321**

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## **INTRODUCTION**

The City of Torrington is seeking a qualified contractor to construct and install a series of wayfinding signage, that directs residents and visitors to our parking areas. Each of the five (5) Municipal parking lots will have a Parking lot sign. In addition, wayfinding signage throughout downtown, directing people to the parking lots will be installed.

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## **WORK PRODUCTS & TASKS**

- Construct & Install six (6) Parking Lot Signs (**see attachment D**)
  - Made of 4" thick Extruded Aluminum
  - "P" must be made of reflective white vinyl
  - A location map (Decal) will be installed on the back of the sign. (**See attachment E**). Note: map must be replaceable at a low cost. Provide replacement cost in proposal.
  - Each sign will identify the parking lot name; which will be determined prior to grant award.
  - Exact location will be determined in the field. It is expected that each sign will be installed in a grassy or bark mulched area.
- Construct & Install 10-15 Wayfinding Signs (**see attachment F**)
  - 6" X 24" X 1/8" aluminum
  - Painted Grey
  - Reflective lettering
  - Double sided
  - Include powder coated brackets & hardware to mount on existing poles. As an alternate, include cost to install on a new pole; including pole, brackets & hardware.
  - Exact locations to be determined at a later date, but will be within the downtown area.

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## **PROJECT TIMELINE AND OVERSIGHT**

The awarded Contractor will be expected to begin project within 30-days of contract award.

The Contractor's work will be overseen by the City of Torrington's Economic Development Director.

The City reserves the right to modify material of signs along with quantities of each sign type, as needed.

The Contractor is responsible for ensuring that all areas of disturbance due to installation shall be restored to pre-installation conditions.

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## **MINIMUM QUALIFICATIONS OF SELECTION OF CONTRACTOR**

The following criteria will be used in evaluating proposals:

- Previous experience in the services required and overall qualifications of the Contractor.



- Reasonable proximity to Torrington
- Review of sample shop drawings and approval before fabrication of signs
- Contractor must possess the necessary equipment and staff to complete scope of work of signage
- Contractor must be licensed and insured to do work in the State of Connecticut
- Cost of proposal; although the City is not obligated to go with the lowest bidder, if not qualified or does not meet the signage requirements

#### **SUBMITTAL REQUIREMENTS**

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1. Name and address of contractor or individual and contact name.
2. List of proposed personnel noting relevant experience.
3. Cost estimate for proposed work.
4. Statement of understanding of the work product and goals (scope of work proposal).
5. Description of similar projects completed and contacts for professional reference.
6. Statement of capability to perform the required work within the required time frame.
7. Attachment B, C, G, H must be completed
8. Proposal must include the type of sign to be installed – materials to be used, text/lettering details, method for incorporating logo, installed on two posts.
9. Proposal must indicate the type of construction, installation details, and size of signage foundation (footing).

To be considered, contractor proposals must be delivered to the Purchasing Department, 140 Main Street, Room 206, Torrington, CT 06790 during normal office hours by no later than **11:00 AM, April 23, 2021.**

No oral interpretations will be made to any potential respondent as to the meaning of any requirements specified within this RFP. In preparing the contractor's response, the respondent shall rely on what has been communicated in writing and no oral communication shall become the basis for any subsequent protest of the selection process.

**Attachment A**  
**Request for Proposal (RFP)**  
**City of Torrington – Parking Wayfinding Signage**  
**RFP #PWS-039-042321**

**INSURANCE REQUIREMENTS**

Certificate of Insurance: All insurance policies must include a Waiver of Subrogation whereby the insured waives its right to subrogate against the City, its subsidiaries, employees, volunteers, directors and officers. Proof of proper insurance coverage, Workers Compensation Insurance, Liability and Property damage, and Vehicle Insurance shall be filed with the City of Torrington Purchasing Agent within 10 days after the award of the bid. The Certificate of Insurance must name the City of Torrington, 140 Main St., Torrington, CT, its subsidiaries, employees, volunteers, directors & officers as the "Additional Insured" and filed with the Purchasing Agent prior to commencement of work. Renewal Certificates of Insurance must be mailed to the Purchasing Agent 10 days prior to the expiration of the required coverage.

**NON-DISCRIMINATION**

The respondent agrees and warrants that in the performance of the contract pursuant to this solicitation he/she will not discriminate or permit discrimination against any person or group of persons on the grounds of sex, race, color, religion, age, marital status, ancestry, national origin, past history of mental disorder, mental retardation or physical disability or other basis in any manner prohibited by the laws of the United States, the State of Connecticut or the City of Torrington.

**INDEMNIFICATION**

To the fullest extent permitted by law, the Firm shall indemnify and hold harmless the City and their respective consultants, agents, and employees from and against all claims, damages, losses and expenses, direct, indirect or consequential (including but not limited to fees and charges of attorneys and other professionals and court and arbitration costs) arising out of or resulting from the performance of the Firm's work, provided that such claim, damage, loss or expense is caused in whole or in part by any negligent act or omission by the Firm, or breach of its obligations herein or by any person or organization directly or indirectly employed or engaged by the Firm to perform or furnish services, or anyone for whose acts the Firm may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

As to any and all claims against the City or any of its consultants, agents or employees by any employee of Firm, by any person or organization directly or indirectly employed by Firm to perform or furnish any of the work, or by anyone for whose acts Firm may be liable, the indemnification obligation under this section shall not be limited in any way by any limitation on the amount of type of damages, compensation or benefits payable by or for Firm under worker's or workman's compensation acts, disability benefit acts or other employee benefit acts.



**Attachment B**  
**Request for Proposal (RFP)**  
**City of Torrington – Parking Wayfinding Signage**  
**RFP #PWS-039-042321**

Acceptance of Terms of this Agreement

Name of Proposer: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Title: \_\_\_\_\_

Name Printed: \_\_\_\_\_ Date: \_\_\_\_\_

Federal Tax Identification Number: (FEIN) \_\_\_\_\_

It is agreed by the above signed proposer that the signature and submission of this proposal represents the proposer's acceptance of all terms, conditions, and requirements of the proposal specifications, and, if awarded, the proposal will represent the agreement between the parties.

The proposer agrees that the cost of any work performed, materials furnished, services provided, or expenses incurred, which are not specifically delineated in the proposal documents, but which are incidental to the scope, intent, and completion of this contract, shall be deemed to have been included in the prices for the various items scheduled.

\_\_\_\_\_

**Attachment C**  
**Request for Proposal (RFP)**  
**City of Torrington – Parking Wayfinding Signage**  
**RFP #PWS-039-042321**

**NON-COLLUSION AFFIDAVIT**

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, being first duly sworn, deposes and says that:

1. I am \_\_\_\_\_ of \_\_\_\_\_, the Bidder that has submitted the attached Bid for "\_\_\_\_\_";
2. I am fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such bid;
3. Such Bid is genuine and is not a collusive or sham Bid;
4. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties of interest, including this affiant, has in any way colluded, conspired, connived or agreed directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with such Contract, for which the attached Bid has been submitted nor has it in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit or cost element of the Bid price or the price of any Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Torrington or any person interested in the proposed Contract; and
5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

(Printed) \_\_\_\_\_

(Signed) \_\_\_\_\_

(Title) \_\_\_\_\_

Subscribed and sworn to before this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public Printed

\_\_\_\_\_  
Notary Public Signature

My Commission Expires \_\_\_\_\_

(Notary Seal)

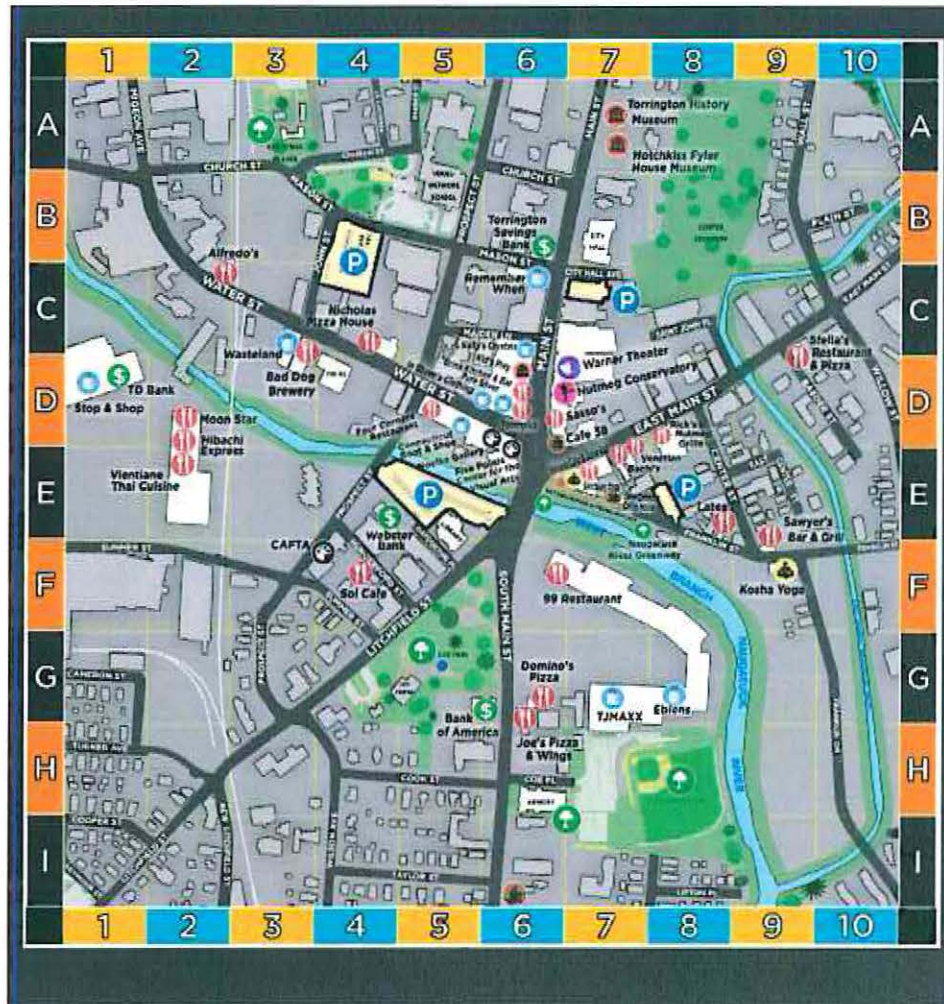
**NOTE:** Documents must be signed before and sealed by a Notary Public. Only documents bearing a notary seal will be accepted.



Attachment D  
Request for Proposal (RFP)  
City of Torrington – Parking Wayfinding Signage  
RFP #PWS-039-042321



Attachment E  
Request for Proposal (RFP)  
City of Torrington – Parking Wayfinding Signage  
RFP #PWS-039-042321





**Attachment F  
Request for Proposal (RFP)  
City of Torrington – Parking Wayfinding Signage  
RFP #PWS-039-042321**



**Attachment G  
Request for Proposal  
City of Torrington – Parking Wayfinding Signage  
RFP #PWS-039-042321**

**Fabrication and Installation**

<b>Cost Proposal:</b>	
Cost Attachment D (6) Signs) – Per Sign Fabrication/Installation	
Cost Attachment E (6) Decals) – Per Decal duplicate/replacement	
Cost Attachment F (10-15 Signs) – Per Sign Fabrication/Installation	
<b>Cost for Additional Signs – Sign Fabrication/Installation</b>	
Attachment D (price per additional Signs)	
Attachment E (price per additional Decals)	
Attachment F (price per additional Signs)	
<b>Other Proposal Details:</b>	
Timeline for fabrication and installation	
Expiration date for price quote	
Sign details	
Installation details	
Sample photos, drawings	
Maintenance details	
Warranty details	
Project Manager	

**A. Cost Per Unit**

A unit cost price is required to enable the Owner to purchase and install additional signs within the next calendar year at the same price. Also, if the number of signs purchased initially increases or decreases, the unit cost provided shall be the basis for any cost adjustments.

**Bids shall remain valid for a period of ninety (90) days from submission.**



## Attachment H

### STATEMENT OF REFERENCES City of Torrington – Parking Wayfinding Signage RFP #PWS-039-042321

List at least three (3) references that demonstrate your ability to supply equipment and services included in the scope of the specifications. The City reserves the right to contact each of the references listed for additional information regarding your company's qualifications.

#### Reference No. 1

Customer Name/Email: \_\_\_\_\_

Contact Individual: \_\_\_\_\_ Phone No: \_\_\_\_\_

Address: \_\_\_\_\_

Contract Amount: \_\_\_\_\_ Year: \_\_\_\_\_

Description of project completed: \_\_\_\_\_

#### Reference No. 2

Customer Name/Email: \_\_\_\_\_

Contact Individual: \_\_\_\_\_ Phone No: \_\_\_\_\_

Address: \_\_\_\_\_

Contract Amount: \_\_\_\_\_ Year: \_\_\_\_\_

Description of project completed: \_\_\_\_\_

#### Reference No. 3

Customer Name/Email: \_\_\_\_\_

Contact Individual: \_\_\_\_\_ Phone No: \_\_\_\_\_

Address: \_\_\_\_\_

Contract Amount: \_\_\_\_\_ Year: \_\_\_\_\_

Description of project completed: \_\_\_\_\_

#### Reference No. 4

Customer Name/Email: \_\_\_\_\_

Contact Individual: \_\_\_\_\_ Phone No: \_\_\_\_\_

Address: \_\_\_\_\_

Contract Amount: \_\_\_\_\_ Year: \_\_\_\_\_

Description of project completed: \_\_\_\_\_

#### Reference No. 5

Customer Name/Email: \_\_\_\_\_

Contact Individual: \_\_\_\_\_ Phone No: \_\_\_\_\_

Address: \_\_\_\_\_

Contract Amount: \_\_\_\_\_ Year: \_\_\_\_\_

Description of project completed: \_\_\_\_\_



SIGN Lite, Inc.  
6 Corporate Drive  
North Haven, CT 06473



Date: April 21, 2021

Subject: Parking Wayfinding Signage Proposal  
RFP #PWS-039-042321

To: Town of Torrington  
Attn: Penny Zucco - Purchasing Agent  
355 Migeon Ave  
Torrington CT 06790

Email: Pennie\_Zucco@TorringtonCT.org

From: Mark DeTulio  
Phone: 203-239-6799  
Fax: 203-234-8344

SIGN Lite Inc. is pleased to offer our proposal to Furnish and install the following:

Sign Type	Qty	Description	Unit Cost	Total Cost
D	6	Parking wayfinding signage <ul style="list-style-type: none"> <li>3 ½" thick (4" is not available) extruded aluminum</li> <li>30"H x 32"W (body size)</li> <li>.080 aluminum sign faces</li> <li>High resolution printed graphics on both sides</li> <li>Sign poles to be extruded 3 ½" x 3 ½" at 102" long for 42" direct burial into concrete footing</li> <li>Poles and sign body to be painted (color to be determined)</li> <li>"P" top section to be ½" thick dimensional acrylic with 3M reflective high performance vinyl graphics</li> </ul>	\$1,575.00	\$9,450.00
E	6	Replacement location map printed decals for backs of parking/wayfinding signs	\$175.00	\$1,050.00
F	10-15 TBD	Wayfinding signs 10-15 signs required <ul style="list-style-type: none"> <li>6" x 24" x 1/8" thick aluminum, double sided</li> <li>Painted gray</li> <li>3M reflective graphics - includes installation</li> <li>Powder coated brackets and hardware to install wayfinding signs on existing post - 10-15 count</li> </ul>	\$270.00	Qty - TBD
F-Alt	10-15 TBD	New 2" x 2" x 12' aluminum painted sign posts with caps <ul style="list-style-type: none"> <li>10-15 posts required</li> <li>Includes brackets and hardware</li> </ul>	\$500.00	Qty - TBD

**NOTE:**

**FOUNDATION DETAIL:** Hand-dug 10" dia. x 42" deep for direct burial of sign posts. Post to be set in quick-set concrete mix- per industry standard.

**INSTALLATION DETAIL:** Sign Lite to coordinate installation of ALL signage with Town of Torrington.

Please feel free to call if you have any questions.

Sincerely,

Mark DeTulio  
Project Manager

MD/sjg

Sign Lite is An Affirmative Action/Equal Opportunity Employer  
CT Sign License# ELC.0197945-C7





**Attachment B**  
**Request for Proposal (RFP)**  
**City of Torrington – Parking Wayfinding Signage**  
**RFP #PWS-039-042321**

Acceptance of Terms of this Agreement

Name of Proposer: Sign Lite Inc.

Contact Person: Mark DeTulio

Address: 6 Corporate Drive

City/State/Zip: North Haven CT 06473

Telephone: 203-239-6799 Fax: 203-234-8344

E-mail: Mark@signlite.net

Authorized Signature \_\_\_\_\_ Title: Vice President

Name Printed: Mark DeTulio Date: 4/22/21

Federal Tax Identification Number: (FEIN) 06-1014831

It is agreed by the above signed proposer that the signature and submission of this proposal represents the proposer's acceptance of all terms, conditions, and requirements of the proposal specifications, and, if awarded, the proposal will represent the agreement between the parties.

The proposer agrees that the cost of any work performed, materials furnished, services provided, or expenses incurred, which are not specifically delineated in the proposal documents, but which are incidental to the scope, intent, and completion of this contract, shall be deemed to have been included in the prices for the various items scheduled.

\_\_\_\_\_

Attachment C  
Request for Proposal (RFP)  
City of Torrington – Parking Wayfinding Signage  
RFP #PWS-039-042321


**NON-COLLUSION AFFIDAVIT**

STATE OF Connecticut COUNTY OF New Haven

I, Mark DeTulio, being first duly sworn, deposes and says that:

1. I am Vice President of Sign Lite Inc., the Bidder that has submitted the attached Bid for "City of Torrington - Parking Wayfinding Signage";
2. I am fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such bid;
3. Such Bid is genuine and is not a collusive or sham Bid;
4. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties of interest, including this affiant, has in any way colluded, conspired, connived or agreed directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with such Contract, for which the attached Bid has been submitted nor has it in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit or cost element of the Bid price or the price of any Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Torrington or any person interested in the proposed Contract; and
5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

(Printed) Mark DeTulio

(Signed) 

(Title) Vice President

Subscribed and sworn to before this 21st day of April, 20 21.

Sheryl J. Gleason

Notary Public Printed

  
Notary Public Signature

My Commission Expires 

(Notary Seal)

**NOTE:** Documents must be signed before and sealed by a Notary Public. Only documents bearing a notary seal will be accepted.

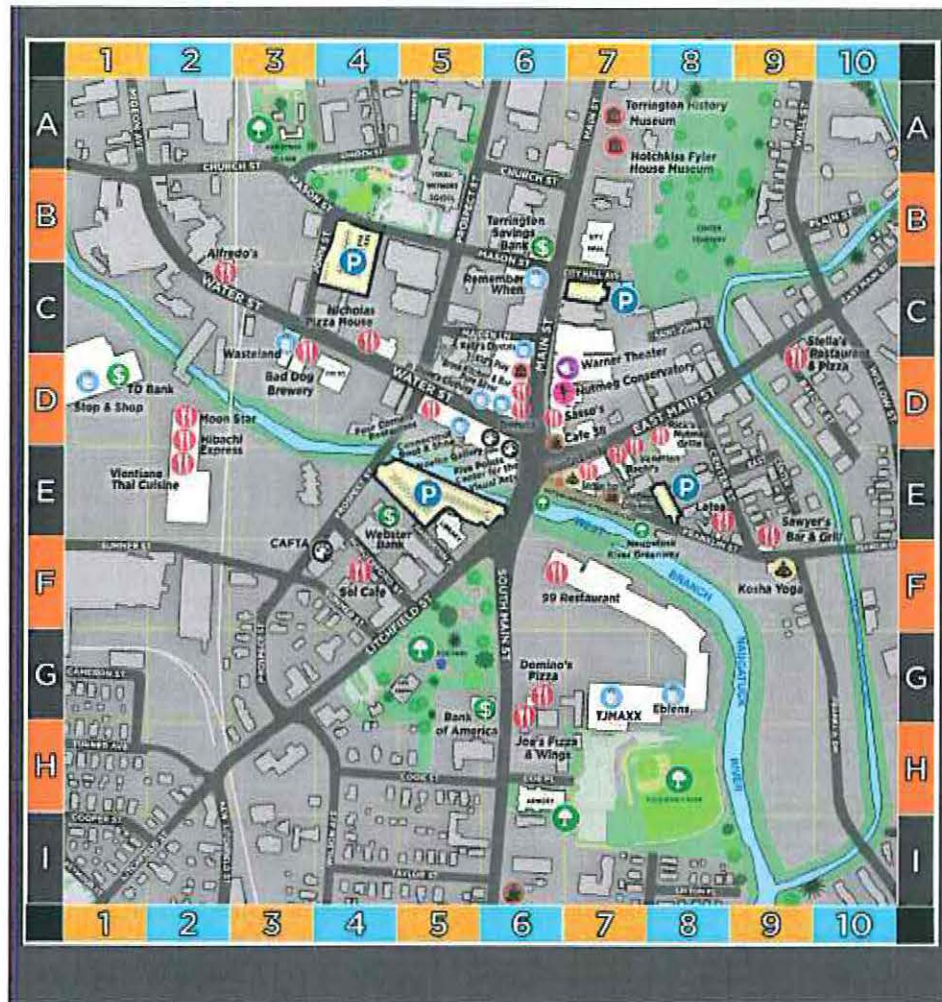
Attachment D  
Request for Proposal (RFP)  
City of Torrington – Parking Wayfinding Signage  
RFP #PWS-039-042321



- Qty 6 Signs
- 4" Extruded alum (3" bleed body) Sign Comp kit
  - 102" Poles



Attachment E  
Request for Proposal (RFP)  
City of Torrington – Parking Wayfinding Signage  
RFP #PWS-039-042321



- Qty 6 Printed Maps
- 22"W x 26"H (approx)
- Installed on back of signs

**Attachment F  
Request for Proposal (RFP)  
City of Torrington – Parking Wayfinding Signage  
RFP #PWS-039-042321**



**Qty 10-15 Signs**

- 1/8" aluminum double-faced reflective graphics
- Opt 1 - w/bracket to mount on existing
- Opt 2 - w/ pole, bracket and hardware

**Attachment G  
Request for Proposal  
City of Torrington – Parking Wayfinding Signage  
RFP #PWS-039-042321**

**Fabrication and Installation**

<b>Cost Proposal:</b>	<b>Unit Cost (includes installation)</b>
Cost Attachment D (6) Signs) – Per Sign Fabrication/Installation	\$1,575.00 ea
Cost Attachment E (6) Decals) – Per Decal duplicate/replacement	\$175.00 ea
Cost Attachment F (10-15 Signs) – Per Sign Fabrication/Installation	\$270.00 ea
F-Alt - New 3" x 3" x 12' sq extruded alum poles w/caps painted (color tbd)	\$500.00 ea
<b>Cost for Additional Signs – Sign Fabrication/Installation</b>	
Attachment D (price per additional Signs)	\$1,575.00 ea
Attachment E (price per additional Decals)	\$175.00 ea
Attachment F (price per additional Signs)	\$270.00 ea
<b>Other Proposal Details:</b>	
Timeline for fabrication and installation	3 Weeks
Expiration date for price quote	1 year
Sign details	Per supplied specs
Installation details	Direct burial
Sample photos, drawings	Provided prior to production
Maintenance details	Maintenance free - keep clean
Warranty details	1 year
Project Manager	Mark DeTulio

**A. Cost Per Unit**

A unit cost price is required to enable the Owner to purchase and install additional signs within the next calendar year at the same price. Also, if the number of signs purchased initially increases or decreases, the unit cost provided shall be the basis for any cost adjustments.

**Bids shall remain valid for a period of ninety (90) days from submission.**



## Attachment H

### STATEMENT OF REFERENCES City of Torrington – Parking Wayfinding Signage RFP #PWS-039-042321

List at least three (3) references that demonstrate your ability to supply equipment and services included in the scope of the specifications. The City reserves the right to contact each of the references listed for additional information regarding your company's qualifications.

#### Reference No. 1

Customer Name/Email: Town of North Branford  
Contact Individual: Jessica Cave Phone No: 203-484-6017  
Address: 909 Foxon Road, North Branford, CT  
Contract Amount: \$50,000.00 Year: 2018-2019  
Description of project completed: Complete wayfinding sign package

#### Reference No. 2

Customer Name/Email: Town of West Haven  
Contact Individual: Ernie Chiarelli Phone No: 203-430-1955  
Address: 355 Main Street, West Haven CT  
Contract Amount: \$20,000.00 Year: 2020  
Description of project completed: Town and Park Signage

#### Reference No. 3

Customer Name/Email: Town of Prospect  
Contact Individual: Chris Moffo Phone No: 203-758-0036  
Address: 36 Center Street  
Contract Amount: \$15,000.00 Year: 2015 & 2021  
Description of project completed: Town and Park Signage

#### Reference No. 4

Customer Name/Email: Town of Bristol  
Contact Individual: Roger Rousseau Phone No: 860-854-6195  
Address: 111 North Main Street  
Contract Amount: \$20,000.00 Year: 2020  
Description of project completed: Complete Wayfinding sign package

#### Reference No. 5

Customer Name/Email: Town of Wethersfield  
Contact Individual: Peter Gillespie Phone No: 860-721-2838  
Address: 505 Silas Deane Highway  
Contract Amount: \$55,000.00 Year: 2013-2020  
Description of project completed: Wayfinding Signage & Graphics



SIGN Lite, Inc.  
6 Corporate Drive  
North Haven, CT 06473

## **PERSONNEL LISTING**

### ***Paul Snedeker, Installer***

Paul Snedeker is an exceptional Sign Installer and has been employed by Sign Lite for 20 years. Paul has his Osha 30 and hold an Electrical Limited Journeyman License# ELC.0197564-C8 with the State of Connecticut, Department of Consumer Protection.

### ***Joel Dillon, Installer***

Joel Dillon is an excellent Sign Installer has been employed by Sign Lite for 5 years. Joel has his Osha 30 and hold an Electrical Limited Journeyman License# ELC.0201673-C8 with the State of Connecticut, Department of Consumer Protection.

### ***Nicholas DeTulio, Installer***

Nick DeTulio is an exceptional Sign Installer and has been employed by Sign Lite for 3 year. Nick holds an Osha 30.

### ***Mathew DeCrescenzo, Installer***

Matt DeCrescenzo is an exceptional Sign Installer and has been employed by Sign Lite for 1 year. Matt holds an Osha 30.

# State of Connecticut

Department of Administrative Services

Supplier Diversity Program

*This Certifies*

**SIGN Lite, Inc.**

**6 Corporate Drive North Haven CT 06473-3254**

*As a*

*Small Business Enterprise*

*June 28, 2019 through June 28, 2021*

**Owner(s):** Elaine DeTulio; Kenneth DeTulio; Mark DeTulio

**Contact:** Elaine DeTulio, President

**Telephone:** (203) 239-6799 Ext:

**FAX:** (203) 234-8344

**E-Mail:** [signs@signlite.net](mailto:signs@signlite.net)

**Web Address:** [www.signlite.net](http://www.signlite.net)

**\*\*Affiliate Companies:** Sign Lite Installation & Maintenance



Supplier Diversity Director



Supplier Diversity Specialist

\*\* A contractor awarded a contract or a portion of a contract under the set-aside program shall not subcontract with any person(s) with whom the contractor is affiliated.