



## **REQUEST FOR QUOTATION (RFQ)**

### **SUPPLY OF SIGNAGE**

**Closing Date:** 4:00PM, May 15, 2025

**Issued by:** District of Carleton North

**Address:** 19 Station Road, Florenceville- Bristol, NB E7L 3J8

Quotations are invited for the **supply, graphic design, manufacturing, delivery, and optional installation** of aluminum composite signage for the District of Carleton North. The signage will be placed throughout the district in multiple phases as described below.

The lowest or any quote not necessarily accepted.

### **SCOPE OF WORK:**

#### **New Signage**

- One (1) sign, 8' wide x 4' high, aluminum composite, for the Town Office.
- One (1) custom Glass Etching, Bath Office
- Eight (8) signs total:
  - Two (2) signs per community x four (4) local communities.
  - Each sign: 6' wide x 2' high, 6mm aluminum composite.

### **REQUIREMENTS**

- Material: 6mm Aluminum Composite Panel (ACP), UV-resistant ink, weatherproof lamination.
- Design: Basic graphic design services included (logos, slogans, basic layout). For review and approval by the CAO before manufacturing begins
- Delivery: To a specified District location (to be confirmed).

### **TIMELINE**

- Graphic design drawings to be submitted promptly upon award.
- Work must commence within 2 weeks after drawing approval.
- All signage must be completed, delivered, and/or installed no later than **June 30, 2025**.

### **QUOTATION SUBMISSION**

Quotations must include:

- A detailed breakdown of costs for:
  - Graphic Design
  - Manufacturing
  - Delivery

- Proposed Schedule
- GST/HST Number
- Warranty Information (minimum 1-year on materials and workmanship)

### **GUARANTEE**

All materials and workmanship must be guaranteed for a minimum of **one (1) year** from the date of Substantial Completion.

### **GENERAL CONDITIONS**

- The lowest or any quotation may not necessarily be accepted.
- The District of Carleton North reserves the right to accept or reject any or all quotations.
- The successful bidder must enter into a formal contract agreement.

### **INQUIRIES & SUBMISSION**

For further information, please contact:

#### **Gaby Mann**

Economic & Community Development Manager

District of Carleton North

Phone: 506-392-6763 ext. 206

Email: [gaby.mann@carletonnorth.com](mailto:gaby.mann@carletonnorth.com)

Please forward sealed quotations clearly marked "**RFQ – Supply of Signage**" to:

Gaby Mann

Economic & Community Development Manager

District of Carleton North

19 Station Road

Florenceville-Bristol, NB E7L 3J8

### **COMMITMENT**

Having examined the tender documents provided by **District of Carleton North** for this project and having visited the site, I/we hereby quote to furnish all labour, materials, tools, equipment, and services necessary to complete the work as described:

### **QUOTATION FORM**

<b>Item</b>	<b>Cost</b>
Graphic Design (Phase 1 & 2)	\$ _____
Manufacture (Phase 1)	\$ _____
Manufacture (Phase 2)	\$ _____
Delivery	\$ _____
<b>TOTAL (HST extra)</b>	<b>\$ _____</b>

**2. NAME AND ADDRESS OF BIDDER**

BUSINESS NAME:

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ADDRESS:

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CONTACT NAME/TITLE:

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PHONE/EMAIL:

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SIGNATURE:

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DATE: \_\_\_\_\_, 2025

GST/HST #: \_\_\_\_\_

**NOTES**

- The District of Carleton North reserves the right to reject any or all quotations.
- Incomplete quotations will not be considered.