



IRONWOOD

MICHIGAN | *Find Your North*

City Entrance Sign Bid Proposals

SCOPE OF WORK

The City of Ironwood is seeking bids/proposals from qualified sign companies/contractors to construct two (2) single sided City entrance monument signs at both entrances to the City of Ironwood on U.S. Highway 2. Please see attached map for locations.

It is preferred that the signs match or have similarity to the design of the entrance monument sign currently standing at the intersection of Silver St. and McLeod Ave., close to the Ironwood/Hurley border. The City of Ironwood may also accept proposals that take a modified direction with the design while still following the branding guidelines and brand platform of the City of Ironwood.

The minimum sign/sign structure requirements shall provide for minimum structure dimensions of 10 ft height by 15 ft. length. Structure shall have proper footings installed and shall be structurally sound to withstand the elements. The minimum letter size shall be 12 inches in height.

The City of Ironwood will perform the initial surface preparation at each site and shall perform final site grading after the signs have been installed by the contractor.

The East and West entrance signs shall have the Ironwood logo and "Find Your North" as the only content on the sign. The attached branding guidelines and logo shall be used for the sign design.

The sign materials may be wood, concrete, brick, stone, composite, metal, vinyl or a combination.

SIGN LOCATIONS – *Please see map for more details.*

1. West entrance to the City of Ironwood on the South side of US2 located on the Michigan Welcome Center property.
2. East entrance to the City of Ironwood on the South side of US2 located on Michigan Department of Natural Resources Property (just west of the Keweenaw land driveway entrance).

ATTACHMENTS – *Included in this RFP*

- [Map](#) of each monument sign location.
- [Picture of the existing sign](#) located at the Int. of McLeod Ave/Silver Street
- [Branding Guidelines/Branding Platform](#)

Download attachments by either clicking on the links above, or by going to:
<https://cityofironwood.org/government/projects/>

PROPOSAL REQUIREMENTS

Written bids/proposals shall be submitted in writing to the City of Ironwood Clerks Office located at 213 S. Marquette Street, Ironwood, MI 49938. Proposals/Bids shall include the following:

[City of Ironwood](#) | Phone: (906) 932-5050 | Fax: (906) 932-5745 | 213 S. Marquette St., Ironwood, MI 49938

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This Institution is an Equal Opportunity Provider, Employer and Housing Employer/Lender



1. An introduction of the company.
2. A description of the scope of work to be taken.
3. Materials used to construct the sign.
4. At least 1 example of 2 proposed sign materials.
5. A complete bid/cost proposal shall be provided
6. Each proposed rendering of the layout options shall include a drawing and or proposed sign layout; multiple options may be provided.
 - a. The sign layout shall include the size and dimension of the sign and lettering.

PERMITS

For the West entrance sign, the successful bidder shall comply with MDOT permitting instructions, work zone guidelines, and monument sign construction guidelines. Advance notice of at least five (5) working days must be submitted to MDOT prior to commencement of any operations. No work shall start until an approved advance notice is obtained from MDOT.

DELIVERABLES

The contractor shall complete the installation of the signs no later than June 30th, 2021.

SUBMITTAL REQUIREMENTS

Bid proposals shall be submitted to the Ironwood City Clerk's office located at 213 S. Marquette Street by 11:00 a.m. on Wednesday, March 10th, 2021.

CONTACT PERSON

If there are any questions, please contact Tim Erickson, Community Development Assistant at (906) 932-5050 x 125 or ericksont@cityofironwood.org.

COST INCURRED IN RESPONDING TO THIS RFP

The City of Ironwood shall not be liable for any costs incurred by the selected candidate in responding to this request for proposal.

SELECTION PROCEDURE

1. City Staff shall review the submitted proposals and shall be evaluated on the overall qualifications, experience, and competence of the company and staff, understanding of the project, proposed project approach, and proposed budget.
2. The City of Ironwood has the right to reject any and all submittals, waive any irregularities, re-issue all or part of this RFP, and not award any contract, all at its discretion and without penalty.

