



**Request for Proposal  
To Provide  
Creative Design and Printing  
Of  
Town of Nipawin Entrance Signs**

**In Nipawin, Saskatchewan**

**Issued Date: Friday June 8<sup>th</sup>, 2018**

**Closing Date: Thursday July 12, 2018**

## **1. Objective**

The Town of Nipawin is soliciting *Request For Proposals* from qualified designers with the capacity to design and create a quality, appealing, functional and durable product.

The Town of Nipawin has no obligation to enter into negotiations or a contract with any proponent as a result of a submission. However, the Town of Nipawin may invite short listed proponents to further discuss the possibilities of their proposal which may result in detailed negotiations with one or more of the short-listed proponents whom the Town of Nipawin feels has merit.

## **2. Project Background**

### **a. The Community**

The population of Nipawin (2017 health statistics) is 5,731 with market area population of approximately 34,563 year-round residents. Temporary and seasonal workers, and tourists significantly increase the population during the months of May to September, and then again from December to March. Visitors come to Nipawin for a variety of outdoor activities such as sport fishing, golf, camping, agriculture summer fair, snowmobiling, hockey and swimming. Nipawin and region has grown to be a vacation and corporate meeting destination.

### **b. Sign Locations (existing frame and lighting)**

Hwy. 55 North Entrance  
Hwy. 55 East Entrance  
Hwy. 35 South Entrance

### **c. Sign Dimensions and Content (see Appendix A examples only)**

#### **3 sections:**

Sec. 1 Community Attractions 4' wide x 12.5' high  
Sec. 2 Town Map 8' wide x 12.5' high  
Sec. 3 Regional Map 7' wide x 12.5' high  
Total width 20.5'  
Total height 12.5'

### **3. Instructions to Proponent**

The Town of Nipawin is governed by *The Municipalities Act*, and designated as a Local Authority pursuant to *The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)*. Therefore, all information collected during the Request for Proposal(s) Process may be subject to inspection through the Freedom of Information and Access Request Process in accordance with those regulations.

#### **a. Requirements**

- i. Proponent shall include in the proposal:
  1. Proof of qualifications,
  2. Draft Design,
  3. Indication of the type, quality (durability) of product,
  4. Project timeline,
  5. Cost quotation with installation separate,
  6. Signature (see Appendix B, for Submission Form).

#### **b. Submission of Proposal**

- i. Sealed Proposals shall be mailed or delivered to:  
Jayne Remenda, Economic & Tourism Development Officer  
Town of Nipawin  
PO Box 2134  
Nipawin, Saskatchewan S0E 1E0

And will be received up to **4:00 pm on Thursday, July 12<sup>th</sup>, 2018**

- ii. Facsimile proposals will be accepted providing all documents are received by the stipulated closing time and date. The Town of Nipawin will not be responsible for failure to receive facsimile proposals. Proponents are responsible for ensuring facsimile transmissions are received prior to the stipulated closing time.

#### **4. Inquiries**

**Inquiries, interpretations, and questions regarding the RFP are to be directed to:**

Jayne Remenda, Economic and Tourism Development Officer

Town of Nipawin Civic Offices

210 Second Avenue East

PO Box 2134

Nipawin, Saskatchewan S0E 1E0

Email: [j.remenda@nipawin.com](mailto:j.remenda@nipawin.com)

Ph: (306) 862-9866

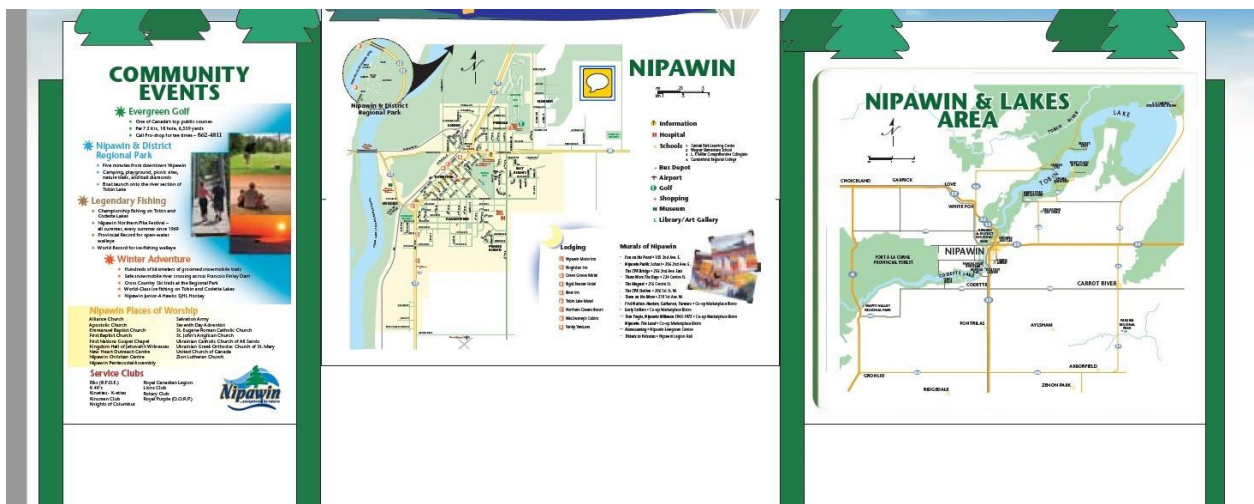
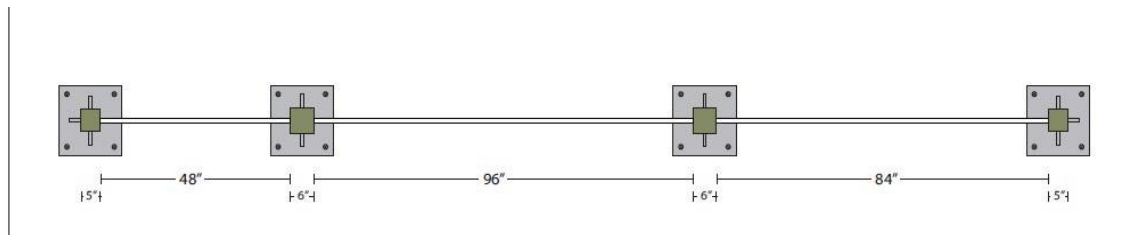
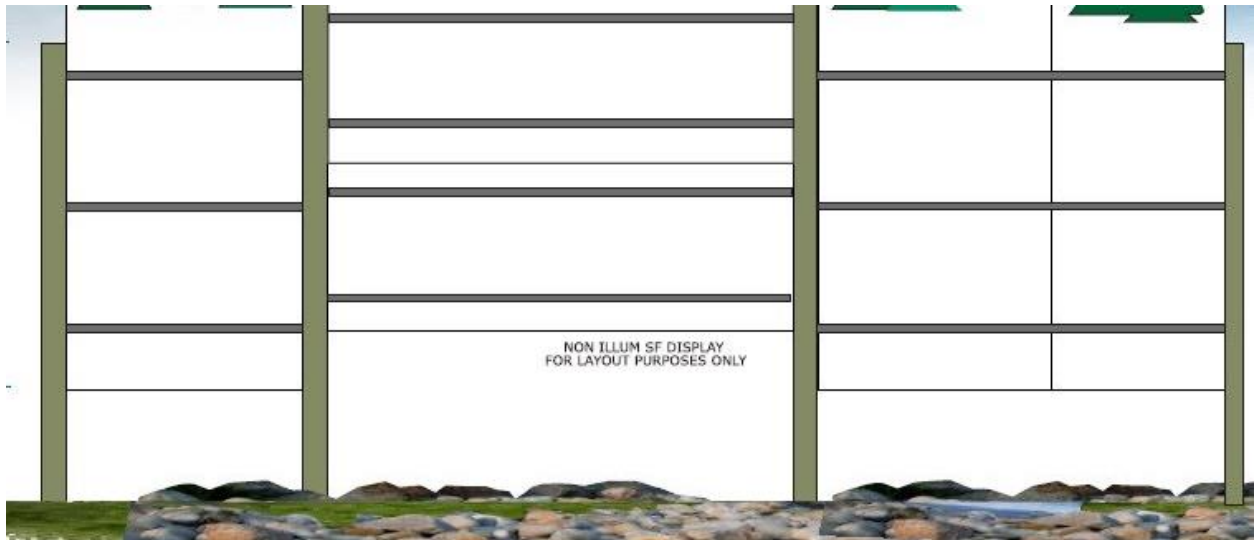
Fax: (306) 862-3076

#### **5. Evaluation**

The criteria used to evaluate the submissions will consider:

- a. The proponent's demonstrated experience and credibility,
- b. Quality of Product,
- c. Design,
- d. Project Completion Date, and
- e. Cost.

# Appendix A Dimensions



Appendix B

**SUBMISSION FORM**

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Name of Company

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Name of Proponent

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Mailing Address City Province Postal Code

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Phone

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Email

I, \_\_\_\_\_ (PRINT NAME) hereby make a submission to the Nipawin Entrance Sign, Request for Proposal and have a clear understanding of the competition requirements and I am in agreement with the Terms of the Competition in the Expression of Interest.

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Applicant Signature

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Date