

CITY OF BALLWIN
REQUEST FOR PROPOSAL

RFP # 26-17

BIDS CLOSE 10:00 A.M. ON: March 14, 2026

This document constitutes a request for sealed proposals, including prices, from qualified individuals and businesses to furnish those services and/or items as described herein. All prices are to be quoted as F.O.B. destination.

The City of Ballwin is seeking a qualified contractor to facilitate the fabrication and installation of a new double-sided monument sign for the City of Ballwin located at The Pointe. This project involves the integration of high-resolution Electronic Message Centers (EMC) into a custom-built aluminum structure.

Proposals must be mailed or hand-carried to the City of Ballwin, 1 Ballwin Commons Circle, Ballwin, MO 63021. Bids are to be clearly marked "**Request for Proposal RFP # 26-17**"

The offeror hereby agrees to provide the services and/or items, at the prices quoted, pursuant to the instructions, general conditions and specifications of bidding as stated, and further agrees that when this document is countersigned by an authorized official of the City of Ballwin, Missouri, a binding contract, as defined herein, shall exist between the offeror and the City of Ballwin.

Offeror's Signature _____ Offeror's Printed _____

Company Name _____ Date _____

Mailing Address _____ Telephone _____

City, State, Zip _____

NOTICE OF AWARD: This proposal is accepted by the City of Ballwin.

City Administrator

Date

**CITY OF BALLWIN
OFFICE OF CITY ADMINISTRATOR**

REQUEST FOR PROPOSAL – ANNOUNCEMENT

Sealed bids, subject to the “Instructions and General Conditions of Bidding and the Specifications” listed below and any special conditions set forth herein, will be received at the The Pointe at Ballwin Commons, #1 Ballwin Commons Circle, Ballwin, MO 63021 until **10:00 A.M.** on the date listed on Page 1.

The right is reserved to accept or reject all or any part of the bid, to waive technicalities and to accept the offer the City Administrator considers the most advantageous to the City of Ballwin.

INSTRUCTIONS AND GENERAL CONDITIONS OF BIDDING

1. Bidders must use the bid forms provided for this purpose in submitting bids but may provide additional supporting documents, must return the “Request for Proposal” and bid sheets comprising this bid, give unit price, extend totals, and sign the bid. Bidders must identify the bid number and opening date on the front of the sealed envelope. If you do not care to bid, please return bid sheet(s) and note your reason.
2. Identify the materials you will furnish by brand or manufacturer’s name and catalog numbers in a supplement to the bid documents. Also furnish specifications and descriptive literature.
3. Whenever products or materials of any particular producer or manufacturer are mentioned in our specifications, such product or material mentioned is intended to be descriptive of type or quality and not restrictive to those mentioned.
4. Alternate bids may be submitted. If deemed advantageous to the City, they will be evaluated and considered. The City is under no obligation to consider or accept an alternate bid and reserves the right to reject any and all such bids. Alternate bids may be made in addition to responding to the terms and conditions of the “Request for Proposal” or as the only response to the solicitation. Alternatives must be clearly marked and identified.
5. Do not include Federal Excise Tax or Sales and Use Taxes in bid price, as the City is exempt from them by law. A Federal tax exemption certificate will be furnished upon request.
6. The number of days to deliver the materials once notice is received from the City shall be stated in definite terms, as delivery time will be taken into consideration in making the award.

7. Late proposals will not be received for consideration. Any proposal received after the exact proposal closing date and time will not be opened and will not be evaluated regardless of the reason or mitigating circumstances. No fax proposals will be accepted.
8. The City of Ballwin reserves the right to cancel all or any part of any order pursuant to this "Request for Proposal" if delivery is not made as promised on the submitted bid sheet. In the case of delay, the Vendor or Contractor must notify the City by contacting the person(s) listed in #15 of these instructions.
9. In case of default by the bidder or contractor, the City of Ballwin will procure the articles or services from other sources and hold the bidder or contractor responsible for any excess cost occasioned thereby.
10. Failure to deliver as guaranteed shall disqualify bidder from future bidding.
11. Prices must be stated in units of quantity specified, and must be firm. Bids qualified by escalator clauses may not be considered.
12. Partial payment for delivered items or quantities of a bid may be made by the City of Ballwin except in the case of "Lump Sum" bids. In the latter case, only one payment will be made in the amount of the lump sum price, with any cash discount quoted after all the materials, supplies, or equipment have been fully delivered to the satisfaction of the City and the person(s) listed in #15 of these instructions.
13. Failure to comply with any of the above instructions and general conditions of bidding may disqualify the bidder at the discretion of the City of Ballwin.
14. The City of Ballwin expressly denies responsibility for our ownership of any item purchased until the same is delivered to the City and is accepted by the City and the person(s) listed in #15.
15. **Any questions regarding the bid should be directed to:**

Chris Conway at 636-227-8950, or at cconway@ballwin.mo.us.

Pointe at Ballwin Commons Monument Sign Specifications

The contractor shall provide a double-sided monument sign with the following physical characteristics:

- Dimensions: 72" x 75" x "18.
- Construction: * 1.5" aluminum tube frame.
 - 0.125" aluminum skin.
 - Saddle mount designed for integration with an existing pole.
- Aesthetics: * Faces routed for push-through 3/4" white acrylic with 1/2" projection.
 - Vinyl print applied to acrylic faces.
 - Exterior painted in two colors.
- Illumination & Electrical: * Internal Hanley LEDs and power supply.
 - Equipped with a disconnect switch and UL label.

Electronic Message Center (EMC) Specifications

The monument shall include two (2) NextLED STAX Electronic Message Centers with the following technical requirements:

- Display Quality: 6mm pixel pitch with a 288 x 144 pixel matrix.
- Performance: 60 frames per second with 281 trillion color capability.
- Viewing Angle: 140° horizontal and 70° vertical.
- Control Systems: * IBX Controller and NextLED Sign Software.
 - Cellular Router Communication including 4G service for the lifetime of the display.
 - Auto-dimming (manual backup).
- Content & Training: Access to NextLED Project Content Library and lifetime software training/upgrades.

Scope of Work & Installation/Removal:

- Remove and dispose of the existing monument sign.
- Install the new monument sign onto the existing pole and brick base.
- Connect the new unit to existing electrical service.

Ballwin Golf Course Monument Sign Specifications

The contractor shall provide a double-sided monument sign with the following physical characteristics:

- Dimensions: 72" x 75" x "18.
- Construction: * 1.5" aluminum tube frame.
 - 0.125" aluminum skin.
 - Saddle mount designed for pole.
- Aesthetics: * Faces routed for push-through 3/4" white acrylic with 1/2" projection.
 - Vinyl print applied to acrylic faces.
 - Exterior painted in two colors.
- Illumination & Electrical: * Internal Hanley LEDs and power supply.
 - Equipped with a disconnect switch and UL label.

Electronic Message Center (EMC) Specifications

The monument shall include two (2) NextLED STAX Electronic Message Centers with the following technical requirements:

- Display Quality: 6mm pixel pitch with a 288 x 144 pixel matrix.
- Performance: 60 frames per second with 281 trillion color capability.
- Viewing Angle: 140° horizontal and 70° vertical.
- Control Systems: * IBX Controller and NextLED Sign Software.
 - Cellular Router Communication including 4G service for the lifetime of the display.
 - Auto-dimming functionality with manual backup.
- Content & Training: Access to NextLED Project Content Library and lifetime software training/upgrades.

Scope of Work & Installation/Removal:

- Remove and dispose of the existing monument pole, and footing.
- Install the new monument sign on a new pole and footing.
- Electrical: Connect the new unit to existing electrical service

Deduct Alternate #1:

ECM for Pointe at Ballwin Commons 9mm Pixel Pitch EMC. In lieu of the 6mm pixel pitch Electronic Message Centers (EMC) specified in the base bid , the contractor shall furnish and install two (2) 9mm pixel pitch EMC units within the same 72" x 75" x 18" monument structure.

Deduct Alternate #2:

ECM for Ballwin Golf Course 9mm Pixel Pitch EMC. In lieu of the 6mm pixel pitch Electronic Message Centers (EMC) specified in the base bid , the contractor shall

furnish and install two (2) 9mm pixel pitch EMC units within the same 72" x 75" x 18" monument structure.

**CITY OF BALLWIN
BID SHEET**

DESCRIPTION	Total
Pointe at Ballwin Commons Base Bid 6MM ECM Monument Sign	
Pointe at Ballwin Commons Deduct Alternate 1 9MM ECM Monument Sign	
Ballwin Golf Course Base Bid 6MM ECM Monument Sign	
Ballwin Golf Course Deduct Alternate 2 9MM ECM Monument Sign	

The City of Ballwin reserves the right to reject any and all bids.

Specify the number of days it will take to deliver the materials once you are given the notice by the City.

Bid Date _____

Signature of Bidder

Title

Email

Legal Name of Person, Firm or Corporation

Address of Bidder

City, State, Zip