

YELLOWSTONE COUNTY, MONTANA
Invitation For Bid
MetraPark 6th Ave LED Sign

1. Introduction

Notice of hereby given that Yellowstone County is seeking bids from qualified vendors for the replacement of existing outdoor LED message sign on 6th Ave at MetraPark with three new, full-color LED signs. Bids should include the cost of all materials, permits, labor and equipment necessary to complete the project.

2. Bid Submission Requirements

To ensure a complete understanding of the project, a mandatory, in-person pre-bid meeting will be held at 10:30am on Tuesday, July 15th, 2025, on site at MetraPark, 608 6th Ave North, Billings, MT 59101. Participants will meet at the lower parking lot, closest to the sign. For bids to be considered, participants must sign the sign-in sheet provided by the Purchasing Agent. Failure to sign in at the meeting will result in disqualification.

Offerors shall submit five (5) hard copies of the bid in a sealed envelope. All bids must be labeled “**Metra 6th Ave LED Sign Replacement**”. Bids may either be mailed to or physically delivered to the following addresses.

Mail To:

Yellowstone County BOCC
PO Box 35000
Billings, MT 59107

Physically Deliver To:

Yellowstone County BOCC
Stillwater Building, Room 3101, 3rd Floor
316 North 26th Street
Billings, MT 59101

All bids must be received no later than 3:00 PM on Monday, July 28th, 2025. Bids received after this deadline will not be considered.

All bids must include a Bid Security made in favor of Yellowstone County in an amount equal to 10% of the total bid. The security may consist of a bid bond, cash, a cashier's check, a certified check, a bank money order, a certificate of deposit, a money market certificate, or a bank draft. The security must be: a) drawn and issued by a federally chartered or state chartered bank or savings and loan association that is insured by or for which insurance is administered by the Federal Deposit Insurance Corporation; or b) drawn and issued by a credit union insured by the National Credit Union Share Insurance Fund; or c) a bid bond or bonds, original only, no photocopies, executed by a surety company

authorized to do business in the State of Montana. Facsimiles, personal and/or business checks are not an acceptable form of security.

Timely bids will be opened and read aloud at 9:00 AM, on Tuesday, July 29th, 2025, in Room 3108 on the 3rd Floor of the Stillwater Building, 316 North 26th Street, Billings, MT 59101.

3. Timeline & Selection Process

Event	Date/Time
Publication Dates for IFB	Friday, July 4 th , 2025 Friday, July 11 th , 2025
Mandatory Pre-Bid Meeting	Tuesday, July 15 th , 2025, at 10:30 AM
Deadline for Bids	Monday, July 28 th , 2025, by 3:00 PM
Bid Opening	Tuesday, July 29 th , 2025, at 9:00 AM
Review of Bids by Selection Committee	Tuesday, July 29 th , 2025, through Thursday, July 31 st , 2025
Notice of Intent to Award Posting	Tuesday, August 5 th , 2025
Notice of Award	Tuesday, August 12 th , 2025

Yellowstone County reserves the right to modify the above timeline as needed.

A selection committee will be formed and review all bids that meet the submittal requirements. The committee will review to ensure that minimum specifications are clearly met and make a recommendation of award which will be submitted to the BOCC. Bids that do not meet minimum specifications provided will be considered non-responsive.

The Board of County Commissioners intend to award the contract to the lowest responsive and responsible bid. The Board reserves the right to reject any or all bids received, to waive informalities to evaluate the bids submitted, and to accept the bid that best serves the interests of Yellowstone County.

4. Amendments to Solicitation

Any interpretation, correction, or addition of this request will be published on the County website at <https://www.yellowstonecountymt.gov/purchasing/>.

5. Contact Information & Questions

Any questions regarding the project or bid submittal procedures should be submitted, in writing, to Matt Kessler, Purchasing Agent, at mkessler@yellowstonecountymt.gov.

6. Miscellaneous

Compliance With Laws

Each bidder must have a current Montana Public Contractor's Registration number when submitting their bid. The number must appear on the bid. All subcontractors, if any, must obtain a registration number prior to beginning any work on the project. Bid only registrations are acceptable for the bidding process. No bid may be withdrawn for at least 45 days after the scheduled deadline time for receipt of the bids.

The successful bidder will be required to follow all the directives included in section 18-2-422 of the Montana Code Annotated concerning Montana Prevailing Wages for Building Construction 2025. Those directives are as follows:

- (1) The contractor and employers shall pay the standard prevailing wage rate, including fringe benefits, for each job classification as stated in the current prevailing wage rate schedules. The current schedules are available at the State of Montana website. It is the responsibility of the contractors to obtain and use the applicable Wage Rate Schedules.
- (2) each contractor and employer are required to maintain payroll records in a manner readily capable of being certified for submission under statute 18-2-423, for not less than 3 years after the contractor's or employer's completion of work on the project; and
- (3) Each contractor is required to post a statement of all wages and fringe benefits in compliance with 18-2-423.

Statute 18-2-423 is as follows: If a complaint is filed with the department alleging noncompliance with 18-2-422, the department may require the project to submit to it certified copies of the payroll records for workers employed on that project. A contractor or a subcontractor shall pay employees receiving an hourly wage on a weekly basis. If a wage violation complaint is filed with the department, the contractor or subcontractor shall provide the employee's payroll records to the department within 5 days of receiving the payroll request from the department.

The Contractor is required to comply with all other applicable provisions of Title 18, Chapter 2, and Part 4 of the Montana Code Annotated.

The successful bidder will be required to give preference to the employment of bona fide Montana residents in the performance of the work on this project.

The Contractor must, in performance of work under this contract, fully comply with all applicable federal, state or local laws, rules, and regulations, including the Montana

Human Rights Act, Civil Rights Act of 1964, the Age Discrimination Act of 1975, and the American with Disabilities Act of 1990. Any subletting or subcontracting by the Contractor subjects Subcontractors to the same provisions. In accordance with Section 49-3-207, MCA, the Contractor agrees that the hiring of persons to perform the contract will be made on the basis of merit and qualifications and there will be no discrimination based upon race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin by the persons performing under the contract.

Insurance Requirements

The Contractor shall maintain at its sole cost and expense, commercial general liability insurance naming Yellowstone County/MetraPark, as additional insured for this project against liability for damages for bodily injury, including death and completed operations and property damages in a minimum amount of Seven Hundred Fifty Thousand Dollars (\$750,000.00) for each claim and One Million Five Hundred Thousand Dollars , (\$1,500,000.00), in the aggregate arising from incidents which occur as the result of Contractors negligence during the project and for which Yellowstone County/MetraPark, sole basis of liability is vicarious liability for the acts or omissions of the Contractor or/and subcontractors. Contractor shall maintain for this project at its cost and expense, insurance against claims for injuries to persons or damages to property, including contractual liability which may arise from or in connection with the project by Contractor, agents, employees, representatives, assigns and sub-contractors. This insurance shall cover claims as may be caused by any negligent act or omission. The policy of insurance shall be an occurrence policy with a Best Rating of A- or better and must be in force throughout the project.

Contractor shall name on the Certificate of liability insurance Yellowstone County, as additional insured throughout the project. In addition, Contractor will furnish to Yellowstone County, a copy of the policy endorsement, CG 32 87 05 10, indicating that Yellowstone County/MetraPark, are named as an additional insured under the Contractors insurance policy for this project. Contractor agrees to furnish both the Certificate of insurance and policy endorsement at least ten (10) days prior to beginning work on the project.

Contractor agrees to defend, indemnify and hold harmless Yellowstone County/MetraPark, from and against any and all claims demands, obligations, causes of action, lawsuits and all damages and liabilities fines, judgments, costs, (including settlement costs), and expenses associated there with (including reasonable attorney's fees and disbursements), arising from incidents that occur the result of Contractors negligence during this project. And for which Yellowstone County/MetraPark, sole basis of liability is vicarious liability for the acts or omissions of Contractor. The defense and indemnification obligations under this paragraph shall not be limited by any assertions or finding that Yellowstone County, is liable for any damages by reason of a non-delegable duty.

The Board of County Commissioners intend to award the contract to the lowest responsive and responsible bid. The Board reserves the right to reject any or all bids received, to waive informalities to evaluate the bids submitted, and to accept the bid that best serves the interests of Yellowstone County.

Board of County Commissioners
Yellowstone County, Montana

Mark Morse
Chair

Attest:

Jeff Martin
Clerk and Recorder

Exhibit A - Scope of Work & Specifications

6th Ave LED Sign Replacement

Scope of Work

This scope of work outlines the replacement of the existing outdoor LED message sign (shown on pg. 7) with a new, full color LED sign. Also included in the project is the replacement of two backlit cabinets with new LED signs. The new signs should provide optimum resolution and dependability. Where possible, vendors should plan to use the existing mounting structure and power infrastructure.

Bids from vendor should include all labor, materials, equipment and services required for completing the project.

Work for the project includes, but is not limited to, the following:

- Conduct a site survey
- Design new LED sign setup
- Obtain all required permits and materials
- Remove and properly dispose of existing signs
- Make repairs to structure (if required)
- Install new signs and equipment
- Paint entire sign structure (oil-based paint)
- Test new signs
- Provide training for MetraPark staff

Site Survey & Planning

Vendor will conduct a site survey to evaluate the condition of the existing structure, power supply and wiring. A report should be presented to the MetraPark staff with findings and recommendations. Vendor will design new signs that will fit into the existing sign structure with as few modifications to the structure as possible. Obtaining necessary permits will be the responsibility of the vendor.

Removal and Repairs

Vendor will safely remove old signs and properly dispose of them according to local regulations. Inspect structure and conduct minor repairs, if necessary.

Installation

Vendor will install new signs and controller. A brightness sensor should be installed for automatic brightness adjustment. Structural integrity and weatherproofing of the installation must be verified. Once installation is complete, vendor will paint the existing structure with a color of the owner's choosing.

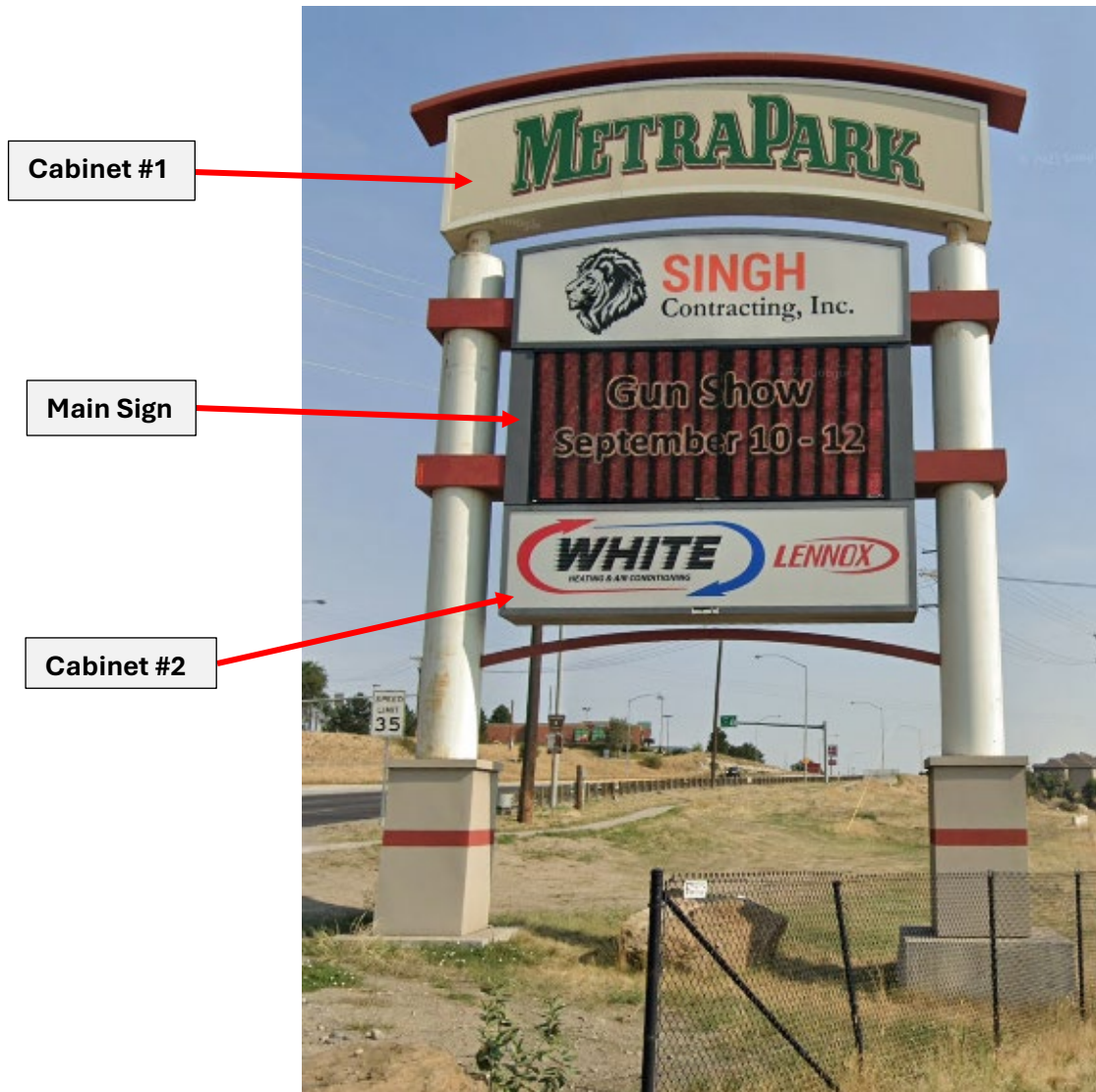
Testing

Vendor will power on the new sign and test all pixels for functionality. Brightness, color accuracy and contrast should be calibrated. Upload sample content (text, images and video) to verify display function. Test controller function, including scheduling and remote content updates.

Training

Vendor will provide a 1 – 2-hour training session for MetraPark staff. Training Session should include the following:

- Content creation and scheduling using the new software
- Basic troubleshooting and maintenance (e.g., cleaning, module replacement.)
- Accessing technical support



LED Sign Specifications

Dimensions:

- Main sign – 20' W x 12' H
- Cabinet #1 – 27' 8.5" W x 6' 6.5" H
- Cabinet #2 – 20' W x 7' H

Pixel Pitch: Minimum of 16mm

Resolution/Matrix: Approximate matrix for 20' x 12' sign at 16mm: 384 x 240 pixels (may change with final height and module configuration)

Full color, high-brightness SMD LED display (modular 12" x 12" LED panels for ease of maintenance)

Must be capable of displaying text, graphics and video.

Brightness: Minimum 5,000 nits for visibility in direct sunlight

Sensors: Automatic light sensors for day/night brightness adjustment

Controller: Asynchronous controller for pre-programmed content with internal memory.

Alternate: Synchronous controller for real-time content streaming

Durability: IP65 or IP68 rating for weather resistance (dust, rain, extreme temps)

Operating Temperature: -20F to 120F

Ratings: Signs must be UL 48 and CUL 48 listed and FCC compliant.

Cabinet Specs:

- Aluminum or steel cabinet with anti-corrosive coating
- Modular design for ease of maintenance

Power Requirements:

- Compatible with existing 120/240V AC, single-phase power supply
- Energy-efficient LEDs to reduce operating costs

Warranty: Minimum 5-year warranty for parts

Spare Parts Availability: 10-year parts availability guarantee

Paint (for structure): Oil-based (color to be determined)

MetraPark 6th Ave LED Sign Replacement

Bid Sheet

Use this bid sheet to provide bid information. If participants would like to present multiple options, please use multiples sheets and clearly label *Base Bid, Alternate #1, and so on*.

Vendor: _____

Bid Amount: \$ _____

Written Amount: _____

Warranty Details: _____

Estimated Start Date*: _____

Expected Completion Date: _____

* Estimate start date using August 12th, 2025 as the start date for the project. This is the targeted date of award but may be subject to change

CHECK LIST

Please be sure you have completed the following prior to submitting your bid.

1. Read and understand the specifications.
2. Made yourself familiar with any State laws that pertain to the bid
3. Asked and received any answers to any questions regarding the bid procedure, specifications or general information.
4. Addressed and mailed or delivered your bid to be received at the correct address by the time and date indicated in the Invitation to Bid.

- END OF IFB -