

Request for Proposals For Design, Fabrication and Installation of Various Signage

RFP Issued:	July 13, 2026
Final Questions Due:	July 24, 2026
Responses Due:	July 31, 2026 by 4:00 p.m.
Award Notification:	August 7, 2026

Contact:

Rebecca Damon
rdamon@acap-me.org
207-554-4113

1. INTRODUCTION

Aroostook County Action Program (ACAP) is issuing this Request for Proposals ("RFP") to solicit responses from qualified Vendors ("Applicants or Contractors"). ACAP Community Action Agency is seeking a reputable sign company to design and install signage and graphics at various locations in Downeast and Northern Maine

2. COMPANY OVERVIEW

Aroostook County Action Program (ACAP) is a long-standing nonprofit Community Action Agency dedicated to empowering individuals, supporting families, and strengthening communities across northern Maine. Historically focused on Aroostook County, ACAP now has an expanded service area to include Washington and Hancock Counties and completed a comprehensive rebrand to reflect this broader regional presence. Following the successful launch of its new organizational identity at the end of September 2026, ACAP is seeking qualified partners to redesign, produce, and install signage across all service locations. This initiative will ensure consistent, high-quality representation of the new brand in physical environments throughout the expanded region. Selected vendors will be expected to align all signage with ACAP's new visual identity and messaging standards. Detailed branding guidelines and asset files will be provided to interested respondents upon execution of a non-disclosure agreement to protect the integrity and confidentiality of the newly developed brand system.

3. SCOPE OF WORK

ACAP is seeking a turnkey sign fabrication and installation company to design and install new signage and graphics at various locations in Aroostook, Washington and Hancock Counties. The selected contractor will:

- Evaluate locations, assess signage needs and prepare design proposals.
 - Design Proposals should include sign designs, specifications, and artwork suitable for sign fabrication that includes material, colors, font, size, etc., and adhere to the attached design guidelines.
- Remove the existing signs and graphics
- Fabricate and install the new signs and graphics.
- The selected vendor agrees to furnish all their own tools and the labor necessary to complete the project.
- Will only use the sign material, size, colors, fonts, etc. as approved by ACAP.
- The contractor is responsible for complying with any/all required permits

required by local authorities and ordinances.

- Detailed sequence/schedule of work, with starting and ending dates for each activity.
- Remove and transport debris in a manner that will prevent spillage on adjacent surfaces and areas.
- The selected contractor will provide one-year minimum parts and labor warranty on the sign fabrication and installation. During the first year after their installation, the selected company agrees to repair or replace any faded, damaged, or crooked signs that are caused by poor fabrication methods or installation techniques at no cost to ACAP.

TimeLine:

- RFP Issued: July 13, 2026
- Final Questions Due: July 24, 4:00 p.m.
- Responses Due: July 31, 4:00 p.m.
- Notification of Award: August 7, 2026
- Work may start as soon as contracts have been signed.

4. BASIC REQUIREMENTS

The Vendor Must:

- Provide written specifications for each sign/location and what option may be available (if any)
- Possess appropriate and adequate equipment, personnel supply chains, and experience to complete job
- Must provide warranty and service information

Insurance:

The Contractor shall obtain and maintain general liability insurance, and Worker's Compensation Insurance or provide a certificate of exemption. The Contractor must comply with and provide documentation to meet Davis Bacon Requirements, if applicable.

Federal, State, and Local Compliance:

The Vendor shall comply with all applicable federal, state, and local laws, rules, and regulations affecting its performance. The Vendor shall comply with the applicable provisions of the Federal Occupational Safety and Health Administration (OSHA). The Contractor shall comply with OSHA Enforcement of Procedures for Occupational Exposure to Blood Borne Pathogens Standard (CFR 1910.1030). The Contractor shall certify that it has complied and shall continue to comply during the duration of this contract, with the United States

Immigration and Control Act of 1986 in that every employee of the Contractor is eligible for employment in the United States.

The Vendor must be in good standing and not included on any exclusions or disbarment list for the Federal, State, Local government, or ACAP.

5. Submittal Requirements

Proposals may be submitted in PDF format to rdamon@acap-me.org with the subject line of "SIGNAGE RFP SUBMISSION". Any submissions not including the proper subject line may be disqualified. All e-mail respondents will receive an email confirmation within the next business day that their submittal has been received.

Questions via phone shall not be accepted, all questions must be submitted in writing to rdamon@acap-me.org with the subject line of "SIGNAGE RFP QUESTIONS".

The following documentation shall be included in your proposal:

- Company History
 - Years in business
 - Number of staff dedicated to project
- References
 - List at least three references for current projects or projects completed within the past three years.
 - Provide a point of contact and telephone number or e-mail address for each reference.
- Quality Assurance Program
 - Include your company's process for tracking and investigating complaints and include your resolution process.

6. Evaluation

The following criteria shall be used to evaluate each proposal:

- **25% Design and visual appeal of past work samples provided**
- **40% Value/Cost**
- **25% Projected Schedule/Plan Timeline**
- **10% Past Vendor Performance OR Experience/References**

The goal of this RFP is to select and enter into an agreement with the Contractor(s) that will provide the best value for the Services to achieve ACAP goals. ACAP reserves the right to consider such other relevant factors as it deems appropriate to

obtain the “best value.”

7. Application and Submission

Contractors are cautioned to read this RFP carefully and to conform to its requirements. Failure to comply with the requirements of this RFP may serve as grounds for rejection of an application.

Step 1: RFP issued, published and sent to any known vendors.

Step 2: Question and Answer Period: ACAP will allow Contractors to submit questions regarding ACAP’s business, locations, and related matters to address specific questions. Because these questions and their answers will be specific to each Contractor’s proposal they will not be publicly posted. However, ACAP reserves its right to share additional information with all vendors as it deems appropriate.

Step 3: Proposal Submission Procedure: All applications must be submitted via email to rdamon@acap-me.org by July 31, 4:00 p.m. with the subject line of “SIGNAGE RFP SUBMISSION”.

8. Required Submissions

All Applications must include the items listed below:

☐ Application Cover Sheet (Attachment 1)

☐ Application, which shall include:

Company Info/Staff Team

- Please include a brief history of the company and/or staff including any experience or credentials.
- Who will be the primary representative and the day-to-day contact(s) for the account?

References

- Provide at least (3) references, including name, contact person, and phone number/email address.

☐ Sampling of images of signs that have been done and installed from the past 3 years.

☐ W-9, Proof of Workers Compensation, and Liability Insurance

☐ Required Affidavits and Certifications (Attachment 4)

Applications **must** be delivered as follows:

Via email to rdamon@acap-me.org by July 31, 4:00 p.m. with the subject line of "SIGNAGE RFP SUBMISSION".

9. Application Timeframe

The application process will proceed according to the schedule shown on the cover page. The target dates are subject to change. Therefore, Contractors are encouraged to check ACAP's website frequently for updates to the schedule.

10. General Conditions

- If an application fails to meet any material terms, conditions, requirements, or procedures, it may be deemed unresponsive and disqualified. ACAP reserves the right to waive omissions or irregularities that it determines to be not material.
- This RFP, as may be amended from time to time by ACAP, does not commit ACAP to select any firm(s), award any contracts for services pursuant to this RFP, or pay any costs incurred in responding to this RFP. ACAP reserves the right, in its sole discretion, to withdraw the RFP, to engage in preliminary discussions with prospective Applicants, to accept or reject any or all applications received, to request supplemental or clarifying information, to negotiate with any or all qualified Contractors, and to request modifications to Applications in accordance with negotiations, all to the same extent as if this were a Request for Information.
- On matters related solely to this RFP that arise prior to an award decision by ACAP, Applicants shall limit communications with ACAP to Rebecca Damon via e-mail (rdamon@acap-me.org) and such other individuals as ACAP may designate from time to time. No other ACAP employee or representative is authorized to provide any information or respond to any questions or inquiries concerning this RFP. Applicants may contact Rebecca Damon for this RFP in the event this RFP is incomplete.
- ACAP may provide reasonable accommodations, including the provision of materials in an alternative format, for Applicants with disabilities or other hardships. Contractors requiring accommodations shall submit requests in writing, with supporting documentation justifying the accommodations, to Rebecca Damon. ACAP reserves the right to grant or reject any request for accommodations.
- The contractor's Application shall be treated by ACAP as an accurate statement of the Contractor's capabilities and experience. Should any statement asserted by Contractor prove to be inaccurate or inconsistent with the foregoing, such inaccuracy or inconsistency shall constitute sufficient cause for ACAP in its sole discretion to reject the Application and/or terminate of any resulting Agreement.

- Costs that are not specifically identified in the Applicant's response and/or not specifically accepted by ACAP as part of the Agreement will not be compensated under any contract awarded according to this RFP.
- Submitted responses must be valid in all respects for a minimum period of sixty (60) days after the deadline for submission.
- ACAP's prior approval is required for any subcontracted services under any Agreement entered into as a result of this RFP. The selected Applicant will take all appropriate steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible. The selected Contractor is responsible for the satisfactory performance and adequate oversight of its subcontractors. Subcontractors are required to meet the same requirements and are held to the same reimbursable cost standards as the selected Contractor.
- Any and all responses, Applications, data, materials, information, and documentation submitted to ACAP in response to this RFP shall become ACAP's property and shall be subject to public disclosure. If a Contractor wishes to have ACAP treat certain information or documentation as confidential, the Applicant must submit a written request in conjunction with their RFP proposal. The request must precisely identify the information and/or documentation that is the subject of the request and shall clearly label the relevant information and/or documentation as "**CONFIDENTIAL**" in the RFP Application.

11. Posting of Modifications/Addenda to RFP

This RFP has been distributed electronically using ACAP website. If ACAP determines that it is necessary to revise any part of this RFP, or if additional data is necessary to clarify any of its provisions, an addendum will be posted to the websites. It is the responsibility of each potential Contractor to check ACAP website for any addenda or modifications to the RFP. ACAP accepts no liability and will provide no accommodation to Applicants who submit a response based on an out-of-date RFP.

Attachment 1	Application Cover Sheet – to be completed & returned with the proposal
Attachment 2	Location Guide
Attachment 3	Affidavits – to be completed & returned with the proposal

ATTACHMENT 1

Application Cover Sheet

Name of Applicant			
Mailing Address	City/Town	State	Zip Code
Telephone	Fax	Cell Phone	
Primary Contact for Clarification		Primary Contact E-mail Address	
Authorized Signatory		Authorized Signatory E-mail Address	

Company History:

Employment:

Staff Name	Job Title	Licenses or Other Info

Reference 1:

Company Name: _____

Contact Person: _____

Email/Phone: _____

Reference 2:

Company Name: _____

Contact Person: _____

Email/Phone: _____

Reference 3:

Company Name: _____

Contact Person: _____

Email/Phone: _____

ATTACHMENT 2

Location Guide

Location Name	Address	City	Type Of Mounting/Sign	Width	Height	Notes
Ellsworth Customer Service Center	18 Avery Lane	Ellsworth	Freestanding	96"	48"	
Ellsworth Customer Service Center	18 Avery Lane	Ellsworth	Affixed to building	192" (16')	24"	Affixed to vinyl siding
Ellsworth Customer Service Center	19 Avery Lane	Ellsworth	Affixed to building	12"	18"	No Smoking On Property sign - Printed and hung horizontally
Ellsworth Customer Service Center	20 Avery Lane	Ellsworth	Free Standing	12"	18"	Printed and mounted vertically. Attached to fence U-post at parking lot entrance
St. Croix ECE	25 Gatcomb Dr.	Calais	Free Standing	60"	36"	Printed one side and affixed over original sign
St. Croix ECE	25 Gatcomb Dr.	Calais	Free Standing	60"	36"	Printed one side and affixed over original sign
St. Croix ECE	25 Gatcomb Dr.	Calais	Affixed to building	60"	36"	Affixed to brick
Flaherty ECE	125 University Dr.	Machias	Affixed to building	48"	30"	Sign currently just says Early Care and Education Center and has the DCP tree logo. UMM would like to approve the new sign before we mount it.
Bucksport ECE	66 Bridge St.	Bucksport	Free Standing	60"	36"	Printed one side and affixed over original sign
Bucksport ECE	66 Bridge St.	Bucksport	Free Standing	60"	36"	Printed one side and affixed over original sign
Friendship Cottage	118 Ellsworth Rd.	Blue Hill	Free Standing	72"	72"	Printed one side and affixed over original sign. 4 signs total at 3'x6' to equal two 6'x6'signs that affix front and back of existing sign on sign structure.
Friendship Cottage	119 Ellsworth Rd.	Blue Hill	Affixed to building	12"	18"	No Smoking On Property sign - 2 signs - 1 for each entrance
Caribou Center	17 Bowels Rd	Caribou	Affixed to building	44"	22"	printed one side and affixed over entrance door
Caribou Center	17 Bowels Rd	Caribou	Free Standing	71"	47"	outside wood sign with raised letters
Fort Kent Center	Route 1 main st	Fort Kent	Free standing on 4x4 post	24"	8"	there is two one south bound and one north bound
Fort Kent Center	40 alfalfa ave	Fort Kent	Free standing on 2 4x4 post	6'	4'	outside wood sign with raised letters
Fort Kent Center	40 alfalfa ave	Fort Kent	Affixed to building	2'	6"	printed one side and affixed beside entrance door
Madawaska Office	88 Fox st	Madawaska	Free standing on 2 4x4 post	6'	27"	outside wood sign with raised letters
Madawaska Office	88 Fox st	Madawaska	One sided decal in glass door	12"		Round

Location Name	Address	City	Type Of Mounting/Sign	Width	Height	Notes
Madawaska Office	88 Fox st	Madawaska		16"	16"	it was asked if a new sign could be installed at the drive way entrance to match AMHC signage
Presque Isle Customer Service Center	771 Main Street	Presque Isle	Affixed to side of building facing Walmart	8'	45"	
Presque Isle Customer Service Center	771 Main Street	Presque Isle	Large Road sign	16'	? Sits on top of posts height may not matter	Has 79"x12" labels with services under big sign
Gouldville	44 Park St	Presque Isle	Affixed to building	8'	25"	
Gouldville	44 Park St	Presque Isle	Free standing on wooden posts	5'	4'	Has 40"x7" labels with services under big sign
Fournier Place	1 Edgemont Dr	Presque Isle	Free standing on 2 posts	68.5"	49"	
Fournier Place	1 Edgemont Dr	Presque Isle	Affixed to building	8'	30"	Hope and Prosperity - Approx size
Fournier Place	1 Edgemont Dr	Presque Isle	Affixed to building	8'	30"	Norm Fournier - Approx size
Houlton Customer Service Center	91 military st	Houlton	Decal on street sign	16"	10"	outside decals afixed to multi informational sign
Houlton Customer Service Center	91 military st	Houlton	Decal on street sign	26"	18"	outside metal sign on single post
Power's Place	44 Park St	Presque Isle	Hanging - On Porch	21"	26"	

ATTACHMENT 3

CERTIFICATION REGARDING DEBARMENT/SUSPENSION

CERTIFICATION REGARDING DEBARMENT, SUSPENSION INELIGIBILITY, AND VOLUNTARY EXCLUSION—LOWER-TIER COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549 and 12689, Debarment and Suspension, Title 2 CFR §180, as adopted and modified by USDA regulation at 2 CFR §417, Responsibilities of Participants Regarding Transactions.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE.)

1. The prospective lower-tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
2. Where the prospective lower-tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Institution Name

Name(s) and Title(s) of Authorized Representative(s)

Name of Institution Official

Title of Official

Signature

Date

INSTRUCTIONS FOR CERTIFICATION REGARDING DEBARMENT/ SUSPENSION

1. By signing and submitting this form, the prospective lower-tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower-tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower-tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower-tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower-tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower-tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower-tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which the transaction originated.
6. The prospective lower-tier participant further agrees by submitting this form that it will include this clause titled Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion—Lower-Tier Covered Transactions, without modification, in all lower-tier covered transactions and in all solicitations for lower-tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower-tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the No procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith that certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower-tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.