



REQUEST FOR QUOTATION

Township of Laurentian Valley

460 Witt Road

Pembroke ON K8A 6W5

Phone: 613-735-6291 Fax: 613-735-5820

RFQ-LVREC-2026-05

Park Signage

Project Overview:

The Township of Laurentian Valley is seeking quotations from qualified contractors for the design, manufacture, and supply of park signage for various municipal recreation facilities and parks.

Brief Scope of Work

The Township of Laurentian Valley requires the design, manufacture, and supply of park signage to enhance public awareness of park rules, playground safety requirements, video surveillance, and animal control regulations at Township recreation facilities.

The successful contractor shall be responsible for producing signage in accordance with the specifications and designs provided within this Request for Quotation.

Specifications

1. Park Rules Signs

- Quantity: Five (5)
- Size: 90 cm x 90 cm
- Material: Galvanized Steel MTO Blank Number B-27 900mm x 900mm
- Font Shall be Foco Black as per LV Branding Guidelines
- Sign background shall be white pressure sensitive vinyl reflective
- Sign colours shall be in accordance to LV Branding Guidelines:
 - Pantone 308 Coated (Pantone 315 U)
 - CMYK 100, 18, 8, 50
 - RGB 0, 88, 124
 - HEX #00587c
 - Pantone 110 Coated (Pantone 7405 U)
 - CMYK 2, 22, 100, 8
 - RGB 218, 70, 0
 - HEX #daaa00

- Print quality shall be a minimum of 720 x 720 dpi.
- A 2-mil over laminate shall be applied to all signage.
- An electronic copy of the Township's logo will be provided to the successful bidder.
- Locations:
 - Pleasant View Park
 - Forest Lea Park
 - Stafford Park
 - Alice & Fraser Recreation Centre and LV Four Seasons Trail
 - Shady Nook Recreation Centre
- Design and content as per Attachment 1.

2. Playground Rules Signs

- Quantity: Five (5)
- Size: 90 cm x 90 cm
- Material: Galvanized Steel MTO Blank Number B-27 900mm x 900mm
- Font Shall be Foco Black as per LV Branding Guidelines
- Sign background shall be white pressure sensitive vinyl
- Sign colours shall be in accordance to LV Branding Guidelines:
 - Pantone 308 Coated (Pantone 315 U)
 - CMYK 100, 18, 8, 50
 - RGB 0, 88, 124
 - HEX #00587c
 - Pantone 110 Coated (Pantone 7405 U)
 - CMYK 2, 22, 100, 8
 - RGB 218, 70, 0
 - HEX #daaa00
- Print quality shall be a minimum of 720 x 720 dpi.
- A 2-mil over laminate shall be applied to all signage.
- An electronic copy of the Township's logo will be provided to the successful bidder.
- Locations:
 - Pleasant View Park
 - Forest Lea Park
 - Stafford Park
 - Alice & Fraser Recreation Centre
 - Shady Nook Recreation Centre
- Design and content as per Attachment 2.

3. Video Surveillance Signs

- Quantity: Twelve (12), Size: 30cm x 45cm
- Quantity: One (1), Size 90cm x 90cm

- Material: Galvanized Steel MTO Blank Number B-27 900mm x 900mm
- Font Shall be Foco Black as per LV Branding Guidelines
- Sign background shall be white pressure sensitive vinyl reflective
- Sign colours shall be in accordance to LV Branding Guidelines:
 - Pantone 308 Coated (Pantone 315 U)
 - CMYK 100, 18, 8, 50
 - RGB 0, 88, 124
 - HEX #00587c
 - Pantone 110 Coated (Pantone 7405 U)
 - CMYK 2, 22, 100, 8
 - RGB 218, 70, 0
 - HEX #daaa00
- Print quality shall be a minimum of 720 x 720 dpi.
- A 2-mil over laminate shall be applied to all signage.
- An electronic copy of the Township's logo will be provided to the successful bidder.
- Design and content as per Attachment 3.

4. Animal Control Signs

- Quantity: Fourteen (14)
- Size: 30cm x 45cm
- Material: Galvanized Steel MTO Blank Number B-27 900mm x 900mm
- Font Shall be Foco Black as per LV Branding Guidelines
- Sign colours shall be in accordance to LV Branding Guidelines:
 - Pantone 308 Coated (Pantone 315 U)
 - CMYK 100, 18, 8, 50
 - RGB 0, 88, 124
 - HEX #00587c
 - Pantone 110 Coated (Pantone 7405 U)
 - CMYK 2, 22, 100, 8
 - RGB 218, 70, 0
 - HEX #daaa00
- Sign background shall be white pressure sensitive vinyl
- Print quality shall be a minimum of 720 x 720 dpi.
- A 2-mil over laminate shall be applied to all signage.
- An electronic copy of the Township's logo will be provided to the successful bidder.
- Design and content as per Attachment 4.

Deliverables

- Compliance with specifications
- Detailed pricing breakdown

- Product quality and durability
- Warranty information covering workmanship
- Proposed timeline for completion and anticipated delivery

Liquidation Damages

- The parties to the Quotation agree that in the case that all the work called for under the Quotation is not completed by the date specified the Township would sustain a loss or damage. Since it is and will be impracticable and extremely difficult to ascertain and determine the actual loss or damage which the Township will suffer in the event of and by reason of such delay, the parties hereto agree that the Bidder will pay to the Township the sum of **\$50 per day** as liquidated damages for each and every calendar day's delay in achieving completion of the work beyond the date prescribed. It is agreed that this amount is an estimate of the actual loss or damage to the Township, which will accrue during the period in excess of the prescribed date for completion.
- The Township may deduct any amount under this paragraph from any monies that may be due or payable to the Bidder on any account whatsoever. The liquidated damages payable under this paragraph are in addition to and without prejudice to any other remedy, action or other alternative that may be available to the Township.

Timeframe

- Quotation due by July 28, 2026.
- All works to be completed by August 31, 2026
- Please notify in advance for delivery so someone can be present for the shipment.

Submission Method

- Quotations can be submitted via email or in person to Recreation Coordinator.

Project Contact

Navada Sargent, Recreation Coordinator

Tel: 613-735-6291 ext. 207

Fax: 613-735-5820

e-mail: nsargent@lvtownship.ca

Quotation Summary

please provide a separate detailed pricing breakdown along with this summary page

SUB-TOTAL \$ _____

HST (13%) \$ _____

TOTAL QUOTATION PRICE \$ _____
(HST included)

The Township reserves the right to accept or reject any or all quotations.

Accepted by: _____ Date: _____

Attachment 1 – Park Rules Sign Design and Content (SAMPLE)



Elgin Street Park

TOWNSHIP OF LAURENTIAN VALLEY

To report injury or broken equipment,
please call 613-735-6291

Property is not supervised
Children under the age of 12 must be
accompanied by an adult or mature person



No alcoholic beverages are permitted

No loitering after 11:00 pm



911 ADDRESS : 622 ELGIN STREET



Elgin Street Park

TOWNSHIP OF LAURENTIAN VALLEY

This playground is maintained and regularly inspected
by the Township of Laurentian Valley.

**To report injury or broken equipment,
please call 613-735-6291**

Playground is unsupervised. Children under the
age of 12 must be accompanied by a parent or
mature person. Park closed from dusk to dawn.

No bare feet - wear proper footwear.

Playground not maintained in winter

Please: No skipping ropes, no loose draw strings,
no bicycle helmets on play structures

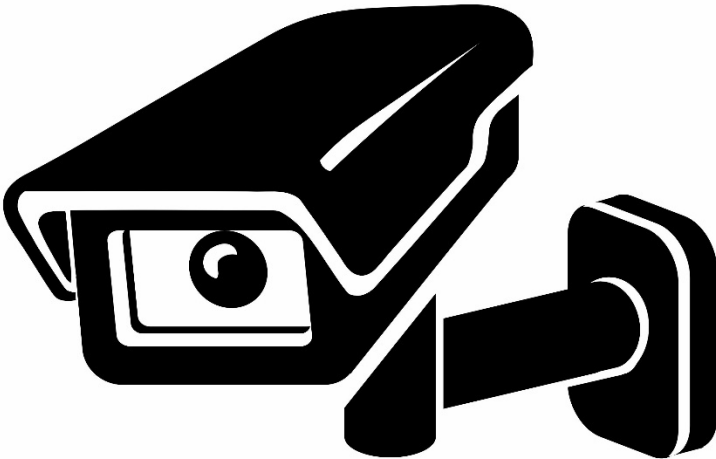


911 ADDRESS : 622 ELGIN STREET

Attachment 3 – Video Surveillance Sign Design and Content

WARNING

**THIS AREA MAY BE
MONITORED BY VIDEO
SURVEILLANCE CAMERAS (CCTV)**



VIDEO SURVEILLANCE

The personal information collected by the use of CCTV at this site is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act or the Freedom of Information and Protection of Privacy Act, as applicable. This information is used for the purposes of promoting public safety and reducing crime at this site. Any persons who tamper with or destroy video surveillance equipment will be subject to criminal proceedings.



Any questions about this collection can be directed to:
Chief Administrative Officer, Township of Laurentian Valley at
613-735-6291 • 460 Witt Rd., Pembroke, ON
info@lvtownship.ca



FOR TOWNSHIP PARKS, REC CENTRES & TRAILS

**DOGS MUST BE KEPT
ON A LEASH AND
UNDER CONTROL AT
ALL TIMES**



**PLEASE CLEAN UP
AFTER YOUR DOG**

NO DOGS ALLOWED ON



**Subject to set fines as per Animal Control
By-Law 2016-05-019**