



THE TOWN OF BURKITTSVILLE, MARYLAND

Michael Robinson, Mayor – Cheryl Evans, Clerk/Treasurer
Council: John A. Drake (Mayor Pro Tempore), Matthew Morris, Alex Byrd

The Town of Burkittsville is seeking bids to replace four “Welcome to the Historic Village of Burkittsville” signs. The signs must meet the following specifications:

- Made of aluminum or similar material that can withstand permanent exterior conditions for 10+ years and meet MDOT SHA material specifications guidelines.
- Measure 42 inches wide by 29.5 inches high
- Three Colors: Red, White, and Blue
- Signs should arrive pre-drilled or equipped with a mounting mechanism compatible with standard metal 4x4 post (The current posts have brackets installed.)

The Town of Burkittsville will provide the graphic to use.

Submission Requirements

Interested vendors must submit a comprehensive proposal including the following components:

- **Company Overview:** A brief history of the company and proof of experience with similar municipal and/or commercial outdoor signage projects.
- **Material Specifications:** Detailed data sheets of the aluminum alloy, paint/reflective sheeting finishes, and warranties proving the 10+ year outdoor lifespan.
- **Cost Proposal:** An itemized quote broken down by unit price, setup fees, and shipping/delivery costs.
- **Production Timeline:** Estimated time from contract award and artwork approval to final delivery.
- **References:** Contact information for at least three client references who have purchased similar outdoor signage.

Evaluation Criteria

Proposals will be evaluated based on the following metrics:

- **Technical Compliance:** Adherence to the exact dimensions, color scheme, and material durability requirements.
- **Cost Effectiveness:** Total cost and value provided to the Town.
- **Vendor Experience:** Demonstrated track record of manufacturing long-lasting outdoor signage.
- **Delivery Timeline**

Please submit proposals via e-mail to townoffice@burkittsville-md.gov or by mail to:

Town of Burkittsville
Attn: Town Sign RFP
PO Box 485
Burkittsville, MD 21718

If submitting by mail, please provide four copies of the proposals.

Please direct any questions to townoffice@burkittsville-md.gov

Bids will be accepted through 5:00PM on Friday, November 6, 2026. The accepted proposal will be notified on Tuesday, November 10, 2026.

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