

TOWN OF LUNENBURG

TOL2026005

ADDENDUM #4

1. Section 3.0 Proposal Form requests that certificates of insurance be supplied along with the proposal form but Section 1.14 indicates that the successful proponent shall obtain a Certificate of Insurance. Is it necessary to submit a certificate of insurance with our proposal?

A: It is not necessary to submit a certificate of insurance at the time of proposal submission, however, the successful proponent shall obtain one.

2. Section 3.0 Proposal Form requests a project timeline including a start and end time. Typically the start date is when production-ready artwork is supplied. Can you tell me the date artwork will be supplied?

A: As you note, the start date will be dependent on the supply of production-ready artwork. There is a parallel RFP for the content development at this time, when complete, a more accurate date will be given to the successful vendor of this RFP. If possible, please provide an expected time duration from the time of receipt of the artwork, with start date unknown at this time.

3. Section 2.2 Scope of Work includes ensuring compatibility with existing mounting systems. Are the mounting systems standardized or does this require the inspection of all the mounting systems currently in use?

A: The mounting systems are standardized. Town staff will provide technical information/images of the existing system to the successful vendor.

4. Section 2.2 Scope of Work does not include the provision of proofs. Are proofs required and if so would PDF proofs suffice?

A: Proofs are required, and PDF proofs are acceptable.