TOWN OF PLATTSBURGH, NEW YORK
REQUEST FOR PROPOSALS

FOR HOMETOWN HEROES BANNER VENDOR

The Town Board of the Town of Plattsburgh (Town), of New York is soliciting sealed proposals from qualified vendors having experience in providing banners for our Hometown Heroes program as outlined in the SCOPE OF SERVICES section of this request.

Proposals shall be submitted by vendors and shall address the topics described below.

1. Objective

The Town is currently seeking vendors to provide double sided vinyl avenue banners with individual pictures and information per banner including sign brackets (band and poles). We are requesting pricing for two sizes: 36” x 72” and 30” x 60”.

2. Scope of Services

The Town is seeking to order banners and brackets throughout the two year term, based on program participation, however; there will be no guarantee as to how many banners would be purchased.

3. Compensation

The Town desires to enter into a professional services agreement, which states the individual price per banner including sign brackets (band and poles).

4. Term of Agreement

It is intended that this agreement will be for a duration of **two years**. The price of banners and brackets shall not change during the two-year term.

5. Product Warranty

Identify warranties and/or replacement guarantee for banners and brackets.

6. Experience and Qualifications

The proposals will be evaluated on knowledge, experience, and success of this and/or similar services.

The following information shall be provided on your business:

a. Brief History of your business including the length of time your business has been providing avenue banners.
b. Statement of experience and qualifications.
c. Description of work performed, and services provided by your business for other municipalities.

7. Conflicts of Interest

As part of your submission, please list any potential conflicts your business might have due to work being done for outside parties. This should include but not be limited to private developers working in the Town or other work being done by your business with others doing business in the Town.

8. Proposal Submission Information

Submission Date and Time: December 7, 2026 @ 2:00pm EST. One (I) original physical copy & and One (1) Digital Copy emailed.

Submit to:

Town of Plattsburgh
c/o Jonathan J., White, Town Clerk
151 Banker Road
Plattsburgh, NY 12901

Clearly mark the submittal with the title of this RFP: Hometown Heroes Banner Vendor Services and the name of the responding firm. Only those RFP responses received prior to or on the submission date and time will be considered.

9. Rejection of Proposals

The Town reserves the right to reject any or all proposals, or to reject any proposal if the evidence submitted by, or investigation of such respondent fails to satisfy the Town that such respondent is properly qualified to carry out the obligations of the RFP and to complete the work contemplated therein. The Town reserves the right to waive any minor informality in the RFP.