

Canadian Forces Morale and Welfare Services

Statement of Work (SOW)

CFB Wainwright

DIGITAL BILLBOARD



1. Objective

To provide and install a Digital Billboard at CFB Wainwright. To remove and dispose of the old digital sign.

2. Project Background

CFB Wainwright has an old digital billboard that is no longer functional. The sign is used to advertise programs, services and events to Canadian Armed Forces members and the larger Defence Community. The purpose of this project is to replace the old billboard with a new one that is modern, convenient and user-friendly.





3. Scope of Work

Removal and disposal of old billboard. Provide and install a new digital billboard. Provide technical training and support on use of the new billboard and software.

4. Location of Work

The sign is located just inside the front gates at CFB Wainwright, adjacent to Buffalo Road.

5. Travel

Any travel requirements will be the contractor's responsibility.

6. Deliverables

Removal and disposal of old billboard. Disposal costs, including any

environmental fees, will be included in the bid cost.

Provide new billboard. Required specs as listed.

- Minimum size of 4ft x 8ft
- Must display on both sides of billboard with full colour
- Wireless communication to update graphics
- Capable of operating in extreme conditions (high and low temperatures, snow, rain)

Installation of new billboard

- All equipment and vehicles required for installation must be provided
- Detailed schedule must be provided to plan for traffic control (if needed)
- The cost of all supporting infrastructure for the billboard must be included in the bid

Training & Support

- Provide orientation for both the billboard and the software being used

7. Acceptance Criteria

Existing billboard and supporting structures must be uninstalled and removed from CFB Wainwright. Remediation to remove any hazards is required.

Payment schedule may include a deposit. Final payment will be made once installation and initial training on the software is complete and final invoice is provided.

8. Contractor Qualifications

Certified Electrician in Alberta must be present to install the billboard into the existing electrical infrastructure.

9. Applicable Documents

Support manuals and training aids for the software, if available, will be provided to the technical authority.

10. Contracting, Project and Technical Authority

Contracting Authority	
Attention:	LCol B.J. Churney
Email:	Brian.Churney@forces.gc.ca

Project Authority	
Attention:	Brad Bailey
Email:	Bradley.Bailey@forces.gc.ca

Technical Authority	
Attention:	Jordan Leeming
Email:	Jordan.leeming@forces.gc.ca

11. Warranty

Warranty details for all components must be included in the bid.