

REQUEST FOR PROPOSALS (RFP)

Ballfield Scoreboards – Rusk Park

City of Brookfield, Missouri

1. Overview

The City of Brookfield Parks & Recreation Department is seeking proposals from qualified vendors for the purchase and turn-key installation of two (2) commercial-grade baseball/softball scoreboards at the Rusk Park ballfields.

This procurement is issued for review and recommendation by the Brookfield Park Board. The City may award to one or multiple vendors or reject all proposals.

2. Project Goals

- **Replace aging or outdated scoreboards at Rusk Park.**
- **Provide reliable, visible, modern scoring systems for youth and adult baseball/softball.**
- **Improve the spectator and player experience.**
- **Ensure safe, professional installation and long-term durability.**

3. Scope of Work

Required Equipment Features

Each scoreboard must meet or exceed the following:

- **Designed specifically for baseball/softball**
- **LED display preferred**
- **Home / Visitor scoring capability**
- **Inning display**
- **Ball – Strike – Out (BSO) indicators**

Deadline January 8, 2026

- **Pitch count optional (bidders may propose alternates)**
- **Internal or external horn/buzzer**
- **Wireless controller preferred (transmitter + handheld control)**
- **Weather-resistant, outdoor, commercial-grade construction**
- **Standard manufacturer colors (green, blue, red, black, etc.)**
- **Vendor to provide sample color options**

Required Installation Work

Turn-key installation must include:

- **Mounting onto new poles or existing structures (vendor to assess)**
- **All electrical wiring and connection work**
- **Power supply requirements clearly noted**
- **Setup, testing, calibration, and verification of functionality**
- **Training for Parks staff on scoreboard operation**
- **Removal of old scoreboards (if applicable – price as alternate line item)**

Optional/Alternate Components

Vendors may include optional pricing for:

- **Enhanced LED brightness or digit sizing**
- **Sponsor panels**
- **Wireless signal booster systems**

- **Weather covers or upgraded housings**
- **Additional handheld controllers**

4. Proposal Requirements

Proposals must include:

- **Company profile and primary contact**
- **Equipment specifications**
- **Product brochure, catalog sheet, or rendering**
- **Warranty documentation**
- **Estimated delivery timeline**
- **Full turn-key installation price for:**
 - **Scoreboard #1**
 - **Scoreboard #2**
 - **Any price break for purchasing both**
- **Alternates or optional enhancements**
- **References for similar municipal or school district installations (preferred)**

5. Evaluation Criteria

The Park Board will consider:

- **Quality and durability of equipment**
- **Compliance with project requirements**
- **Total installed cost**
- **Vendor experience and reputation**
- **Warranty terms**
- **Delivery and installation schedule**
- **Overall value to the City**

Deadline January 8, 2026

This is a competitive, but not sealed bid, procurement for Park Board evaluation.

6. Submission Instructions

Proposals may be submitted electronically or in hard copy.

Submit to:

Brookfield Parks & Recreation Department

Attn: Parks Director

116 W. Brooks St.

Brookfield, MO 64628

Email submissions accepted.

Deadline:

Within 30 days of the issue date, unless otherwise specified by the Parks Director.

7. Questions

Questions may be directed to the Parks & Recreation Director via phone or email.

abeal@brookfieldcity.com 660.258.3377

8. City Rights

The City of Brookfield reserves the right to:

- **Accept or reject any or all proposals**
- **Seek additional information or clarification**
- **Award to multiple vendors**
- **Cancel or amend this RFP at any time**

This RFP does not constitute a commitment to purchase.