

*Deadline January 8, 2026*

# **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- Replace aging or outdated scoreboards at Rusk Park.**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**

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- **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**

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- **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**

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**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](mailto: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.**