



BOROUGH OF RIDLEY PARK
Delaware County, Pennsylvania

REQUEST FOR PROPOSALS (RFP)- Traffic Signal Maintenance Services

1. INTRODUCTION

The Borough of Ridley Park (“Municipality”) is seeking proposals from qualified contractors to provide traffic signal maintenance services for municipally owned traffic signals and school zone signals.

The selected contractor will be responsible for preventive maintenance, emergency response services, and repair work in accordance with applicable PennDOT standards, including PUB 191.

2. CONTRACT TERM

The contract term shall be for a period of two (2) years, commencing April 1, 2026, and ending March 31, 2028.

The contract may be extended for additional two (2) year terms upon mutual written agreement between the Municipality and the Contractor.

3. LOCATIONS

The traffic signals covered under this contract include the following intersections:

Traffic Signal Intersections

- Chester Pike & West Ridley Avenue
- Chester Pike & Catania Park
- Chester Pike & Hetzel Road
- Chester Pike & Stewart Avenue
- Chester Pike & Swarthmore Avenue
- Chester Pike & Sellers Avenue
- Chester Pike & Hinkson Boulevard
- Chester Pike & Rodney Road
- Swarthmore Avenue & Sellers Avenue

- Swarthmore Avenue & West Ridley Avenue
- Swarthmore Avenue & Dupont Street

School Signals

- Leedom School Signal – Chester Pike
- Lakeview School Signal – Ridley Avenue
- St. Madeline’s School Signal – Swarthmore Avenue

4. SCOPE OF SERVICES

A. Preventive Maintenance

The Contractor shall perform annual preventive maintenance at the beginning of each contract year in accordance with PennDOT Publication 191, including:

Preventive maintenance as detailed in Exhibit B

Inspection for proper installation

Verification of conformance with PennDOT permits and condition diagrams

Written report to the Municipality outlining findings and recommended corrective actions

B. Response Maintenance

- The Contractor shall provide on-call maintenance services as follows:
- Emergency Response Time: Within four (4) hours
- Perform all work safely and in compliance with applicable standards
- Provide labor, materials, and equipment necessary to restore proper operation
- Billing for Response Maintenance:
- Materials billed at current manufacturer retail pricing
- Labor and equipment billed per rates in Exhibit C

5. CONTRACT PRICING

- Proposals shall include:
- Annual Preventive Maintenance Cost (Lump Sum)
- Itemized costs per intersection (Exhibit A format)
- Labor and equipment rates (Exhibit C)
- Material markup, if any

Current Benchmark:

The existing annual contract amount is \$3,625.00, billed upon notice and completion of preventive maintenance.

Additional Costs:

Handling charges (not to exceed 10%)

6. DUTIES OF THE MUNICIPALITY

The Municipality agrees to:

- Promptly notify the Contractor of signal malfunctions
- Provide updates to signal condition diagrams
- Maintain compliance with PennDOT permits
- Ensure timely payment (not contingent upon third-party claims)

7. WARRANTIES AND GUARANTEES

- Manufacturer warranties apply to installed equipment
- Contractor shall provide a one (1) year workmanship warranty
- Loop detector replacements shall be guaranteed for two (2) years, excluding pavement-related failures

8. SERVICE CALL BILLING POLICY

- The Contractor must adhere to the following billing practices:
 - Initial service call will be billed
 - No charge for repeat visits for unresolved issues
 - Additional labor/materials beyond initial call will be billed

If an issue cannot be resolved:

- Contractor must notify the Municipality
- Recommend replacement

9. QUALIFICATIONS

Proposers must:

- Be experienced in traffic signal maintenance and repair
- Demonstrate familiarity with PennDOT PUB 191
- Provide references from similar municipal contracts
- Maintain appropriate insurance and licenses

10. SUBMISSION REQUIREMENTS

- Proposals must include:
 - Company profile and qualifications
 - Detailed pricing proposal
 - Emergency response capabilities
 - List of key personnel

- References
- Proof of insurance

11. EVALUATION CRITERIA

Proposals will be evaluated based on:

- Experience and qualification
- Responsiveness and emergency capabilities
- Cost and value
- Past performance/references
- Compliance with RFP requirements

12. SUBMISSION DEADLINE

Proposals must be submitted no later than:

March 31, 2026

To:

Borough of Ridley Park
manager@ridleyparkborough.org

13. RESERVATION OF RIGHTS

The Borough reserves the right to:

- Reject any or all proposals
- Waive informalities
- Award the contract in the best interest of the Municipality
- Negotiate terms with the selected proposer

EXHIBIT B – Preventive Maintenance Checklist

Controller & Cabinet

- Inspect controller operation
- Check timing and phasing
- Inspect cabinet wiring and connections
- Clean cabinet interior
- Check grounding and surge protection
- Verify ventilation and fan operation

Signal Heads & Mounting

- Inspect for damage or misalignment
- Check visors, backplates, and lenses
- Verify secure mounting
- Clean lenses

Lamps / LED Modules

- Check all indications
- Replace defective lamps or LED modules
- Verify brightness

Detection Systems

- Test loop detectors
- Inspect loop sealant
- Test video detection (if applicable)

Wiring & Electrical

- Inspect wiring and conduit
- Check for exposed wiring
- Verify voltage levels
- Test conflict monitor

Poles & Structural Components

- Inspect poles and mast arms
- Check anchor bolts and hardware

Pedestrian Signals

- Test push buttons
- Verify countdown timers
- Inspect audible signals

Documentation & Reporting

- Verify PennDOT compliance
- Note deficiencies
- Provide written report
- Recommend corrective actions

EXHIBIT C – Labor, Equipment & Material Rates

A. Labor Rates

Classification	Regular	Overtime	Holiday
Technician	\$ _____	\$ _____	\$ _____
Senior Technician	\$ _____	\$ _____	\$ _____
Electrician	\$ _____	\$ _____	\$ _____
Supervisor	\$ _____	\$ _____	\$ _____

B. Equipment Rates

Equipment	Rate
Bucket Truck	\$ _____
Service Vehicle	\$ _____
Traffic Control Setup	\$ _____
Lift Equipment	\$ _____

C. Materials: Cost + _____% markup

D. Emergency Call-Out Fee: \$ _____

E. After-Hours Fee: \$ _____

F. Billing Terms: Net 30