



**Request for Proposal  
for  
Upgrade of Roadside Sign  
Niagara District Airport**

Request for Quote No.: **2026-RFP-01**

Issued: **April 8, 2026**

Submission Deadline: **April 17, 2026 at 2:00 p.m. EST**

Bid Contact

Larry Coplen, Airport Operations Coordinator

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905-684-7447 x102

## **Invitation to Proponents**

This Request for Proposal (RFP) is an invitation by Niagara District Airport (NDA) to prospective proponents to submit quotes for upgrading an existing electronic roadside sign for NDA, as further described in this document.

## **Company Background**

Located in the heart of the Niagara region, NDA serves as a premier gateway to Niagara's wineries, theatres, golf courses, festivals, casinos, and the world-famous Niagara Falls.

NDA has a 5,000-foot runway and sees a wide variety of aviation-related activity, including corporate and private charter traffic to support a 13-million+ tourism industry in Niagara. The airport is home to one of the oldest training schools in Canada, has NAV Canada on-site and supports the presence of both fixed-wing and helicopter traffic.

Jointly owned by the Town of Niagara-on-the-Lake, City of Niagara Falls, and City of St. Catharines, NDA is nearing its 100th anniversary in 2029 and continues to be an integral component of the Niagara region's transportation industry for the movements of goods, services and people.

NDA finalized its 2025-2045 Master Plan, which establishes a clear, strategic vision for NDA and will serve as a vital framework for sustainable, achievable growth – particularly as it relates to enhancing air access to Niagara.

The Airport is situated on Hwy 55 in the Town of Niagara-on-the-Lake and is viewed by 1.8 million vehicles traveling past it every year. This highly visible asset will be a key part of our branding and future partnerships.

## **Scope of Work**

NDA's current roadside sign has become obsolete with the advancement of digital technology. We are looking for proposals that replace the current sign hardware, communications link (if required), electrical upgrade (if required) and software.

The scope of work for this project includes (but is not limited to):

### **Replacement of an existing digital sign**

- Remove and responsibly dispose of all existing digital hardware not required in the upgrade
- Replace the digital display with one with the following minimum specifications.
  - W8mm colour LED RGB.
  - 36in X 6 FT viewing matrix.
  - Brightness Daytime 7500 NITs Maximum; Nighttime 700
  - Video up to 30 FPS

- Viewing Angles 150 Horizontal/95 Vertical
  - Double face.
  - Temperature sensor and photocell
  - Provide programming software and training.
  - 5 yr warranty.
- Provide the following items where required.
    - Utilize or replace existing point to point communications system.
    - Upgrade electrical service.
    - Provide all mounting hardware.
    - Acquire all electrical permits.

## Quote Requirements

In an attached document (PDF slide deck or word document), please provide the following:

1. **Company and contact information**
2. **Experience and qualifications:** provide experience and qualifications of your team as it relates to the scope of work
3. **Timeline:** provide a timeline of the expected work to be completed, including anticipated installation, training and commissioning.
4. **Contract price submission:** list base price, HST amount, and total price after tax
5. **Pricing for optional inclusions:** Please list the cost of any “if required” items.
6. **References:** provide a minimum of three project examples for a similar scope of project

## Key Dates

- Issue date: April 8, 2026
- Submission deadline: April 17, 2026 at 2:00 p.m. EST

## Site Visit

Site visits are encouraged and can be arranged by contacting [lcoplen@niagaradistrictairport.ca](mailto:lcoplen@niagaradistrictairport.ca)

## Submission Process

NDA will receive all bids via email at [lcoplen@niagaradistrictairport.ca](mailto:lcoplen@niagaradistrictairport.ca) on or before April 17, 2026 at 2:00 p.m EST. The email should have the subject line “2026-RFP-01 Roadside Sign Upgrade for Niagara District Airport.” Submissions must be in PDF slide deck or word document format. All contact and questions regarding this RFP should be made to the same email address above.

## **Evaluation and Notification Process**

NDA reserves the right to accept or reject any bid. All bids must be valid for a minimum of 45 days from the date of this request closing.

## **Cancellation**

NDA may cancel or amend the RFP without liability at any time.