

VILLAGE OF DOWNERS GROVE
REPORT FOR THE VILLAGE COUNCIL WORKSHOP
APRIL 22, 2008 AGENDA

SUBJECT:	TYPE:	SUBMITTED BY:
Bid: Traffic Sign Materials	Resolution Ordinance ✓ Motion Discussion Only	Robin A. Weaver Interim Director of Public Works

SYNOPSIS

A motion is requested to award a contract for the 2008 Traffic Sign Materials in an amount Not to Exceed \$12,000 to Osburn Associates, Inc.

STRATEGIC PLAN ALIGNMENT

The Five Year Plan and Goals for 2007-2012 identified *Exceptional Municipal Organization*. A supporting objective of this goal is *Top Quality Core Services Responsive to Current and Future Community and Citizen Needs*.

FISCAL IMPACT

The FY 08 Municipal Budget includes \$12,000 for this project in the General Fund. The Village will not purchase materials beyond the budgeted amount.

RECOMMENDATION

Approval on the May 6, 2008, consent agenda

BACKGROUND

Pursuant to the Purchasing Policy, the Village has requested bids from five (5) vendors that provide this service. The Village has received three bids for this contract, which will be in affect from June 1, 2008 through December 31, 2008.

Bids were received on April 10, 2008. A synopsis of the bids is as follows:

Bidder	Bid Amount
3M	\$20,502.75
Vulcan Signs, Inc.	\$20,885.70
Osburn Associates	\$19,240.13

Bids were based on unit prices for materials. Because the FY08 municipal budget includes \$12,000 for these materials, the proposed contract includes a not to exceed amount \$12,000. Reference checks have revealed that Osburn Associates has provided satisfactory materials and service to other agencies and municipalities. This Vendor has not previously been under contract with the Village.

ATTACHMENTS

Contract Signature Page

Village of Downers Grove

IV. BID/CONTRACT FORM

*****THIS BID WHEN ACCEPTED AND SIGNED BY AN AUTHORIZED SIGNATORY OF THE VILLAGE OF DOWNERS GROVE SHALL BECOME A CONTRACT BINDING UPON BOTH PARTIES.**

Entire Block Must Be Completed When A Submitted Bid Is To Be Considered For Award

BIDDER:

Osburn Associates, Inc.
Company Name

Date: April 9, 2008

P.O. Box 912
Street Address of Company

scgastin@osburnassociates.net
Email Address

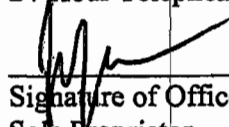
Logan, OH 43138
City, State, Zip

Steve Gastin
Contact Name (Print)

740-385-6869
Business Phone

740-385-6869
24-Hour Telephone

740-385-7592
Fax


Signature of Officer, Partner or
Sole Proprietor

Jeff Osburn / Vice President
Print Name & Title

ATTEST: If a Corporation

Donna Osburn
Signature of Corporation Secretary

VILLAGE OF DOWNERS GROVE:

Authorized Signature

ATTEST:

Title

Signature of Village Clerk

Date

Date

In compliance with the specifications, the above-signed offers and agrees, if this Bid is accepted within 90 calendar days from the date of opening, to furnish any or all of the services upon which prices are quoted, at the price set opposite each item, delivered at the designated point within the time specified above.