

**VILLAGE OF DOWNERS GROVE**  
**REPORT FOR THE VILLAGE COUNCIL WORKSHOP**  
**FEBRUARY 24, 2009 AGENDA**

SUBJECT:	TYPE:	SUBMITTED BY:
Bid: Traffic Sign Blanks	Resolution Ordinance ✓ Motion Discussion Only	Naneil Newlon, P.E. Director of Public Works

**SYNOPSIS**

A motion is requested to award a contract for the 2009 Traffic Sign Blanks in an amount not-to-exceed \$18,000 to US Standard Sign.

**STRATEGIC PLAN ALIGNMENT**

The Five Year Plan and Goals for 2008-2013 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 FY09 budget includes \$18,000 in the General Fund for this project. The low bid is based on unit prices and is in the amount of \$31,366.00. The Village will not purchase materials beyond the budgeted amount.

**RECOMMENDATION**

Approval on the March 3, 2009 consent agenda

**BACKGROUND**

Pursuant to the Purchasing Policy, the Village published a Call for Bids for this purchase. Bids were received from seven (7) vendors that provide this service, which will be in affect from January 1, 2009 through December 31, 2009.

Bids opened on February 5, 2009. A synopsis of the bids is as follows:

Bidder	Bid Amount
Rocal, Inc.	\$44,553.50
Traffic Control & Protection	\$39,247.50
Newman Signs	\$38,719.50
Vulcan Signs	\$34,208.50
Osburn Associates	\$34,014.75
Custom Products Corp	\$31,999.75
US Standard Signs	\$31,366.00

This Vendor was the Village's Contractor in 2007 and 2008 for this same contract, and has performed satisfactorily in terms of delivery of quality materials and customer service.

**ATTACHMENTS**

Contractor Evaluation Form  
 Contract Signature Page  
 Campaign Disclosure Certificate

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**

<b>BIDDER:</b>	
115 Standard Sign Company Name	Date: 2-3-09
11400 W. Addison St. Street Address of Company	bids@ussstandardsign.com Email Address
Franklin Park, IL 601 City, State, Zip	Dan Martin Contact Name (Print)
(847) 455-7446 Business Phone	(847) 455-7446 x 2236 24-Hour Telephone
(847) 455-3330 Fax	<i>Richard Mandel - President</i> Signature of Officer, Partner or Sole Proprietor
	Richard Mandel President Print Name & Title
ATTEST: If a Corporation	
<i>Richard Mandel</i> Signature of Corporation Secretary	

**VILLAGE OF DOWNERS GROVE:**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Signature of Village Clerk

\_\_\_\_\_  
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.

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**Campaign Disclosure Certificate**

**CAMPAIGN DISCLOSURE CERTIFICATE**

Any contractor, proposer, bidder or vendor who responds by submitting a bid or proposal to the Village of Downers Grove shall be required to submit with its bid submission, an executed Campaign Disclosure Certificate, attached hereto.

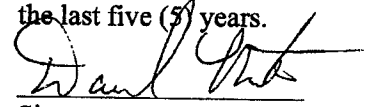
The Campaign Disclosure Certificate is required pursuant to the Village of Downers Grove Council Policy on Ethical Standards and is applicable to those campaign contributions made to any member of the Village Council.

Said Campaign Disclosure Certificate requires any individual or entity bidding to disclose campaign contributions, as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4), made to current members of the Village Council within the five (5) year period preceding the date of the bid or proposal release.

By signing the bid documents, contractor/proposer/bidder/vendor agrees to refrain from making any campaign contributions as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4) to any Village Council member and any challengers seeking to serve as a member of the Downers Grove Village Council.

Under penalty of perjury, I declare:

Bidder/vendor has not contributed to any elected Village position within the last five (5) years.

  
Signature

Daniel Martin  
Print Name

Bidder/vendor has contributed a campaign contribution to a current member of the Village Council within the last five (5) years.

Print the following information:

Name of Contributor: \_\_\_\_\_  
(company or individual)

To whom contribution was made: \_\_\_\_\_

Year contribution made: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name



# Village of Downers Grove Contractor Evaluation

Contractor: US Standard Signs

Project: 2009 Bid – Sign Blanks

Primary Contact: \_\_Dan Martin\_\_ Phone: \_847-455-6606\_

Time Period: \_\_January-December 2009\_\_

On Schedule (allowing for uncontrollable circumstances)  yes  no

Provide details if early or late completion: \_\_\_\_\_

\_\_\_\_\_Vendor's has held this same contract in 2007 and 2008. \_\_\_\_\_

Change Orders (attach information if needed):  
\_\_\_\_\_  
\_\_\_\_\_

Difficulties / Positives: \_\_\_\_\_

\_\_\_\_\_Staff has experienced positive results from this Vendor. Their material orders have been of good quality and delivered on time. \_\_\_\_\_

Interaction with public:

excellent  good  average  poor

(Attach information on any complaints or compliments)

General Level of Satisfaction with work:

Well Satisfied  Satisfied  Not Satisfied

Should the Village contract with this vendor in the future?  Yes  No

Reviewers: \_\_Dorin Fera,\_\_

\_\_Transportation Division Mgr.\_\_

Date: \_\_February 6, 2009\_\_