

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

SUBJECT:	TYPE:	SUBMITTED BY:
Bid: Traffic Sign Posts	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 Posts in an amount not-to-exceed \$18,096.00 to Newman Signs.

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 approved FY 09 Budget includes \$25,000 for this item in the General Fund.

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 five (5) vendors that provide this service, which will be in affect from January 1, 2009 through December 31, 2009.

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

Bidder	Bid Amount
Traffic Control & Protection	\$30,315.00
Comade	\$24,030.00
Allied Municipal Supply	\$21,228.00
Vulcan Signs	\$18,765.00
Newman Signs	\$18,096.00

This Vendor has been utilized for traffic materials in the past, 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

BIDDER:	
<u>NEWMAN SIGNS</u> Company Name	Date: <u>2-2-09</u>
<u>1606-16th Ave SW</u> Street Address of Company	<u>sales4@newmansigns.com</u> Email Address
<u>JAMESTOWN, ND 58402</u> City, State, Zip	<u>NAN ELSTON</u> Contact Name (Print)
<u>800-437-9770</u> Business Phone	<u>800-437-9770</u> 24-Hour Telephone
<u>701-252-9213</u> Fax	<u><i>Peg Vesel</i></u> Signature of Officer, Partner or Sole Proprietor
ATTEST: If a Corporation	<u>Peg Vesel</u> Print Name & Title
<u>Deborah C Dan</u> Signature of Corporation Secretary	<u>Traffic Sales Supervisor</u>

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.

Village of Downers Grove

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.

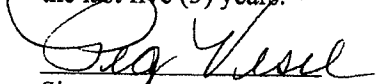
The Campaign Disclosure Certificate is required pursuant to the Village of Downers Grove Council Policy on Ethical Standards and is applicable to those campaign contributions made to any member of the Village Council.

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

Peg Vesel
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:

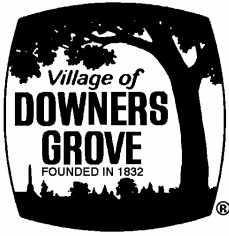
Name of Contributor: _____
(company or individual)

To whom contribution was made: _____

Year contribution made: _____ Amount: \$ _____

Signature

Print Name



Village of Downers Grove Contractor Evaluation

Contractor: Newman Signs

Project: 2009 Bid – Sign Posts

Primary Contact: Nan Elston Phone: 800-437-9770

Time Period: January-December 2009

On Schedule (allowing for uncontrollable circumstances) yes no

Provide details if early or late completion: _____

_____ Vendor's first successful bid for to supply materials to Village. _____

Change Orders (attach information if needed):

Difficulties / Positives: _____

_____ Staff has ordered material from this Vendor in the past. Have experienced positive results. _____

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