

## **BID #2019-02**

### **2019 SUPPLY OF SIGN MATERIALS**

**SEALED BIDS MUST BE RECEIVED BY THE CLERK'S OFFICE ON THE 2<sup>ND</sup> FLOOR AT THE OAK LAWN MUNICIPAL CENTER BY 10:00 A.M. ON Tuesday, APRIL 2, 2019. – BID OPENING AT 10:15 A.M.** A recommendation will be made to the Board of Trustees at their meeting on Tuesday, April 9, 2019.

Please review carefully the attached **BID CONDITIONS and DETAILED SPECIFICATIONS**. Please note that any differences must be explained in detail on the Specification Sheet.

The Request for Quotation form quoting your total price, must be returned to the CLERK'S OFFICE in the Village Municipal Center, 9446 South Raymond Avenue, Oak Lawn, Illinois, 60453 in order to qualify as a bid.

**Village of Oak Lawn**  
**Bid No: 2019-02**

**BID CONDITIONS**

Each proposal shall be submitted in the enclosed envelope which is plainly marked "Sealed Bid".

Proposals received after the time and date specified will not be considered.

Proposals shall be made on the form provided. Failure to do so may constitute grounds for rejection of bid.

Each bidder must state in words and numerals, written in ink without delineations, alterations or erasures, the price he proposes to bid.

Proposals which are incomplete, conditional or which contain additions not called for, alterations or irregularities of any kind may be rejected.

Each bidder shall sign his proposal with his full name and address. In cases where a firm or corporation submits a proposal, it shall be signed with the full name of each member of the firm, or by the name of the officers authorized by its by-laws and its' official seal affixed thereto.

A bidder may withdraw his proposal provided the request is made in writing and delivered to the Finance Department not less than four hours prior to the designated time of the bid opening.

The right to reject any or all bids, or to waive any informalities for a given bid is reserved by the President and Board of Trustees. It is distinctly understood, and all bids are made subject to the agreement, that the President and Board of Trustees reserve the right to decide which proposals represent the lowest responsible bid.

**NOTE:** There are no Bid Deposit requirements

**SPECIAL TERMS**

**PERFORMANCE BONDS REQUIREMENT**

X Not Required                      \_\_\_ Bond to be submitted in 10 % of contract total

**SAMPLE REQUIREMENTS**

X Not Required                      \_\_\_ To be submitted with bid

**DESCRIPTIVE LITERATURE AND TECHNICAL DATA**

X Not Required                      \_\_\_ To be submitted with bid  
\_\_\_ To be submitted with brand substitutions only

**PENALTIES**

\_\_\_ 1% off contracted price for each day delivery is late.  
\_\_\_ Vendor will pay difference between contracted price and price available on the open market for failure to deliver within two weeks of contracted delivery date

TO:

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**REQUEST FOR QUOTATION**  
THIS IS AN INQUIRY, NOT AN  
ORDER. PLEASE QUOTE PROMPTLY.

**INSTRUCTIONS TO VENDOR**

PLEASE QUOTE US PRICE ON  
ITEMS LISTED BELOW. NOTE  
DELIVERY REQUIREMENTS,  
AND STATE FIRM DELIVERY  
DATE.

Finance Department  
Village of Oak Lawn  
9446 S. Raymond Avenue  
Oak Lawn, Illinois 60453

DATE 3/22/2019		ADDRESS REPLY TO AS SPECIFIED	REPLY DUE BY 4/2/2019	DELIVERY REQUIRED BY 10:00 A.M.	
ITEM	QUANTITY	DESCRIPTION		UNIT PRICE	AMOUNT
		BID #2019-02  2019 SUPPLY OF SIGN MATERIALS  PLEASE FILL IN AND TOTAL ATTACHED SHEET  RETURN IN A SEALED ENVELOPE CLEARLY MARKED  " SEALED BID #2019-02"			

**VENDOR: PLEASE COMPLETE THIS INFORMATION**

1. DELIVERY PROMISED
2. F.O.B. POINT
3. TERMS
4. DATE OF QUOTATION

\_\_\_\_\_  
VENDOR'S SIGNATURE AND TITLE

BY Brian J. Hanigan

PURCHASING AGENT

AUTHORIZED SIGNATURE

REQUISITION NUMBER  
PURCHASE ORDER NUMBER

<b>VILLAGE OF OAK LAWN</b>			
<b>DEPARTMENT OF PUBLIC WORKS</b>			
<b>STREET SIGN MATERIALS</b>			
<b>(You must total out your bids)</b>			
<u>Posts: Galvanized</u>		Unit	Total
Open	3' x 2 1/4" - 12 gauge (unistrut)		
Open	9' x 2" - 12 gauge (unistrut)		
Open	9' x 2" - 14 gauge (unistrut)		
Open	10' x 2" - 12 gauge (unistrut)		
Open	10' x 2" - 14 gauge (unistrut)		
Open	12' x 2" - 12 gauge (unistrut)		
Open	12' x 2" - 14 gauge (unistrut)		
		<b>Total</b>	
<b>Blanks</b>	<b>(.080 THICKNESS ANODIZED ALUMINUM)</b>	Unit	Total
250	6" x 12"		
100	6" x 18"		
500	12" x 18"		
100	8" x 24"		
100	10" x 24"		
50	12" x 24"		
1200	18" x 24"		
250	24" x 24"		
100	30" x 30"		
150	36" x 36"		
150	30" Octagon		
100	24" x 30"		
150	30" Pentagon		
50	36" Pentagon		
100	18" x 18"		
100	9" x 24".....flat blades/no punch		
100	9" x 30".....flat blades/no punch		
100	9" x 36".....flat blades/no punch		
100	9" x 42".....flat blades/no punch		
100	9" x 48".....flat blades/no punch		
100	12" x 24"....flat blades/no punch		
250	12" x 30"....flat blades/no punch		
250	12" x 36"....flat blades/no punch		
250	12" x 42"....flat blades/no punch		
250	12" x 48"....flat blades/no punch		
50	36" Yield		
25	24" Circle		
25	30" Circle		
100	18" x 36"		
50	8" x 12"		
25	30" x 36"		
		<b>Total</b>	

STREET SIGN MATERIALS			
		Unit	Total
<b>Banding: Stainless ST</b>			
open	3/4" x 100' Rolls	.030	
open	3/4" Buckles (Per Box of 100)		
open	Flared brackets with bolts (Per Box of 25)		
		<b>Total</b>	
<b>3M Hi- Prismatic 3930</b>			
10	12" x 50 Yds		
10	24" x 50 Yds		
5	30" x 50 Yds		
		<b>Total</b>	
<b>3M 4090 DG</b>			
10	9" x 50 Yds		
10	12" x 50 Yds		
10	24" x 50 Yds		
15	30" x 50 Yds		
		<b>Total</b>	
<b>EC Film</b>			
20 Rolls	12" x 50 Yds		
35 Rolls	24" x 50 Yds		
10 Rolls	30" x 50 Yds		
5 Rolls	36" x 50 Yds		
		<b>Total</b>	
<b>Transfer Tapes</b>			
10 Rolls	12" x 100 Yds... Tpm-5		
30 Rolls	24" x 100 Yds... Tpm-5		
10 Rolls	30" x 100 Yds... Tpm-5		
5 Rolls	36" x 100 Yds... Tpm-5		
10 Rolls	12" x 100 Yds... Scpm-3		
30 Rolls	24" x 100 Yds... Scpm-3		
		<b>Total</b>	

