



205 S. Main Street • Urbana, Ohio 43078 • <http://www.urbanaohio.com> • 937-652-4305

May 30, 2017

TO: **Hall Signs, Inc. • Kleem Inc. • Osburn Associates, Inc.**

RE: **Street Name Signage RFQ #170530**

The City of Urbana established a replacement plan to update all street name signage beginning summer of 2017 in compliance with the federal guidelines listed for retroreflectivity as listed below: http://safety.fhwa.dot.gov/roadway_dept/night_visib/signreg.cfm and to comply with the uppercase/lowercase mandate from the MUTCD.

Enclosed, you will find one copy of the Request for Quote (RFQ) which provides the general specification for the work and outlines the RFQ process. City of Urbana Standard Terms and Conditions are found at www.urbanaohio.com under the "Bid" tab, as follows:
http://www.urbanaohio.com/documents/contentdocuments/doc_23_5_3008.pdf

If you have any questions about this project, please contact my office at (937) 652-4302 or kerry.brugger@ci.urbana.oh.us.

Thank you for your interest.

Sincerely,

Kerry Brugger
Director of Administration

Enclosures

**CITY OF URBANA
REQUEST FOR QUOTATION #170530
-- STREET NAME SIGNAGE --**

May 30, 2017

The City of Urbana is issuing a Request for Quote (RFQ) #170530 to provide interested suppliers with sufficient information to enable them to prepare and submit quotations to be considered for the replacement of street name signage.

*** Responses due by 4:00 p.m. on Tuesday, June 20, 2017**

****Please notify us if you are not going to provide a quotation**

USPS or Hand-delivery:

Supplier will deliver/send **two (2) copies; original and one (1) copy**, in an envelope clearly marked:

**"STREET NAME SIGNAGE RFQ #170530 "
City of Urbana, Ohio
Administration Office
Attn: Kerry Brugger
205 S. Main St.
P.O. Box 747
Urbana, Ohio 43078-0747**

Electronic Submission:

Contractor will email response to: kerry.brugger@ci.urbana.oh.us

Subject line and attachment titled:

"STREET NAME SIGNAGE RFQ #170530 "

Fax Submission:

Contractor will fax response to: (937) 652-4306; Attn: Kerry Brugger

**Quotations received after the above cited time will be considered a
late response and are not acceptable.**

Please direct any questions regarding this RFQ to:

Kerry Brugger at (937)652-4302 or kerry.brugger@ci.urbana.oh.us

Thank you for your interest.

RFQ #170530 STREET NAME SIGNAGE

Appendix A

Scope of Service – STREET NAME SIGNAGE

1. **Sign Detail:** The street names for quadrants 1 and 4, with totals requested by size, are included in the attached Excel spreadsheet: (See “RFQ170530 – ST Names” included in your email)
 - Material, retroreflectivity, sizing and lettering must conform to the guidelines taken from “Manual on Uniform Traffic Control Devices (MUTDC) 2009 Edition” Section 2D.43 “Street Name Signs (D3-1 or D3-1a)
 - Background color: WHITE
 - BLACK border; BLACK lettering
 - NO PICTOGRAPH

2. **Hardware:** The hardware listed on pricing sheet to comply with federal guidelines regarding size, appropriate material and composition.

3. **Pricing:** Pricing to reflect division (separation) by ‘**Quadrant**’ (with hardware pricing assumed in its entirety).
 - Pricing to reflect all handling, preparation, and shipping costs
 - Pricing guaranteed 90 days from June 20, 2017

SIGNATURE PAGE

The undersigned agrees to provide the street signs requested (as noted in Appendix A) for:

• Quadrant #1 \$ _____

• Quadrant #4 \$ _____

Hardware (as follows)

- 70 (12" Cross - Flat)
- 70 (12" Universal Cap)
- 20 (24" Wing Bracket)
- 36 (14-1/2" Wing Bracket)
- 2 Bundles Galvanized (2 3/8" OD – 10' length)

TOTAL HARDWARE: \$ _____

GRAND TOTAL: \$ _____

Signature Date

Print Name

Title

Company Name

Company Address

City, State Zip

Telephone No.: _____

Fax No.: _____

E-Mail: _____

The above individual is authorized to sign on behalf of company submitting Quotation. This Quotation is valid for 90 days from the date of the above signature. If not already on file, the Contractor will be required to provide an insurance certificate and comply with the City of Urbana's Standard Terms & Conditions (Appendix B).

NOTE: Please include this completed form with your quotation. Thank you.