



**Mayor**  
Andy Cook

**City Council**  
John Dippel  
Steve Hoover  
Robert L. Horkay  
Ken Kingshill  
Robert J. Smith  
Tom Smith  
Rob Stokes

**Clerk Treasurer**  
Cindy J. Gossard

To: Westfield Board of Works

From: Melody Jones

CC: Todd Burtron

Date: August 25, 2011

RE: Signage for the Natalie Wheeler Trail

Dear Board Members:

Construction is now completed on the Natalie Wheeler Trail. The Parks Department is committed to signing all of our trails for safety and information to assist all trail users. A Request of Quote was sent out on July 22, 2011 to five local sign companies. We received three proposals.

TC Property's	\$11,600.00
CSI Signs	\$16,932.00
Sign A Rama	\$22,997.00

The project is being funded with Park Impact Fees. We request that the Board of Works approve the contract with TC Property's for \$11,600. Work can begin immediately. The project completion deadline is September 23, 2011.

**Parks and Recreation**

(317) 804-3184 admin office  
(317) 804-3190 fax

2728 East 171st Street  
Westfield, IN 46074  
[westfield.in.gov](http://westfield.in.gov)

TC

**Quote**

Date	Quote #
8/12/2011	69

Property's  
Property's

4774 Nyla Ct  
Noblesville, IN  
46062

317-716-5578

tom.cline@comcast....

Name / Address
Westfield Parks

Terms	P.O. No.

Item	Description	Qty/Hours	Rate	Total
alum. sign	Informative sign for the Natalie Wheeler Trail, constructed of aluminum,with aluminum flat stock, baked paint (pms 109)c, and 10 year vinyl materials, all according to specs provided by City. Sign will be secured in ground with concrete following City specs	4	1,200.00	4,800.00
alum. sign	Stop ahead/ Yield sign for the Natalie Wheeler Trail, constructed of 3" square aluminum tube with aluminum flat stock, baked paint (pms 109c), 10 year vinyl products, all according to specs provided by City. Sign will be secured in ground with concrete following City specs	8	400.00	3,200.00
alum. sign	Stop sign for the Natalie Wheeler Trail, constructed of 3" square aluminum tube with aluminum flat stock, baked paint (pms 109c), 10 year vinyl products, all according to specs provided by City. Sign will be secured in ground with concrete following City specs	8	450.00	3,600.00
Phone #		<b>Total</b>		\$11,600.00



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July 22, 2011

RE: Request for Quotes – **Trail Signage**

Dear Sign Vendor,

Westfield Parks and Recreation Department is completing a trail construction project for the Natalie Wheeler Trail which parallels South Union Street. We are dedicated to signing our trails for safety and with information to assist all trail users. With that in mind we are issuing this Request for Quote (RFQ) for your consideration. We require a quote based on this RFQ, and finally a CONTRACT that includes the requirements of this RFQ and the resulting vendor quote.

There are **3 Sections** to this document, and we ask that you read them carefully before submitting a quote. We encourage questions regarding this RFQ and the Natalie Wheeler Trail project. Questions may be submitted using the contact information provided in this document.

**1. General Requirements**

You are receiving this RFQ for Natalie Wheeler Trail from the Westfield Parks and Recreation Department. In this RFQ there is a general list of requirements to be provided by your company, with the understanding that:

1. The vendor should submit one electronic copy of your quote to the Westfield Parks and Recreation Office by noon on August 12, 2011
2. The quote should include all specifications called out on the detail sheets
3. The quote should include a list of all subcontractors that will be used.
4. It is expected that upon acceptance of a quote from the vendor that Westfield will enter into a **CONTRACT** with the vendor that is based on this RFQ and the vendor's quote.
5. A contract is estimated to be signed by August 23, 2011.
6. The vendor will be able to deliver and install the signs by September 23, 2011.
7. Questions and Quotes are to be submitted electronically to Melody Jones, Westfield Parks and Recreation Director at [mjones@westfield.in.gov](mailto:mjones@westfield.in.gov)

## 2. Vendor Instructions

The sign specifications are attached to this RFQ. This includes the Natalie Wheeler Trail detail sheets pages 3 of 3 and the Natalie Wheeler Signage Specifications.

1. All signs are to be designed and fabricated per the detail specifications attached to this RFQ.
2. All Natalie Wheeler Signs are to be installed by the vendor per the detail specifications.

## 3. Scope of Work

### NEW SIGNS

#### 1. Monon Trail Signs

- a. Informative Sign (#1) – we need four (4) Informative Signs to be located 20 feet from the street intersections on the west side of the trail– one to be located on the south side of 169<sup>th</sup> Street; one to be located on the south side of Woodside Drive; one to be located on the south side of 161<sup>st</sup> Street; and one to be located on the west side of Union Street where the trail crosses into Cool Creek Park.
- b. Stop Ahead/Yield Signs (#2) – we need eight (8) Stop Ahead/Yield Signs to be installed 150 feet from the street intersections – one (for a total of 2 signs) to be located on both sides of 169<sup>th</sup> Street; one (for a total of 2 signs) to be located on both sides of Woodside Drive; one (for a total of 2 signs) to be located on both sides of 161<sup>st</sup> Street; and one (for a total of 2 signs) to be located on both sides of Union Street where the trail crosses into Cool Creek Park.
- c. Stop Signs (#3) – we need eight (8) Stop Signs to be installed 10 feet from the street intersections – one (for a total of 2 signs) to be located on both sides of 169<sup>th</sup> Street; one (for a total of 2 signs) to be located on both sides of Woodside Drive; one (for a total of 2 signs) to be located on both sides of 161<sup>st</sup> Street; and one (for a total of 2 signs) to be located on both sides of Union Street where the trail crossing into Cool Creek Park.
- d. All signs are to be installed by the vendor per the specs
- e. Sign locations will be marked by Westfield Parks and Recreation Department and reviewed with installers prior to installation.

### Parks and Recreation

(317) 804-3150 office  
(317) 804-3190 fax

2728 East 171st Street  
Westfield, IN 46074  
[westfield.in.gov](http://westfield.in.gov)

If you have any questions regarding the RFQ please contact me using the contact information below.

Melody Jones, CPRP, CPSI  
Director of Parks and Recreation  
2728 E. 171<sup>st</sup> Street  
Westfield, IN 46074  
317-804-3185  
[mjones@westfield.in.gov](mailto:mjones@westfield.in.gov)

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