SCOPE OF WORK/MINIMUM SPECIFICATIONS

# Scope of Work

A city agency of Public Works – Roads and Drainage is soliciting quotes for a qualified vendor to provide Traffic Sign-Making Materials. Roads and Drainage currently makes and installs more than 50,000 traffic signs throughout the county. There are many traffic signs in need of replacement and the repairment process has already taken place.

# Minimum Specifications

1. The responsible vendor will provide the materials “only.”
2. The responsible vendor will deliver/ship the products to the location provided by Roads and Drainage upon receipt of a purchase order.
3. No installation is needed from the vendor. The department will complete the making of the signs.

ATTACHMENT B

QUOTE FORM

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Item No. | Descripton | Dimensions | QTY | Unit of  Measure | Unit Price | Extended Total |
| 1 | Stop Sign | 0.80 x 30 x 30- Octagon | 500 | Each | $ | $ |
| 2 | Stop Sign | 0.80 x 36 x 36 - Octagon | 100 | Each | $ | $ |
| 3 | Street Name | 0.80 x 42 x 9 - RSD | 200 | Each | $ | $ |
| 4 | Yield Sign | 0.80 x 30 x 30 - Triangle | 200 | Each | $ | $ |
| 5 | Sign Post | 11' 2 1/2 GALV Post Tapered Galvanized,  Punch Full Length | 600 | Each | $ | $ |
| 6 | Sign Post | 12' 2 1/2 GALV Post Tapered Galvanized,  Punch Full Length | 200 | Each | $ | $ |
| 7 | Freight/ S&H | Freight | 1 | Lump Sum | $ | $ |
| **Total Price:** | | | | | | $ |
| I, the undersigned, certify that this quote is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a quote for the same materials, supplies, equipment, or services, and is in all respect fair and without collusion or fraud. I agree to abide by all conditions of this quote and certify that I am authorized to sign this quote for the Quoter. | | | | | | |
| Authorized Signature Date | | | | | | |
| Name of Authorized Signer (Typed or Printed) | | | | | | |

# ATTACHMENT C

REFERENCE CHECK AND RELEASE FORM

List below at least three (3) references, including company name, contract period, contact name, email address, telephone numbers and project name of individuals who can verify your experience and ability to perform the type of services listed in the solicitation.

|  |  |  |  |
| --- | --- | --- | --- |
| Company Name | Contract Period | | |
| Contact Person Name and Title | Telephone Number (include area code) | | |
| Complete Primary Address | City | State | Zip Code |
| Email Address | Fax Number (include area code) | | |
| Project Name |  | | |
| Company Name | Contract Period | | |
| Contact Person Name and Title | Telephone Number (include area code) | | |
| Complete Primary Address | City | State | Zip Code |
| Email Address | Fax Number (include area code) | | |
| Project Name |  | | |
| Company Name | Contract Period | | |
| Contact Person Name and Title | Telephone Number (include area code) | | |
| Complete Primary Address | City | State | Zip Code |
| Email Address | Fax Number (include area code) | | |
| Project Name |  | | |

**REFERENCE CHECK RELEASE STATEMENT**

You are authorized to contact the references provided above for purposes of this RFQ.

Signed Title

Company Name

Date