

1316 COUNTY-CITY BUILDING  
227 W. JEFFERSON BOULEVARD  
SOUTH BEND, INDIANA 46601-1830



PHONE 574/ 235-9251  
FAX 574/ 235-9171

CITY OF SOUTH BEND JAMES MUELLER, MAYOR  
**BOARD OF PUBLIC WORKS**

June 25, 2024

Mr. Steven Tucker  
US Sign Crafters  
216 Lincolnway East  
Osceola, IN 46561  
[steven@ussigncrafters.com](mailto:steven@ussigncrafters.com)

RE: Rejection of Bid – Downtown South Bend to Notre Dame Trail Wayfinding Signs  
Project No. 122-040C

Dear Mr. Tucker:

At its June 25, 2024 meeting, the Board of Public Works approved the rejection of all bids for the above referenced project, due to the bidder being non-responsive.

Thank you for bidding, and we hope you bid with us in the future.

If you have any further questions, please call this office at (574) 235-9251.

Sincerely,

/s/ Theresa Heffner

Theresa Heffner, Clerk

Enclosures  
TH/lh



**INTER-OFFICE MEMORANDUM**  
**DEPARTMENT OF PUBLIC WORKS**  
**DIVISION OF ENGINEERING**

**TO:** Theresa Heffner, Clerk  
Board of Public Works

**FROM:** Charlotte Brach, Senior Engineer

**SUBJECT:** Reject Bid Project No. 122-040C  
ND-DTSB Trail Wayfinding Signs

**DATE:** June 13, 2024

On June 11, 2024, the Board of Public Works opened and read bids for the above project, which consisted of a base bid.

The bidders ranked as follows:

| <u>Bidder</u>      | <u>Amount</u> |
|--------------------|---------------|
| 1. US Signcrafters | \$66,420*     |

\*This is the bid total provided, but the bid was incomplete.

I recommend rejecting the bid. The bidder did not use the City's bid form, and none of the required forms were included. They prepared a quote on their own forms, with their own completion timeframe instead of the completion date in the specs. They also did not include unit prices for all of the line items in the bid form. The bid was not responsive or responsible.

This bid will not be readvertised or rebid.

Please call with your questions.

Enc. Bid Tabulation

CITY OF SOUTH BEND, INDIANA  
BOARD OF PUBLIC WORKS

Elizabeth A. Maradik, President

Joseph R. Molnar, Vice President

Gary A. Gilot, Member

Briana Micou, Member

Murray L. Miller, Member

Attest: Theresa M. Heffner, Clerk

Date: June 25, 2024

**BID TABULATION**  
**ND-DTSB Trail Wayfinding Signs**  
**Project No: 122-040C**

For Bids Due: June 11, 2024

| Item No.     | Description                          | Quantity | Unit | Engineer's Estimate |                      | US Signcrafters** |                     | Unit Price | Item Total  |
|--------------|--------------------------------------|----------|------|---------------------|----------------------|-------------------|---------------------|------------|-------------|
|              |                                      |          |      | Unit Price          | Item Total           | Unit Price        | Item Total          |            |             |
| 1            | Mobilization and Demolization        | 1        | LS   | \$ 14,500.00        | \$ 14,500.00         |                   |                     |            | \$ -        |
| 2            | Maintenance of Traffic               | 1        | LS   | \$ 10,000.00        | \$ 10,000.00         |                   |                     |            | \$ -        |
| 3            | Wayfinding Sign Type 1, Fabrication  | 2        | EA   | \$ 26,250.00        | \$ 52,500.00         | \$ 12,350.00      | \$ 24,700.00        |            | \$ -        |
| 4            | Wayfinding Sign Type 1, Installation | 2        | EA   | \$ 3,000.00         | \$ 6,000.00          |                   |                     |            | \$ -        |
| 5            | Wayfinding Sign Type 2, Fabrication  | 5        | EA   | \$ 11,100.00        | \$ 55,500.00         | \$ 7,180.00       | \$ 35,900.00        |            | \$ -        |
| 6            | Wayfinding Sign Type 2, Installation | 5        | EA   | \$ 2,000.00         | \$ 10,000.00         |                   |                     |            | \$ -        |
| 7            | Wayfinding Sign Type 3, Fabrication  | 1        | EA   | \$ 10,100.00        | \$ 10,100.00         | \$ 5,820.00       | \$ 5,820.00         |            | \$ -        |
| 8            | Wayfinding Sign Type 3, Installation | 1        | EA   | \$ 2,000.00         | \$ 2,000.00          |                   |                     |            | \$ -        |
| <b>TOTAL</b> |                                      |          |      |                     | <b>\$ 160,600.00</b> |                   | <b>\$ 66,420.00</b> |            | <b>\$ -</b> |

\*\*The bid was not provided on the standard bid form. The bid prices that were provided were put into the bid tab as best as possible to align with the line items in the bid form.

|                                |  |   |  |
|--------------------------------|--|---|--|
| <b>Non-Collusion Affidavit</b> |  | N |  |
| <b>Bid Bond</b>                |  | N |  |
| <b>MWBE Goals</b>              |  | N |  |

I hereby certify that the above truly and accurately represents bids received for this project on June 11, 2024.

*Charlotte Brach*

Charlotte Brach, PE, Senior Engineer

**BOARD OF PUBLIC WORKS  
AGENDA ITEM REVIEW REQUEST FORM**

Date: 6/13/24  
 Name: Charlie Brach Department of Public Works – Engineering Division  
 BPW Date: 6/25/24 Phone Extension: 9246

**Required Prior to Submittal to Board**

BPW Attorney  Attorney Name \_\_\_\_\_  
 Dept. Attorney  Attorney Name \_\_\_\_\_  
 Purchasing  \_\_\_\_\_

**Check the Appropriate Item Type – Required for All Submissions**

Professional Services Agreement     Contract     Proposal  
 Open Market Contract     Amendment/Addendum     Special Purchase, QPA  
 Bid Opening     Bid Award     Req. to Advertise     Title Sheet  
 Quote Opening     Quote Award     Reject Bids/Quotes  
 Proposal Opening     C/O & PCA No. \_\_\_\_\_     PCA  
 Chg. Order, No. \_\_\_\_\_     Traffic Control     Resolution  
 Other: \_\_\_\_\_     Ease./Encroach

**Required Information**

Company or Vendor Name N/A  
 New Vendor  Yes  If Yes, Approved by Purchasing  
 No  
 MBE/WBE Contractor  MBE  Completed E-Verify Form Attached  Yes  
 WBE  No  
 Project Name 122-040C ND-DTSB Trail Wayfinding Signs  
 Project Number PROJ451  
 Funding Source Fund 217  
 Account No. PR#00033300  
 Amount N/A  
 Terms of Contract Base Bid  
 Special Contract Provisions N/A  
 Purpose/Description Reject bid for project number 122-040C ND-DTSB Trail Wayfinding Signs. Only received one bid and it was not responsive/responsible. See attached memo.

**For Change Orders Only**

Amount of  Increase \$ \_\_\_\_\_  
 Decrease (\$ \_\_\_\_\_ )  
 Previous Amount \$ \_\_\_\_\_  
 Increase \_\_\_\_\_ %  
 Current Percent of Change: Decrease ( \_\_\_\_\_ % )  
 New Amount \$ \_\_\_\_\_  
 Increase \_\_\_\_\_ %  
 Total Percent of Change: Decrease ( \_\_\_\_\_ % )  
 Time Extension Amount: \_\_\_\_\_  
 New Completion Date: \_\_\_\_\_