



# CITY OF SOUTH BEND

## BOARD OF PUBLIC WORKS

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July 14, 2026

Austin Smith  
Hayes Design Company  
1247 Mishawaka Ave.  
South Bend, IN 46615  
[asmith@hayesdco.com](mailto:asmith@hayesdco.com)

RE: Quotation Award – SBARC Signage – Project No. 126-046

Dear Austin:

At its July 14, 2026 meeting, the Board of Public Works awarded the above referenced quotation to you in the amount of \$19,641.36.

Please forward the following documents **in one submittal by July 28, 2026** to my attention for Board of Public Works approval at [hhorvath@southbendin.gov](mailto:hhorvath@southbendin.gov) :

- 1) One (1) signed original of the Contract (enclosed); and
- 2) Certificate of Insurance naming the City of South Bend as an additional insured.

Sincerely,  
/s/Hillary Horvath  
Hillary Horvath, Clerk

BOARD OF PUBLIC WORKS  
CITY OF SOUTH BEND, INDIANA  
PUBLIC WORKS CONTRACT

This Agreement is made and entered into this 14<sup>th</sup> Day of July, 2026, by and between Hayes Design Company, (the "Contractor"), and the Board of Public Works (the "Board").

The Contractor covenants and agrees to make the following improvement, as fully set out in the Request for Quotations, Standard Specifications, Special Provisions, Plans, and Bid Proposals, all of which are set forth as a part of this Contract, for:

|                         |                           |
|-------------------------|---------------------------|
| <u>PROJECT NO.</u>      | <u>126-046</u>            |
| <u>DESCRIPTION:</u>     | <u>SBARC Signage</u>      |
| <u>COMPLETION DATE:</u> | <u>SEE SPECIFICATIONS</u> |
| <u>AMOUNT:</u>          | <u>\$19,641.36</u>        |
| <u>FUNDING:</u>         | <u>PR-00048626</u>        |

The unit prices for this improvement were those prices as received and accepted by the Board on the 14<sup>th</sup> Day of July, 2026.

The Contractor further agrees to notify the assigned Engineer when this improvement is completed. This notification shall be in the form of a Project Completion Affidavit, signed by the Contractor. Upon final acceptance of the improvement by the Engineer, the Contractor's final estimate will be presented to the Board for final Payment with one (1) copy of the Project Completion Affidavit and one (1) copy of a Waiver of Lien.

Each of the Parties, by signing below, represents and warrants to the other Party that he/she/it has the authority to bind the named person or entity to this Agreement.

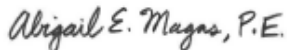
CITY OF SOUTH BEND, INDIANA  
BOARD OF PUBLIC WORKS



Elizabeth A. Maradik, President



Murray L. Miller, Member



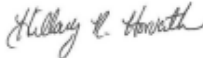
Abigail E. Magas, Member



Joseph R. Molnar, Vice President



Breana N. Micou, Member



Attest: Hillary R. Horvath, Clerk

Date: July 14, 2026

HAYES DESIGN COMPANY

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

**CITY OF SOUTH BEND, INDIANA  
CONTRACTOR'S QUOTE FOR PUBLIC WORK**



PROJECT NAME SBARC Sign  
PROJECT NO. 126-046  
QUOTES DUE June 16<sup>th</sup> 9am EST via email to [labreha@southbendin.gov](mailto:labreha@southbendin.gov)

(Must be completed for all quotes. Please type or print)

Date: 6-22-2026 Firm: Hayes Design Company  
Address: 1247 Mishawaka Ave  
City/State/Zip: South Bend, IN, 46615 Telephone Number: (574) 236-5615  
Email Address: ASmith@Hayesdco.com  
Agent of Bidder (if Applicable): \_\_\_\_\_  
Pursuant to notices given, the undersigned offers to furnish labor and/or material necessary to complete the public works project of:

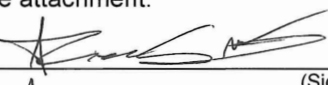
the City of South Bend, Indiana, in accordance with plans and specifications prepared by:

**The City of South Bend, Department of Public Works**

and dated 6-22-2026 for the sum of (enter the Total Quote as shown on the Proposal)  
Nineteen thousand Six hundred forty-one and  $\frac{36}{100}$  (\$ 19,641.36 )  
(Enter Sum of Total Quote plus Alternates shown on Proposal) (Numerical)

If alternative quotes apply, the undersigned submits a proposal for each in accordance with the notice. Any addendums attached will be specifically referenced at the applicable page.

If additional units of material included in the contract are needed, the cost of units must be the same as that shown in the original contract if accepted by the City of South Bend. If the quote is to be awarded on a unit basis, the itemization of the units shall be shown on a separate attachment.

By  (Signature)  
Austin Smith  
(Printed Name of Person Signing)

**ACCEPTANCE**

The above quote is accepted this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Subject to the following conditions: \_\_\_\_\_

CITY OF SOUTH BEND, INDIANA  
BOARD OF PUBLIC WORKS



Elizabeth A. Maradik, President



Murray L. Miller, Member



Abigail E. Magas, Member



Joseph R. Molnar, Vice President

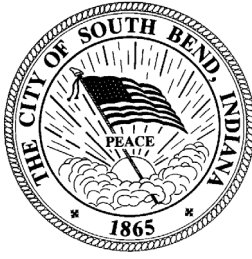


Breana N. Micou, Member



Attest: Hillary R. Horvath, Clerk

Date: July 14, 2026



## INTER-OFFICE MEMORANDUM

### DEPARTMENT OF PUBLIC WORKS DIVISION OF ENGINEERING

**TO:** Hillary Horvath, Clerk  
Board of Public Works

**FROM:** Lidya Abreha  
Project Engineer, Division of Engineering

**SUBJECT:** Award: 126-046 SBARC Signage

**DATE:** July 6<sup>th</sup>, 2026

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On June 22<sup>nd</sup> 2026, I opened and read quotes for the above project. Two quotes were received from Hayes Design Co. and US Sign Crafters.

|                  | Hayes Design Co. | US Sign Crafters. |
|------------------|------------------|-------------------|
| Base Quote Total | \$19,641.36      | \$19,800.00       |

Engineering recommends the award of the base quote to the lowest responsive and responsible bidder, Hayes Design Co., in the amount of \$19,641.36.

DCI has appropriated sufficient funds from Neighborhood Code Enforcement.

Please respond with any questions (EXT 5961).

**QUOTE/PROPOSAL  
CITY OF SOUTH BEND**



**PROJECT NAME** SBARC Sign

**PROJECT NO.** 126-046

**QUOTES DUE** June 16<sup>th</sup> 9am EST via email to [labreha@southbendin.gov](mailto:labreha@southbendin.gov)

| Item No.              | Description                                                                                                              | Quantity | Unit | Unit Price | Total Amount |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------|----------|------|------------|--------------|
| 1                     | Installation of sign at the South Bend Animal Resource Center, in accordance with the attached plans and specifications. | 1        | LSUM | 19,641.36  | \$ 19,641.36 |
| Total Amount of Quote |                                                                                                                          |          |      |            | \$ 19,641.36 |

Firm: Hayes Design Company

Address: 1247 Mishawaka Ave, South Bend

City/State/Zip: South Bend/IN/46615 Telephone Number: (574) 236-5615

Fax Number: ( )

By   
(Signature)

Austin Smith  
(Printed Name of Person Signing)

*When the prospective Contractor is unable to certify to any of the statements below, it shall attach an explanation to this Affidavit.*

**CONTRACTOR'S NON-COLLUSION AND NON-DEBARMENT AFFIDAVIT,  
CERTIFICATION REGARDING INVESTMENT WITH IRAN, EMPLOYMENT ELIGIBILITY  
VERIFICATION, NON-DISCRIMINATION COMMITMENT AND CERTIFICATION OF USE  
OF UNITED STATES STEEL PRODUCTS OR FOUNDRY PRODUCTS**

(Must be completed for all quotes and bids. Please type or print)

STATE OF Indiana )  
 ) SS:  
St. Joseph COUNTY )

The undersigned Contractor, being duly sworn upon his/her/its oath, affirms under the penalties of perjury that:

1. Contractor has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding. Contractor further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale; and
2. Contractor certifies by submission of this proposal that neither contractor nor any of its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency; and
3. Contractor has not, nor has any successor to, nor an affiliate of, Contractor, engaged in investment activities in Iran.
  - a. For purposes of this Certification, "Iran" means the government of Iran and any agency or instrumentality of Iran, or as otherwise defined at Ind. Code § 5-22-16.5-5, as amended from time-to-time.
  - b. As provided by Ind. Code § 5-22-16.5-8, as amended from time-to-time, a Contractor is engaged in investment activities in Iran if either:
    - i. Contractor, its successor or its affiliate, provides goods or services of twenty million dollars (\$20,000,000) or more in value in the energy sector of Iran; or
    - ii. Contractor, its successor or its affiliate, is a financial institution that extends twenty million dollars (\$20,000,000) or more in credit to another person for forty-five (45) days or more, if that person will (i) use the credit to provides goods and services in the energy sector in Iran; and (ii) at the time the financial institution extends credit, is a person identified on list published by the Indiana Department of Administration.
4. Contractor does not knowingly employ or contract with an unauthorized alien, nor retain any employee or contract with a person that the Contractor subsequently learns is an unauthorized

alien. Contractor agrees that he/she/it shall enroll in and verify the work eligibility status of all of Contractor's newly hired employees through the E-Verify Program as defined by I.C. 22-5-1.7-3. Contractor's documentation of enrollment and participation in the E-Verify Program is included and attached as part of this bid/quote; and

5. Contractor shall require his/her/its subcontractors performing work under this public contract to certify that the subcontractors do not knowingly employ or contract with an unauthorized alien, nor retain any employee or contract with a person that the subcontractor subsequently learns is an unauthorized alien, and that the subcontractor has enrolled in and is participating in the E-Verify Program. The Contractor agrees to maintain this certification throughout the term of the contract with the City of South Bend, and understands that the City may terminate the contract for default if the Contractor fails to cure a breach of this provision no later than thirty (30) days after being notified by the City.

6. Persons, partnerships, corporations, associations, or joint venturers awarded a contract by the City of South Bend through its agencies, boards, or commissions shall not discriminate against any employee or applicant for employment in the performance of a City contract with respect to hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment because of race, sex, religion, color, national origin, ancestry, age, gender expression, gender identity, sexual orientation or disability that does not affect that person's ability to perform the work.

In awarding contracts for the purchase of work, labor, services, supplies, equipment, materials, or any combination of the foregoing including, but not limited to, public works contracts awarded under public bidding laws or other contracts in which public bids are not required by law, the City, its agencies, boards, or commissions may consider the Contractor's good faith efforts to obtain participation by those Contractors certified by the State of Indiana as a Minority Business ("MBE") or as a Women's Business Enterprise ("WBE") as a factor in determining the lowest, responsible, responsive bidder.

In no event shall persons or entities seeking the award of a City contract be required to award a subcontract to an MBE/WBE; however, it may not unlawfully discriminate against said WBE/MBE. A finding of a discriminatory practice by the City's MBE/WBE Utilization Board shall prohibit that person or entity from being awarded a City contract for a period of one (1) year from the date of such determination, and such determination may also be grounds for terminating the contract for which the discriminatory practice or noncompliance pertains.

7. The undersigned contractor agrees that the following nondiscrimination commitment shall be made a part of any contract which it may henceforth enter into with the City of South Bend, Indiana or any of its agencies, boards or commissions.

Contractor agrees not to discriminate against or intimidate any employee or applicant for employment in the performance of this contract with privileges of employment, or any matter directly or indirectly related to employment, because of race, religion, color, sex, gender expression, gender identity, sexual orientation, handicap, national origin or ancestry. Breach of this provision may be regarded as material breach of contract.

I, the undersigned bidder or agent as contractor on a public works project, understand my statutory obligations to the use of steel products or foundry products made in the United States (I.C. 5-16-

8-1). I hereby certify that I and all subcontractors employed by me for this project will use steel products or foundry products made in the United States on this project if awarded. I understand I have an affirmative duty to notify the City in my bid that my proposal does not include the use of steel products or foundry products made in the United States. I understand it is my sole obligation and responsibility to provide a justification to the City, subject to review and approval, why the cost of United States made steel or foundry products is unreasonable. Prior to award and upon submission of bid which does not use steel products or foundry products made in the United States, the City, through its director of public works, shall make a determination if the price of United States made steel or foundry is unreasonable. I understand that violations hereunder may result in forfeiture of contractual payments.

\*\*\*

I hereby affirm under the penalties of perjury that the facts and information contained in the foregoing bid for public works are true and correct.

Dated this 16<sup>th</sup> day of June, 2026

Hayes Design Co.  
Contractor/Bidder (Firm)

[Signature]  
Signature of Contractor/Bidder or Its Agent

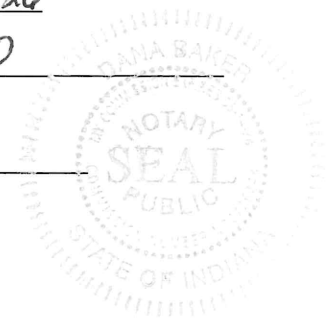
Austin Smith Account Manager  
Printed Name and Title

Subscribed and sworn to before me this 16<sup>th</sup> day of June, 2026

My Commission Expires 5/14/2028

Dana Baker  
Notary Public

County of Residence LaPorte



215 S. DR. MARTIN LUTHER  
KING JR., BLVD, SUITE 400  
SOUTH BEND, INDIANA 46601



PHONE 574/ 235-9251  
FAX 574/ 235-9171  
TDD 574/ 235-5567

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

Date: June 12, 2026  
To: All Planholders  
From: Lidya Abreha, Project Engineer  
Subject: Addendum Number: 1  
Project Name: **SBARC Sign Installation**  
Project No.: 126-026

## ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUM

Date Received: 6-12-2026

This addendum is being forwarded to you for the above referenced project.

**Please sign below and acknowledge receipt of this Addendum by faxing this sheet to the Board of Public Works at (574) 235-9171 within 48 hours of receipt. A copy MUST also be included with your bid package upon submittal.**

### THIS ADDENDUM MAY AFFECT YOUR BID.

Notes:

The attached documents are hereby added to the Specifications and Contract Documents and become a part of herein.

Company: Hayes Design Company  
Authorized Signature:   
Date: 6-12-2026



## SPECIFICATIONS CITY OF SOUTH BEND

### QUOTE NAME

126-046 SBARC Sign

### FOR QUOTES DUE

June 16, 2026 at 9:00am South Bend Time – submit electronic quotes to [labreha@southbendin.gov](mailto:labreha@southbendin.gov)

Pursuant to notices given, the undersigned offers Quote(s) to the City of South Bend in accordance with the following attachment(s) which specify the class or item number or description, quantity, unit, unit price.

#### I. DESCRIPTION

1. This project includes the furnishing of all labor, materials, design services, permitting, and installation required for a sign for the South Bend Animal Resource Center, located at 521 Eclipse Place, South Bend, Indiana. Exact sign location to be field verified with Owner prior to installation.

#### II. INDEMNIFICATION

- A. Prevailing Specifications: None
- B. Additions

1. Contractor agrees to indemnify, defend and hold harmless the City of South Bend, its agents, officers and employees, from all costs, losses, claims and suits, including court costs, attorney fees, and other expenses, arising from or out of the negligent performance of this Contract by Contractor, or because of arising out of any defect in the goods, materials or equipment supplied by the Quote provider.

#### III. TERMS OF PAYMENT

- A. Prevailing Specifications: None
- B. Additions

1. One payment after installation is completed.

#### IV. PROSECUTION AND PROGRESS

- A. Prevailing Specifications: 2026, INDOT Standard Specifications Sec. 108
- B. Additions:

1. The project will have a completion date of **30 calendar days**. The contract time will start when the Notice to Proceed is delivered and signed.
2. The City, Engineer, and Contractor will hold a pre-construction meeting following award of the contract. The date of the Notice to Proceed will be agreed at that meeting.
3. Contractor shall provide a schedule to the Owner prior to beginning any work on the site.
4. The Contractor shall utilize the City of South Bend selected project management software for reporting of all activities related to the contracted work.

#### V. WARRANTY

- A. Prevailing Specifications: None
- B. Additions

1. All Parts shall include the following:
  - a. Performance specifications
  - b. Bill of Materials
  - c. Warranties on all parts
    - (i) A minimum 2-year warranty covering workmanship and material on all parts
  - d. Installation and safety requirements

## VI. PLANS

- A. Prevailing Specifications: City of South Bend Design and Construction Standards
- B. Additions:

1. The plans consist of **One (1)** Sheet. All information is contained within this document.
2. The CONTRACTOR is responsible for estimating dimensions and quantities of materials.
3. In the event that the Special Provisions and the Plans conflict, the Special Provisions shall govern.

## VII. SPECIFICATIONS

Contractor is responsible for:

- a. Final design development and installation
- b. Structural and fabrication detailing
- c. Permitting and utility coordination

### 1. Sign Design Specification

**Type:** Post and Panel

**Overall Height:** Approximately 5 feet

**Column Size:** Approximately 18 inches x 18 inches

**Configuration:** Single panel (no electronic or changeable message board)

**Color:** Blue is preferred (final color to be approved by Owner)

**Text:** "South Bend Animal Resource Center" only. No additional messaging

### 2. Materials and Artwork

Contractor shall develop final design and create the artwork for the vinyl applique and acrylic applique in coordination with the owner Provide. Contractor shall provide durable materials suitable for exterior installation. Owner will provide font and general size and style preferences. All artwork must be submitted to Owner for review and approval prior to fabrication.

### 3. Installation Requirements

Contractor is responsible for site preparation, foundations, anchoring, and full installation of sign assembly. Installation plan and shop drawings must be reviewed and approved by Owner prior to construction. Installation shall comply with all applicable local standards.

### 4. Permitting and Utility Coordination

Contractor shall be responsible for obtaining all required permits and coordinating utility locates prior to excavation.

### 5. Submittals

Contractor shall provide the following for review and approval:

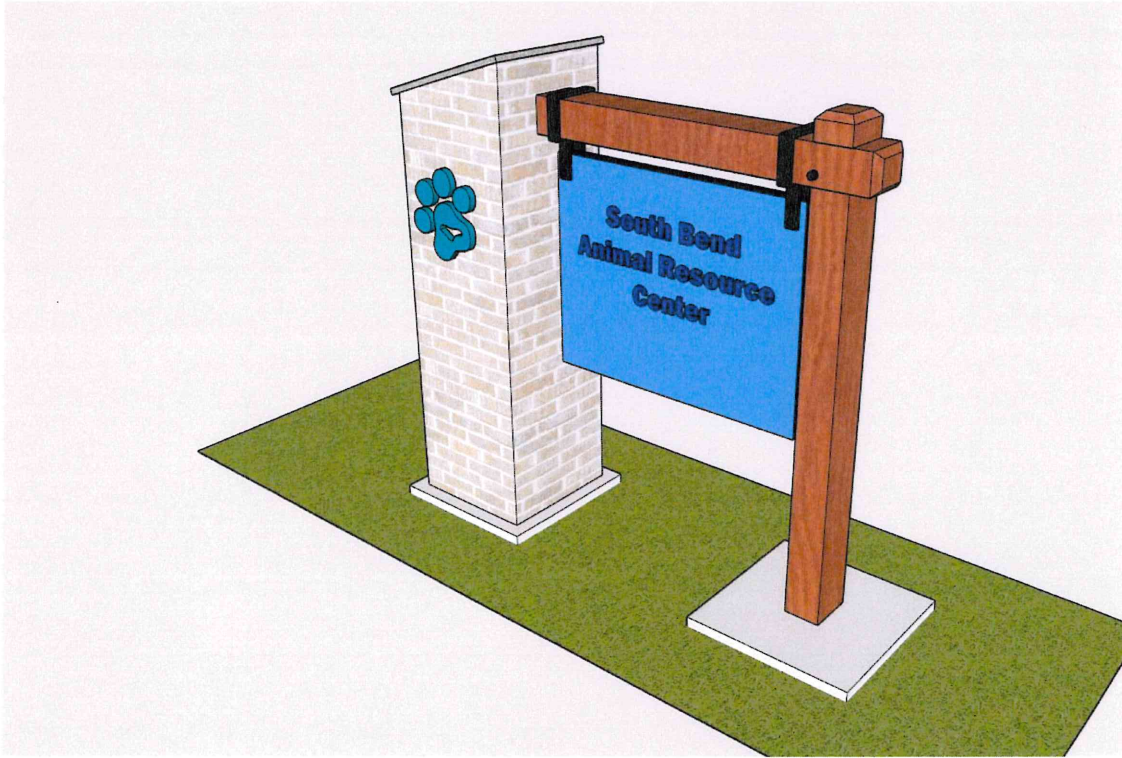
- Artwork proofs
- Material specifications
- Installation plan

### 6. Site Coordination

- Exact placement will be confirmed in the field with the Owner
- Contractor shall verify all site conditions prior to final design and installation

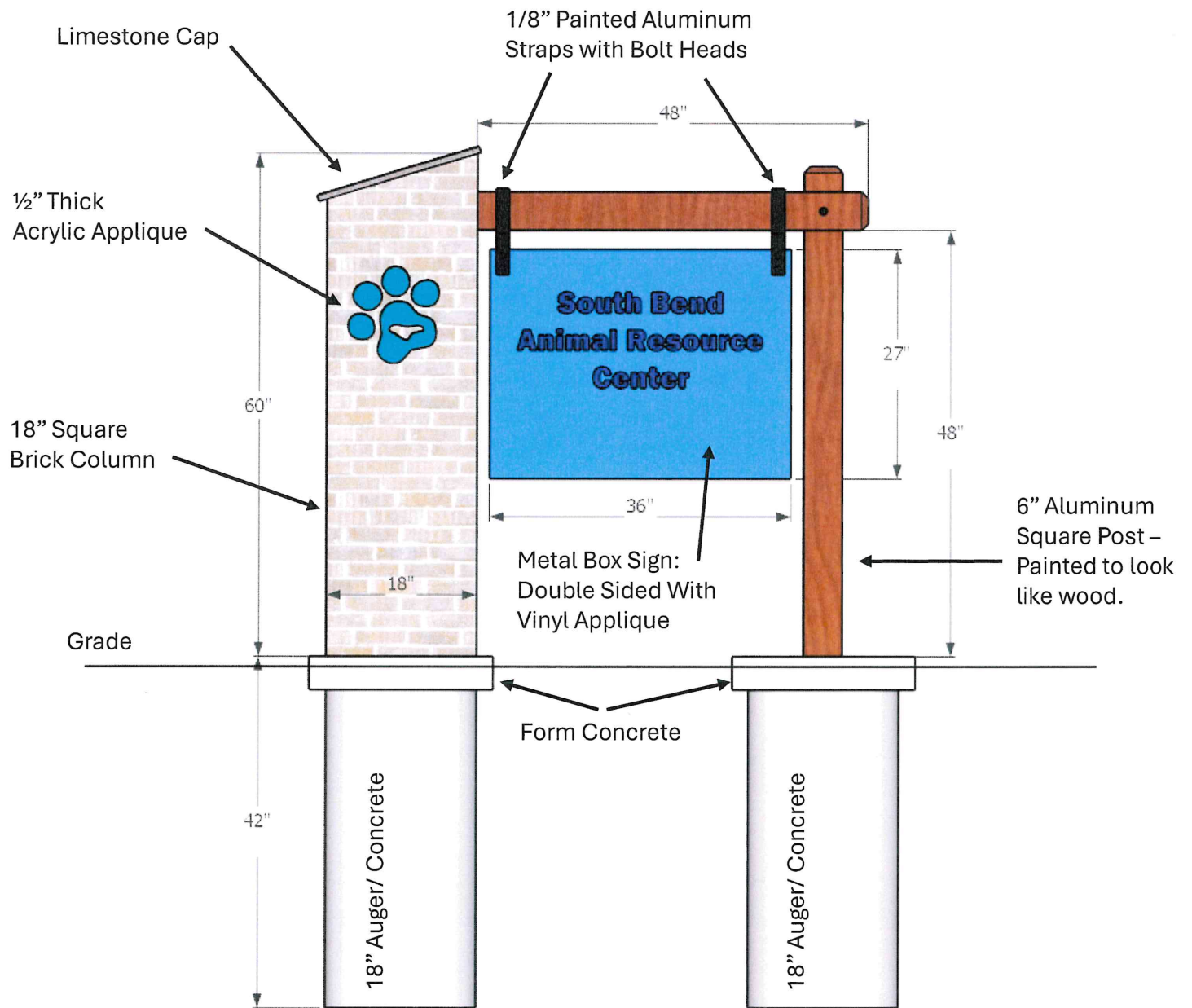
7. **Design Intent**

This scope and proposed design below represent conceptual design intent only and contractor is responsible for final design development, constructability and complete installation



*Perspective View of Proposed Sign*

*(please see detailed plan on the next page)*



## BOARD OF PUBLIC WORKS AGENDA ITEM REVIEW REQUEST FORM

|          |                     |                 |               |
|----------|---------------------|-----------------|---------------|
| Date     | <u>07/6/2026</u>    | Department      | <u>Public</u> |
| Name     | <u>Lidya Abreha</u> | Works           |               |
| BPW Date | <u>07/14/2026</u>   | Phone Extension | 5961          |

| Required Prior to Submittal to Board |                                     |               |                               |
|--------------------------------------|-------------------------------------|---------------|-------------------------------|
| BPW Attorney                         | <input checked="" type="checkbox"/> | Attorney Name | <u><b>Michael Schmidt</b></u> |
| Dept. Attorney                       | <input type="checkbox"/>            | Attorney Name | _____                         |
| Purchasing                           | <input type="checkbox"/>            |               | <u><b>Mickey Lovy</b></u>     |

| Check the Appropriate Item Type – Required for All Submissions |                                                 |                                                |                                      |
|----------------------------------------------------------------|-------------------------------------------------|------------------------------------------------|--------------------------------------|
| <input type="checkbox"/> Professional Services Agreement       | <input type="checkbox"/> Contract               | <input type="checkbox"/> Proposal              |                                      |
| <input type="checkbox"/> Open Market Contract                  | <input type="checkbox"/> Amendment/Addendum     | <input type="checkbox"/> Special Purchase, QPA |                                      |
| <input type="checkbox"/> Bid Opening                           | <input type="checkbox"/> Bid Award              | <input type="checkbox"/> Req. to Advertise     | <input type="checkbox"/> Title Sheet |
| <input type="checkbox"/> Quote Opening                         | <input checked="" type="checkbox"/> Quote Award | <input type="checkbox"/> Reject Bids/Quotes    |                                      |
| <input type="checkbox"/> Proposal Opening                      | <input type="checkbox"/> C/O & PCA No. _____    | <input type="checkbox"/> PCA                   |                                      |
| <input type="checkbox"/> Chg. Order, No. _____                 | <input type="checkbox"/> Traffic Control        | <input type="checkbox"/> Resolution            |                                      |
| <input type="checkbox"/> Other: _____                          |                                                 | <input type="checkbox"/> Ease./Encroach        |                                      |

| Required Information |  |
|----------------------|--|
|----------------------|--|

|                        |                                                                                                                                |                                                                                              |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| Company or Vendor Name | Hayes Design Company                                                                                                           |                                                                                              |
| New Vendor             | <input type="checkbox"/> Yes <input type="checkbox"/> If Yes, Approved by Purchasing<br><input checked="" type="checkbox"/> No |                                                                                              |
| MBE/WBE Contractor     | <input type="checkbox"/> MBE<br><input type="checkbox"/> WBE                                                                   | Completed E-Verify Form Attached <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| Project Name           | SBARC Signage                                                                                                                  |                                                                                              |
| Project Number         | PROJ-0715; PR-00048626                                                                                                         |                                                                                              |
| Funding Source         | DCI Neighborhood Code Enforcement                                                                                              |                                                                                              |
| Account No.            |                                                                                                                                |                                                                                              |
| Amount                 | \$19,641.36                                                                                                                    |                                                                                              |
| Terms of Contract      |                                                                                                                                |                                                                                              |
| Purpose/Description    | Request to award quotes for the South Bend Animal Resource Center sign project.                                                |                                                                                              |

## For Change Orders Only

|                            |                          |          |       |
|----------------------------|--------------------------|----------|-------|
| Amount of                  | <input type="checkbox"/> | Increase | \$    |
|                            | <input type="checkbox"/> | Decrease | (\$ ) |
| Previous Amount            |                          |          | \$    |
|                            |                          | Increase | %     |
| Current Percent of Change: |                          | Decrease | ( %)  |
| New Amount                 |                          |          |       |
|                            |                          | Increase | %     |
| Total Percent of Change:   |                          | Decrease | ( %)  |
| Time Extension Amount:     |                          |          |       |
| New Completion Date:       |                          |          |       |