



# St. Charles County Government

Department of Finance

Robert W. Schnur, CPA  
Director

## MEMORANDUM

TO: Steve Ehlmann, County Executive

FROM: Robert W. Schnur, Director *[Signature]*

DATE: March 4, 2011

RE: **Notification of Bid Award – Split award to Custom Products, Ibis Signs and Osburn Associates**

Attached please find a Notification of Bid Award to the vendors listed above for the purchase of Signs for the Highway Department. The split award will allow the department to purchase signs from the vendor with the lowest price for the type of sign required. The estimated expenditure for signs will not exceed **\$25,000.00**. The bid opening was held on February 1, 2011 and these bids were received:

Vendor	Amount	Vendor	Amount
Custom Products	See schedule	Hall Signs	See schedule
Rocal, Inc	See schedule	Ibis Signs	See schedule
Safeway Sign Company	See Schedule	Osburn Associates	See Schedule
Interstate Highway Sign	See Schedule	US Standard Sign	See schedule

The account number this purchase will be charged to is 201-9020-46651.

After your review of the attached, if this meets with your approval, please sign and return to the Finance Department.

If you have any questions, please call.

Enclosure

APPROVED:

*[Signature]*  
 Chuck Gross  
 Director of Administration

Date *3/8/11*

*[Signature]*  
 Steve Ehlmann  
 County Executive

Date *3/10/11*

RECEIVED

MAR - 7 2011

201 N. Second Street • Suite 541 • St. Charles, Missouri 63301  
 (636) 949-7465 • Fax (636) 949-7456

COUNTY EXECUTIVE OFFICE

# NOTIFICATION OF BID AWARD

**FOR AMOUNTS ABOVE  
\$5,000.00**

Process: Upon selecting winning bid, department must obtain Department Head or Elected official Signature and send to Purchasing. If over \$5,000, Purchasing will obtain County Executive's Signature. If over \$25,000, Purchasing will also route to County Counselor's Office for inclusion on Council Agenda. Once all approvals are obtained, copies will be sent to Director of Administration, County Auditor, County Clerk and Department Head.

Department Highway

Contact Person BENNY HEDDEN ASST CO ENGR Telephone X7142

Item Bid or Service BID 35 ROAD SIGNS

Bid Opening was held on: 2.1.11 Bids Opened by: FINANCE DEPT.

The following bids were received:

Vendor: CUSTOM PRODUCTS Price: SEE ATTACHED

Bid meets all specifications:  Yes  No

Vendor: IBIS SIGNS Price: SEE ATTACHED

Bid meets all specifications:  Yes  No

Vendor: OSBURN ASSOCIATES Price: SEE ATTACHED

Bid meets all specifications:  Yes  No

Vendor: SAFELWAY SIGN COMPANY Price: SEE ATTACHED

Bid meets all specifications:  Yes  No

Vendor: INTERSTATE HIGHWAY SIGN CO Price: SEE ATTACHED

Bid meets all specifications:  Yes  No

Vendor: US STANDARD SIGN Price: SEE ATTACHED

Bid meets all specifications:  Yes  No

Bid awarded to: CUSTOM PRODUCTS, IBIS SIGNS AND OSBURN ASSOCIATES. THE LOW BID FOR THE

If bid was not awarded to lowest bidder, please explain reason MAJORITY OF THE ITEMS WAS BY ONE OF THESE

3 COMPANIES. AWARDDING TO MULTIPLE SOURCES ENSURES THE AVAILABILITY OF MATERIAL WHEN NEEDED  
WILL PURCHASE THE MAJORITY OF THE MATERIAL FROM THE LOW BIDDER FOR THAT TYPE MATERIAL, BUT MAY  
PURCHASE INDIVIDUAL ITEMS FROM HIGHER BID, IF PLACING A LARGE ORDER WITH THAT COMPANY TO  
ENSURE TIMELY DELIVERY.

Authorization: \_\_\_\_\_  
Account number purchase will be charged against: 201 9020 46651A (SIGNS)

Bid over \$5,000 Dept. Head/Elected Official Approval [Signature]

Bid over \$5,000 County Executive Approval [Signature]

Bid over \$25,000 Please route to County Counselors Office for Inclusion on Council Agenda

# NOTIFICATION OF BID AWARD

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Department                     HIGHWAY                    

Contact Person BENNY HEDDEN ASST CO ENGR Telephone X 7142

Item Bid or Service BID 35 ROAD SIGNS

Bid Opening was held on: 2.1.11 Bids Opened by: FINANCE DEPT

*The following bids were received:*

Vendor: ROCAL INC Price: SEE ATTACHED

Bid meets all specifications:  Yes  No

Vendor: HALL SIGNS Price: SEE ATTACHED

Bid meets all specifications:  Yes  No

Vendor: \_\_\_\_\_ Price: \_\_\_\_\_

Bid meets all specifications:  Yes  No

Vendor: \_\_\_\_\_ Price: \_\_\_\_\_

Bid meets all specifications:  Yes  No

Vendor: \_\_\_\_\_ Price: \_\_\_\_\_

Bid meets all specifications:  Yes  No

Vendor: \_\_\_\_\_ Price: \_\_\_\_\_

Bid meets all specifications:  Yes  No

Bid awarded to: CUSTOM PRODUCTS, LABS SIGNS AND OSBURN ASSOCIATES. THE LOW BID FOR

If bid was not awarded to lowest bidder, please explain reason: THE MAJORITY OF THE ITEMS WAS BY ONE OF THESE 3 COMPANIES. AWARDED TO MULTIPLE SOURCES ENSURES THE AVAILABILITY OF MATERIAL WHEN NEEDED.

WILL PURCHASE THE MAJORITY OF THE MATERIAL FROM THE LOW BIDDER FOR THAT TYPE MATERIAL, BUT MAY PURCHASE INDIVIDUAL ITEMS FROM HIGHER BID, IF PLACING A LARGE ORDER WITH THAT COMPANY TO

Authorization: ENSURE TIMELY DELIVERY.

Account number purchase will be charged against: 201 9020 46651 (SIGNS)

Bid over \$5,000 Dept. Head/Elected Official Approval \_\_\_\_\_

Bid over \$5,000 County Executive Approval \_\_\_\_\_

Bid over \$25,000 Please route to County Counselors Office for Inclusion on Council Agenda