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## MEMORANDUM

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To: Douglas Downtown Development Authority

From: Rich LaBombard  
City Manager

Date: May 31, 2023

RE: Wayfinding Request for Proposal

On May 1, 2023, a Request for Proposal (RFP) was advertised for Wayfinding Sign Fabrication and Installation. The scope of service included both the fabrication and installation of three (3) sign types at numerous locations throughout the downtown. Six (6) vendors requested the RFP package and on May 25, 2023, four bid packages were received and opened publicly at the bid opening. Nineteen signs are within or provide directions to downtown.

Twelve (12) signs for the Blue Star corridor were included in the bid package with funds for that project coming from the Blue Star Corridor Fund. Signage outside of the DDA district will be sent to City Council for approval.

The following bids were received:

|  |              |
|--|--------------|
| • Postema Signs and Graphics, Grand Rapids | \$164,515.00 |
| • Valley City Sign Company, Comstock Park  | \$123,638.22 |
| • Universal Sign, Inc., Grand Rapids       | \$102,840.00 |
| • Praise Sign Company, Grandville          | \$ 58,345.00 |

\$34,000 for this project is budgeted in the FY 22-23 budget Capital Outlay account (248-728-979).

The total cost for the DDA portion of the wayfinding signage project is calculated to be \$33,565.00. The remaining portion of the wayfinding signage for Blue Star Highway will be completed with the Blue Star Corridor Fund.

**I recommend the DDA approve an agreement with Praise Sign Company of Grandville, Michigan for the DDA portion of the wayfinding project in the amount of \$33,565.**