

Downtown Development Authority of City of Madison Heights

Memorandum

Date: April 21, 2023
To: Downtown Development Authority Board Members
From: Giles Tucker, Community Development Director
Subject: Banners

At our February 14th DDA meeting the board authorized staff to place an or for banners and hardware for the items DDA Branding Custom and Stock Design banners and necessary hardware for a cost not to exceed \$14,000. I made an error in my quote request in March and requested a quote that included (60) custom banners and the quote did not include shipping and delivery costs. The update quote includes (30) custom banners and (30) stock banners along with the necessary hardware and estimated shipping and delivery totaling **\$13,950.15**.

Staff Recommended Action:

Staff is brining this item back to the board to double check that this quantity of banners (60) total is in line with the boards expectation and to request that the not to exceed amount for this project be increased to \$15,000 account for any changes to shipping costs. Staff also asks that the Design Committee or the board itself select the first stock banner to use for this order before it is placed.



Nicholas Piach

Banner Sign Company

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To: City of Madison Heights
Attn: Giles Tucker
Re: Quotation for Banners
Date: 04/18/2023

Dear Giles

Please accept our quotation for banners and hardware as follows.

Item	Quantity	Cost
Sunbrella Banners 30"x60" Custom MH-DDA brand design Above Warranty: 2 Year Part # 3060DMA-6401	30	\$ 3033.83
Sunbrella Banners 30"x60" Choose from any Consort stock design Above Warranty: 2 Year Part # 01255B-DMA6401	30	\$ 2537.93
Metro Bracket – 31: Exposed, Black, Above Warranty: 12 Year up to 80 MPH Part # KBW-D4/31-BB	120	\$ 5510.40
Screw Gear Band 5/8"x40" Black (4 Bands needed per pole) Part # H108-B	240	<u>\$ 2148.00</u>
Total		\$ 13,230.15
Terms: Freight Additional / Add to Final Invoice		\$ 370.00 +/-
Banner Sign Delivery to MH-DDA		\$ 350.00