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# CITY OF POMONA

## VEHICLE PARKING DISTRICT

### STAFF REPORT

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Date: September 12, 2019 Agenda Item No. : 09-12-06

To: Chair and Commissioners of the Vehicle Parking District

Submitted by: Kirk Pelser, Deputy City Manager *Pelsa*

Prepared By: Joaquin Wong, Senior Project Manager

**Subject: APPROVAL TO PURCHASE AND INSATALL VEHICLE PARKING DISTRICT (VPD) PARKING LOT WAYFINDING SIGNS FROM MAIN STREET SIGNS AND SUPPLIES COMPANY FOR A COST OF \$2,243, PLUS A 10% (\$225) CONTINGENCY COST FOR UNFORSEEN ITEMS TOTALLING \$2,468.00**

#### SUMMARY

**Recommendation** – That the Vehicle Parking District (VPD) Board of Parking Place Commissioners approve the purchase of 50 VPD parking lot wayfinding signs and mounting hardware from Main Street Signs and Supplies for the cost of \$2,243 plus a 10% contingency equal to \$225 for a total encumbrance of \$2,468.

**Fiscal Impact** – The estimated cost to purchase 50 VPD parking lot wayfinding signs and mounting hardware is \$2,242.32. Due to the variety of mounting conditions throughout the Downtown staff is recommending a 10% contingency estimated at \$225 for different and/or additional mounting hardware for a total appropriation of \$2,468. Sufficient funds are available in the Parking Lot Maintenance line item of the 2019-2020 FY budge account number 230-9200-52583-00000.

**Previous Vehicle Parking District Action** - At the VPD Ad-Hoc Committee meeting of August 27, 2019, the Committee unanimously directed staff to bring the above subject item for full Commission approval.

#### BACKGROUND / DISCUSSION

The VPD Commission has requested that wayfinding signs be posted throughout the Downtown in order to guide potential VPD parkers to the variety of VPD lots available in the area. As such, VPD staff with the assistance to Public Works Department, Traffic Division have mapped our mounting plan and obtained a bid to manufacture simple, easy to read, wayfinding signs.

A total of 50 signs are necessary as depicted in the attached placement map (Attachment 1).

Main Street Signs and Supplies, one of the City's sign vendor provided a written estimate of \$2,243 to manufacture the signs including mounting hardware (Attachment 2). Due to the various possible mounting conditions that maybe encounter throughout the Downtown, staff is recommend that the VPD Commission also approve an additional 10%, \$224.30, contingency for additional or mounting hardware of upgrades. Most of the signs would be mounted on street light and utility poles.

Mounting will be performed by City crew at no additional cost the VPD. Pursuant to the City's Public Works Department, the installation of these signs are considered normal traffic signs and due to the cost of the signs and materials, it will not require City Council approval for proceed. Therefore, the signs can be order immediately pending VPD Commission approval.

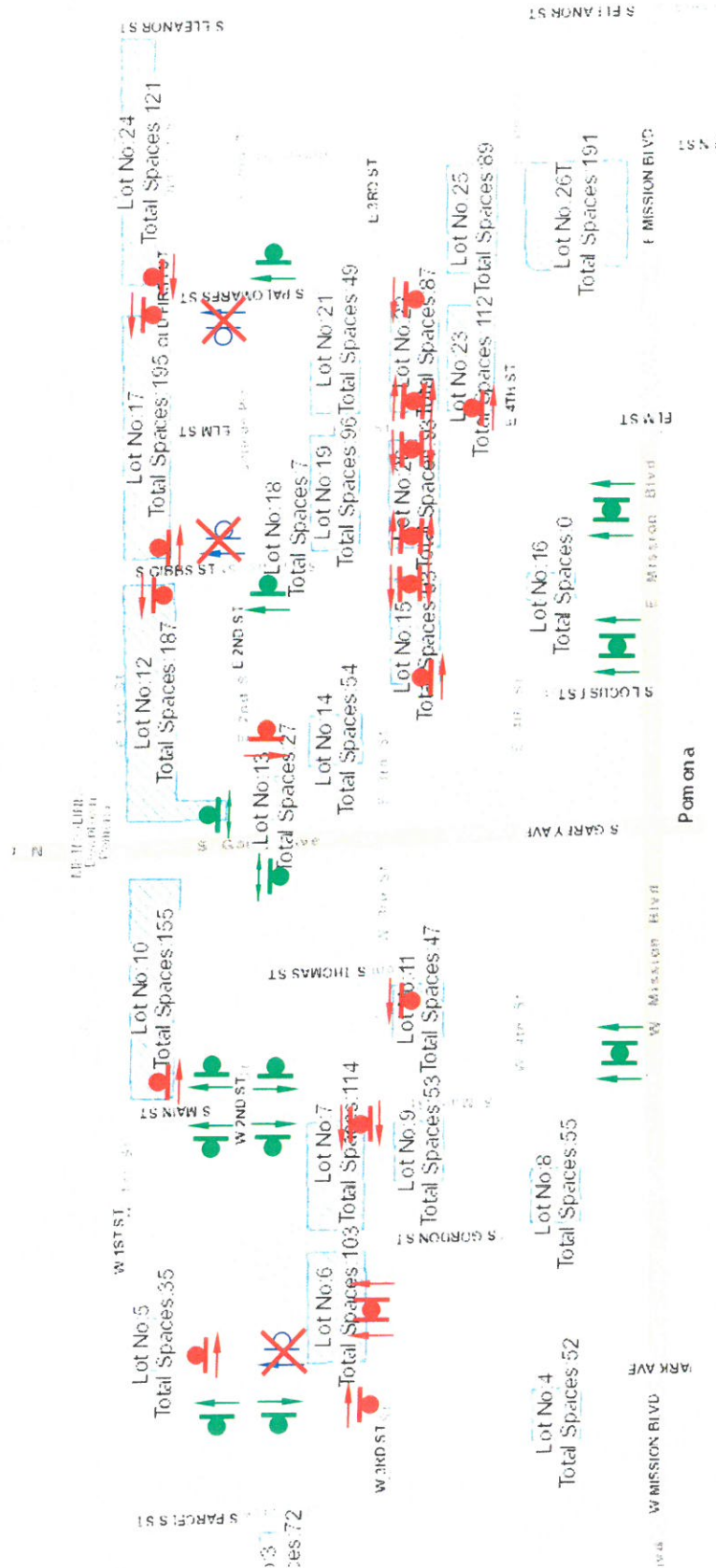
Attachments: 1) Location Map / Sign Design  
2) Main Street Signs and Supplies Estimate

## Attachment 1



## Large Sign

### Small Sign



### LEGENDS:

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**1211 W. BROOKS ST.  
ONTARIO, CA 91762  
OFFICE: 909-391-0988  
FAX: 909-391-0249**

**ESTIMATE**

Date

8/19/2019

**CUSTOMER**

CITY OF POMONA  
ACCOUNTS PAYABLE  
P.O. BOX660  
POMONA, CA 91769

Rep

Terms

CA

Net 30

ITEM	DESCRIPTION	QTY	PRICE EACH	MATERIAL	TOTAL
SPECIAL	PARKING SYMBOL W/ LEFT ARROW 18X24	30	25.50	HIP 1160 .080	765.00T
SPECIAL	PUBLIC PARKING 36X24	20	51.95	HIP 1160 .080	1,039.00T
H/W BANDL...	HARDWARE: 3/4" BANDING X 100' (.030)	2	79.95	SS, .030	159.90T
H/W BUCKL...	H/W BUCKLES 3/4 (BAG OF 100)	1	69.95	SS	69.95T
DELIVERY	DELIVERY (NO CHARGE)	1	0.00	-	0.00
	TURNAROUND TIME: 10 DAYS				
Thank you for your business.			<b>SALES TAX (10.25%)</b>		\$208.47
			<b>TOTAL</b>		\$2,242.32

THANK YOU FOR ALLOWING US TO QUOTE OUT THIS PROJECT FOR YOU. PLEASE LET US KNOW IF THERE ARE ANY QUESTIONS OR IF YOU WOULD LIKE TO PLACE THIS ORDER. WE APPRECIATE YOUR BUSINESS.

SALES EMAIL: [sales@mainstreetsigns.net](mailto:sales@mainstreetsigns.net)