City of Carroll

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MEMO TO: Honorable Mayor and City Council Members

FROM: Mike Pogge-Weaver, City Manager MSP-W

DATE: November 7, 2019

SUBJECT: Carroll Library Sign Package

Library Sign Package was distributed to five potential vendors, including three in the City of Carroll. On November 4, 2019, bids for the Library Sign Package were received, opened, and tabulated. One bid was received. The bid was as follows:

	Part 1 ADA Signage	Part 2 Vinyl Signage	Part 3 Monument Signage A	Part 3 Monument Signage B	Part 4 Plaque
Trophies Plus	$1,559.52	No Bid	$1,526.78	$2,787.66	$5,813.58

All bids received were reviewed for compliance with specifications and totals verified. Following review, it was determined that the bid submitted by Trophies Plus for Parts 1, 3, and 4 at a total cost not to exceed of $10,160.76 was in compliance with the specifications. No bid was received for Part 2, Vinyl Signage.

With the Monument Sign, two options were provided. Option A involves removing the existing letters, powder coating the existing letters, cleaning the sign face and reinstalling the letters. Option B involves removing the existing lettering, cleaning the sign face, and installing new lettering. In both cases the former City Hall letters would be removed (not reinstalled), and the library lettering would be centered on the sign with Police. If an existing letter is broken in the removal process, the City will be forced to go with all new letters under option B. The City would proceed first with option A in reusing the letters. If reusing the letters is successful than the total cost for the signage will only be $8,899.88.

The signage portion of the project was included in the miscellaneous line item of the budget which was $391,055.04. To date $269,557.04 has been spent out of this part of the project budget. It is expected the miscellaneous line item will remain within budget.

RECOMMENDATION: Mayor and City Council consideration and approval of bids for the Carroll Library Sign Package from Trophies Plus for Parts 1, 3, and 4 at their bid price not to exceed $10,160.76.