

Issue Analysis Form



Date: 10/16/19
Item: Award of Contract -
New Sign at
Burrowsville
Community Center
Lead Department(s): General Services
Contact Person(s): Mike Purvis

Description and Current Status

Friends of Burrowsville Board Member, Linda Maddra has requested the possibility of obtaining a new sign for the front lawn of the Burrowsville Community Center in the Brandon District of Prince George County.

The current, original sign is very old and unsightly and does not represent the Community Center/Library for the community.

This purchase is not currently budgeted as part of the General Services Budget. Staff is requesting consideration of a transfer from the General Fund Contingency for this purchase. The current balance of the General Fund Contingency is \$44,049 before transfer for this project.

If approved the transfer entry is:

Expenditure (DECREASE):
0100-09-401-0917-49199 General Fund Contingency \$8,380.00

Expenditure (INCREASE):
0100-04-103-0504-46007 Gen Properties – Repair & Maint Supplies \$8,380.00

Board Action Requested:

Transfer from General Fund Contingency for this purchase. A draft resolution is provided for consideration.

Government Path

- Does this require IDA action?** Yes No
- Does this require BZA action?** Yes No
- Does This require Planning Commission Action?** Yes No
- Does this require Board of Supervisors action?** Yes No 10-22-19
- Does this require a public hearing?** Yes No
- If so, before what date?** Yes No

Fiscal Impact Statement

Use of \$8,380 of General Fund Contingency. The current balance of the General Fund Contingency is \$44,049 before transfer for this project.

County Impact

A New Burrowsville Community Center Sign will offer an improved amenity for the Community and bring attention to services the Center offers in the Brandon District.

Notes

Board of Supervisors
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this 22nd day of October, 2019:

<u>Present:</u>	<u>Vote:</u>
Donald R. Hunter, Chairman	
Floyd M. Brown, Jr., Vice-Chairman	
Alan R. Carmichael, Jr.	
Marlene J. Waymack	
T. J. Webb	

A-5

On motion of _____, seconded by _____, which carried unanimously, the following Resolution was adopted:

RESOLUTION; BUDGET TRANSFER FROM CONTINGENCY (\$8,380 BURROWSVILLE COMMUNITY CENTER SIGNS)

WHEREAS, The Director of General Services has provided the board with information to order signs for the Burrowsville Community Center at a cost of \$8,380; and

WHEREAS, the cost for those signs was not included in the FY2019-2020 budget; and

WHEREAS, sufficient funding exists in the General Fund Contingency to cover the \$8,380 cost (current balance, before transfer, is \$44,049);

NOW, THEREFORE, BE IT FURTHER RESOLVED That the Board of Supervisors of the County of Prince George this 22nd day of October, 2019, does hereby authorize the following transfer of funds within the 2019-2020 Budget, such line items increased and decreased as follows, which monies to be expended for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

<u>FUND/ORGANIZATION</u>	<u>AMOUNT</u>
<u>Expenditure (DECREASE):</u>	
0100-09-401-0917-49199 General Fund Contingency	\$8,380.00
<u>Expenditure (INCREASE):</u>	
0100-04-103-0504-46007 Gen Properties – Repair & Maint Supplies	\$8,380.00

A Copy Teste:

Percy C. Ashcraft
County Administrator

Holidaysigns

Improve Your Business With Sign Language

11930 Old Stage Road
Chester, VA 23836

(804) 796-9443 Fax (804) 796-9454
www.holidaysigns.com

CONTRACT

Customer:	Burrowsville comm center & Library	Job Name:	
Address:	18701 james river dr	Location:	
City, State ZIP:	Disputanta, VA	Phone:	
Contact:	Dawn Parent	Fax:	
Cell Phone:	804-722-8710	Email:	
Email:			

The undersigned, hereinafter called the Purchaser, requests HOLIDAY SIGNS, INC., hereinafter called the Company, to enter our order for the following described sign(s).

Item Description	Amount
<p>Survey, permit, fabricate and install county sign per the specs listed below:</p> <p>Anger hole, remove dirt from site, set steel pole, pour concrete Furnish and install 5'-6" x 8'-0" x 16" deep double sided monument sign with internally illuminated decorative top and aluminum base (as per drawing) 1 set 6" on 7" 300 font changeable letters with plastic storage box Internally illuminated with LED Sign to be mounted to steel pole embedded in concrete 3/16" flat acrylic faces 3/16" hexan protective cover to prevent message tampering and vandalism 3/16" flat acrylic faces with 3 component track to house changeable letters Horizontally hinged protective cover with full length stainless steel piano hinge Message doors to have clear plex handles and aluminum rod to prop door open Message doors to have heavy duty locks with keys Exterior to be top coated with two part polyurethane paint (10 year finish) UL approved fabrication and installation as per state and local codes Miss Utility to be connected by Superior Signs Primary wires to be routed to bottom of sign, final electrical connection by others 2 year illumination warranty Installation of the above signage</p> <p>Permit and procurement (if needed) will be billed at cost plus staff time Taxes not included (will be added if needed)</p>	
TOTAL	\$8380

TERMS AND CONDITIONS:

It is understood and agreed that the title and ownership of said property shall remain in the Company until full payment is made in cash. Therefore, until such payment, property shall retain its character as personal property.

In case of default in the payment of any one or more of the installments of the purchase price as herein agreed to be paid not more than 30 days after maturity, then all of the unpaid purchase price becomes

Immediately due and payable without further notice to the Purchaser, and any payments made shall be considered as rent.

The right of exemption to personal property and wages under the Constitution and Laws of any State of the United States is hereby waived in favor of the payment of this obligation, and the undersigned agrees to pay all costs of collection including reasonable attorney's fees.

The Purchaser shall provide electrical circuit to and for sign.

Unless noted otherwise above, permits and secural fees, engineering fees, inspection fees, shipping charges, variances and applicable sales tax are not included in this agreement. These items will be provided as needed and will become an extra charge over and above this proposal.

In case of discrepancy between this contract and the sketch described herein, the specifications of this contract shall prevail.

Any material guarantee(s) to be specified. All work to be completed in a workmanlike manner according to standard practices. Any guarantee made in this agreement is void should Purchaser have sign serviced by anyone else. Seller's obligation to give free service is at convenience of seller.

Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate.

The Company shall not be liable for delays due to strikes, fires, or reasons beyond its control, nor from failure of Purchaser to perform his part hereunder.

It is understood that all representations and agreements made by the Company's officers or agents are included in this contract and shall not be binding on the Company except as to the extent contained herein.

This agreement may be withdrawn by the Company if not accepted within 20 days.

This agreement is subject to the approval of an officer of the Company and shall not be binding on the Company until endorsed with their approval.

The undersigned, _____ hereby unconditionally guarantee(s) performance and payment all of the obligations of as set forth above. This is a guarantee of payment not of collections.

Acceptance of Proposal: The above prices, specifications and terms and conditions are satisfactory and are hereby accepted. Holiday Signs, Inc. is authorized to do the work as specified. Payment will be made as outlined above.

HOLIDAY SIGNS, INC.

For:

By:

Signature:

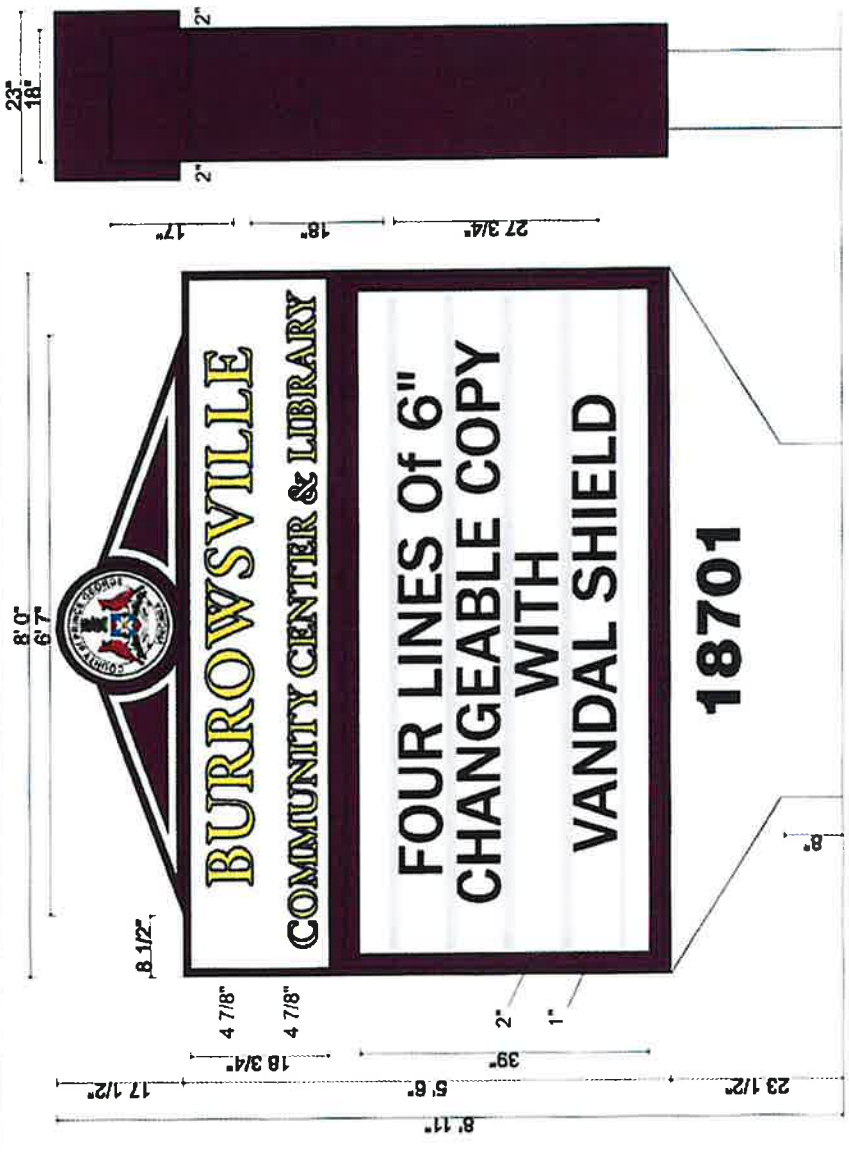
Title: Sales Manager

Title:

Date:

Date:

Sales Rep:



DESCRIPTION OF ALL WORK TO BE PERFORMED
 AUGER HOLE, REMOVE DIRT FROM SITE, SET STEEL POLE, POUR CONCRETE.

FURNISH AND INSTALL ONE DOUBLE SIDED MONUMENT SIGN WITH INTERNALLY ILLUMINATED DECORATIVE TOP AND ALUMINUM BASE.
 ONE SET OF 300 FONT CHANGEABLE LETTERS WITH PLASTIC STORAGE BOX, INTERNALLY ILLUMINATED WITH LED.

SIGN TO BE MOUNTED TO STEEL POLE EMBEDDED IN CONCRETE.
 3/16" FLAT ACRYLIC FACES

3/16" LEXAN PROTECTIVE COVER TO PREVENT MESSAGE TAMPERING AND VANDALISM.

3/16" FLAT ACRYLIC FACES WITH 3 COMPONENT TRACK TO HOUSE CHANGEABLE LETTERS.
 HORIZONTALLY HINGED PROTECTIVE COVER WITH FULL STAINLESS STEEL PIANO HINGE.

MESSAGE DOORS TO HAVE CLEAR PLEX HANDLES AND ALUMINUM ROD TO PROP DOOR OPEN.

MESSAGE DOORS TO HAVE HEAVY DUTY LOCKS WITH KEYS.
 EXTERIOR TO BE TOP COATED WITH TWO PART POLYURETHANE (10 YEAR FINISH)

UL APPROVED FABRICATION AND INSTALLATION AS PER STATE AND LOCAL CODES.

MISS UTILITY WILL BE CONTACTED BY MOORE SIGN CORP.
 PRIMARY WIRES TO BE ROUTED TO BOTTOM OF SIGN, FINAL ELECTRICAL CONNECTION BY OTHERS.

2 YEAR ILLUMINATION WARRANTY
 INSTALLATION OF THE ABOVE SIGNAGE

PERMIT AND PROCUREMENTS (IF NEEDED) WILL BE BILLED AT COST PLUS STAFF TIME.

TAXES NOT INCLUDED (WILL BE ADDED IF NEEDED)
 SERVICE WORK WILL BE COMPLETED ONLY AS NEEDED AND BILLED AT TIME AND MATERIALS UNLESS OTHERWISE NOTED.

CUSTOMER'S APPROVAL:
 I HAVE THE AUTHORITY TO APPROVE THIS SIGN AS SHOWN OR WITH THE CHANGES CLEARLY MARKED AND INITIALED, INCLUDING THE DESIGN, SIZES, COPY, SPELLING AND COLORS IF INDICATED.
 APPROVED: _____ DATE: _____
 BY: _____
 THIS DRAWING IS THE PROPERTY OF MOORE SIGN CORP. AND IS LOANED WITHOUT CONSIDERATION. THE BORROWER AGREES THAT IT SHALL NOT BE REPRODUCED, COPIED OR DISPOSED OF DIRECTLY OR INDIRECTLY, NOR USED FOR ANY PURPOSE WITHOUT THE EXPRESS PERMISSION OF THE OWNER.

Moore Sign Corp.
 901 Old Bermuda Hundred Rd.
 Chester, Virginia 23836
 Phone: (804) 748-5836 fax: (804) 748-3055

CUSTOMER: BURROWSVILLE COMMUNITY CENTER & LIBRARY
 LOCATION: 18701 JAMES RIVER DR., DISPUTANTA, VA
 SALESMAN: MARTY WELLS ARTIST: J. PARKER
 DATE: 10/4/19
 REVISIONS:
 SKETCH: 19030 FILE: P SCALE: 1/2" = 1'-0"