

**Columbus Consolidated Government
Council Meeting Agenda Item**

TO:	Mayor and Councilors
AGENDA SUBJECT:	Professional Sign Making and Erecting Services for Alcohol Beverage License Applications (Annual Contract) – RFB No. 24-0006
INITIATED BY:	Finance Department

It is requested that Council approve the annual contract for Professional Sign Making and Erecting Services for Alcohol Beverage License Applications with RFG Management Group, LLC dba Sunshine Banners and Signs (Columbus, GA) for the estimated annual contract value of \$10,000.00.

The Professional Sign Making and Erecting Services will be utilized by the Finance Department / Revenue Division in conjunction with the application process for an Alcohol Beverage License in Muscogee County.

The term of this contract will be for two (2) years, with the option to renew for three (3) additional twelve-month periods. The renewal option is contingent upon the mutual agreement of the City and the Contractor.

Bid specifications were posted on DemandStar and the web pages of the Purchasing Division, the Georgia Procurement Registry, and e-mails to local vendors on July 26, 2023. Two (2) bids were received and were opened on August 23, 2023. This bid has been advertised, opened and reviewed. The bidders were:

Bidder(s)	Sign Preparation (UNIT COST)	Sign Installation (UNIT COST)	Removal of Sign (UNIT COST)
RFG Management Group, LLC dba Sunshine Banners & Signs (Columbus, GA)	\$165.00 (combined unit cost per sign)		
Kuhstuhm Print Shop, LLC(Columbus, GA)	\$650.00	\$250.00	\$155.00

Funds will be budgeted each fiscal year for this ongoing expense: General Fund – Finance Department – Revenue Division – Professional Services; 0101-200-2200-REVN-6311.

A RESOLUTION

NO. _____

A RESOLUTION AUTHORIZING THE ANNUAL CONTRACT FOR PROFESSIONAL SIGN MAKING AND ERECTING SERVICES FOR ALCOHOL BEVERAGE LICENSE APPLICATIONS, ON AN “AS-NEEDED” BASIS, WITH RFG MANAGEMENT GROUP, LLC DBA SUNSHINE BANNERS AND SIGNS (COLUMBUS, GA) FOR THE ESTIMATED ANNUAL CONTRACT VALUE OF \$10,000.00.

WHEREAS, the Professional Sign Making and Erecting Services will be utilized by the Finance Department / Revenue Division in conjunction with the application process for an Alcohol Beverage License in Muscogee County; and,

WHEREAS, this contract period is for two years, with the option to renew for three additional twelve-month periods. The renewal option is contingent upon the mutual agreement of the City and the Contractor.

NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY RESOLVES AS FOLLOWS:

That the City Manager is hereby authorized to execute an annual contract for Professional Sign Making and Erecting Services for Alcohol Beverage License Applications, on an “as needed” basis, with RFG Management Group, LLC dba Sunshine Banners & Signs (Columbus, GA) for the estimated annual contract value of \$10,000.00. Funds will be budgeted each fiscal year for this ongoing expense: General Fund – Finance Department – Revenue Division – Professional Services, 0101-200-2200-REVN-6311.

Introduced at a regular meeting of the Council of Columbus, Georgia, held the _____ day of _____, 2023 and adopted at said meeting by the affirmative vote of _____ members of said Council.

- Councilor Allen voting _____
- Councilor Barnes voting _____
- Councilor Begly voting _____
- Councilor Cogle voting _____
- Councilor Crabb voting _____
- Councilor Davis voting _____
- Councilor Garrett voting _____
- Councilor Huff voting _____
- Councilor Thomas voting _____
- Councilor Tucker voting _____

Sandra T. Davis, Clerk of Council

B.H. “Skip” Henderson III, Mayor