



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: April 19, 2023

Originating Department: Public Works

Agenda Title: Resolution Authorizing and Directing the Mayor to Execute a Contract Between the Town of Lake Park and Don Bell Signs, LLC, for the Fabrication, Furnishing and Installation of a Monument Sign Structure and Electronic Messaging Display Panels to be Located at the Town Hall Building.

Approved by Town Manager: John D'Agostino Digitally signed by John D'Agostino
DN: cn=John D'Agostino, o=Town of Lake
Park, ou=Town Manager,
email=jdagostino@lakeparkflorida.gov, c=US
Date: 2023.04.11 15:52:18 -04'00' **Date:** _____

Cost of Item: \$38,854.00 **Funding Source:** Improvements

Account Number: 001-54-597-408-63000 **Finance Signature:** Jeffrey P. Duvall Digitally signed by Jeffrey P. Duvall
DN: cn=Jeffrey P. Duvall, o, ou,
email=jduvall@lakeparkflorida.gov, c=US
Date: 2023.04.11 13:45:13 -04'00'

Advertised:

Date: 02/06/2023 **Newspaper:** Advertised on DemandStar

Attachments: 1. Agenda Request Form
2. Resolution
3. Contract for Constructing a Monument Sign with LED Sign Panels
4. Invitation to Bid (ITB) No. 102-2023 and Bid Response from Don Bell Signs, LLC

Please initial one:

MA

Yes, I have notified everyone

Not applicable in this case

Summary Explanation/Background:

As part of its daily operation, the Town has a need to communicate important information to the public regarding public safety, public meetings, special events, seasonal greetings, etc., and to date has utilized a limiting and outdated changeable letter board to convey this information.

In October 2021, at the direction of the Town Manager, Town Staff retained the services of architectural consultant REG Architects, Inc. (the Consultant), for the design of a monument sign with LED programmable display boards and the subsequent preparation of architectural permit-ready plans.

During the design phase, Town Staff worked with the consultant to further refine the monument sign's conceptual design to ensure that the design options presented to the Town Commission are consistent with the historic Town Hall's architectural characteristics.

Upon completion and approval to the conceptual design, Town Commission authorized staff to move forward with REG Architects to produce final architectural design plans for the monument sign structure and associated electronic display panels.

Following receipt of the final design plans, Town staff prepared an Invitation to Bid (ITB #102-2023) to solicit sign company bids for the furnishing and construction of the monument sign structure and electronic sign panels. The Town received seven (7) bid proposals in response to ITB #102-2023.

Upon analysis and evaluation, Don Bell Signs, LLC was determined to be the responsive and responsible low-bid contractor with a bid proposal price of **\$38,854.00**.

The Town Manager recommends approval.

Recommended Motion:

I move to adopt Resolution _____.