



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 11/12/2024

REQUESTER: Brenda Hall

PRESENTER: Brenda Hall, City Clerk/Project Manager

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF AWARDDING OF BID 2425-20 AND CONTRACT K-2425-64: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND G&S SERVICES, L.L.C., IN THE AMOUNT OF \$186,480, MAINTENANCE BOND MB-2425-24, PERFORMANCE BOND B-2425-33, AND STATUTORY BOND B-2425-34, FOR THE MUNICIPAL COMPLEX SIGNAGE PROJECT; APPROVAL OF CHANGE ORDER NO. 1 TO CONTRACT K-2425-64 IN THE AMOUNT OF \$5,414; AND ADOPTION OF PROJECT AGENT RESOLUTION R-2425-58, GRANTING TAX EXEMPT STATUS FOR THE PROJECT.

BACKGROUND: City Council, in its meeting of January 22, 2019, approved Contract K-1819-99, with The McKinney Partnership Architects (McKinney) to provide the initial assessment and schematic design services related to the renovation of the Norman Municipal Complex. Contract K-2324-77 with McKinney was approved on September 14, 2023, for the Municipal Complex Signage Packages.

DISCUSSION: A request for bids was issued on August 15, 2024, for the Municipal Complex Signage Packages that included both exterior and interior signage projects. Bids were received from seven companies for the proposed services. All companies were well qualified for the project. One bid was disqualified because it was incomplete. G&S Services, L.L.C., was the overall lowest and best bidder for the project.

Due to budgetary constraints, the bid was modified to remove one of the monument signs with digital display and replace it with a regular monument sign. G&S Services was also the only bidder that included a cost to extend electrical services to the sign locations proposed for backlit signs at City Hall.

Because Staff inadvertently omitted the bonding requirement from the bid, and bonding is necessary for this project, Change Order No. 1 to K-2425-64 in the amount of \$5,414 for such bonds is required to create a new pay item and cover the cost difference between the bid price of \$186,480 and the total contract price of \$191,894.

Funding for the project is budgeted in the Capital Fund, Signage Replacement Municipal Complex, Construction (Account 50196644 46101; Project BG0046), in the amount of \$200,000.

RECOMMENDATION 1: It is recommended that City Council accept all bids meeting specifications and award the bid to G&S Services, L.L.C., as the lowest and best bidder for the Municipal Complex Interior Signage Project.

RECOMMENDATION 2: It is recommended that City Council approve Contract K-2425-64 with G&S Services, L.L.C., in the amount of \$186,480 and Change order No. 1 to K-2425-64, in the amount of \$5,414 for the Municipal Complex Signage Project and the accompanying bonds.

RECOMMENDATION 3: It is recommended that the City Council adopt Resolution R-2425-58 granting tax-exempt status to G&S Services, L.L.C. to avoid the payment of sales tax on materials purchases related to the project.