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MEMORANDUM

To: Gregg Mandsager, City Administrator
From: Pam Collins, Library Director
Date: November 14, 2018
RE: Request for Council to Authorize the Issuance of a Purchase Order for Outdoor Signage for the Musser Public Library & HNI Community Center from Nesper Sign Advertising, Inc.

Introduction: This PO request is comprised of two exterior backlit signs and is necessary in order to provide an attractive, informative, and welcoming experience outside the new Musser Public Library & HNI Community Center. Nesper Sign Advertising, Inc., of Cedar Rapids, IA, has put together a package satisfying these requirements.

The Library is seeking City Council approval for issuance of a purchase order to initiate this equipment acquisition, installation, and delivery.

Background: Inviting and informative signage is critical to efficient operation of the library and community center. As part of the gateway welcoming residents and visitors to the eastern downtown district, proper exterior signs provide wayfinding and an invitation to explore the community.

The cost for this equipment & installation is not to exceed **\$21,500**.

Recommendation/Rationale: The Library recommends that City Council authorize the issuance of a purchase order to Nesper Sign Advertising, Inc., for the amount of \$19,797. Nesper came in with the low quote out of three area vendors and is the vendor recommended by Andrew Fangman, City Planner. Additionally, the Roy J. Carver Charitable Trust has generously offered to pay the entire cost for the signs and installation.

Additional Information:

1. Budgetary Quote and detailed signage description from Nesper Sign Advertising, Inc.
 2. Exterior Signage Quote Comparison Chart
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