

# MAYOR & COUNCIL AGENDA COVER SHEET

**MEETING DATE:**

May 21, 2007

**CALL TO PODIUM:**

Ollie Mumpower

**RESPONSIBLE STAFF:**

Ollie Mumpower

**AGENDA ITEM:**

(please check one)

|   |                              |
|---|------------------------------|
|   | Presentation                 |
|   | Proclamation/Certificate     |
|   | Appointment                  |
|   | Public Hearing               |
|   | Historic District            |
|   | Consent Item                 |
|   | Ordinance                    |
| X | Resolution                   |
|   | Policy Discussion            |
|   | Work Session Discussion Item |
|   | Other:                       |

**PUBLIC HEARING HISTORY:**

(Please complete this section if agenda item is a public hearing)

|                   |  |
|-------------------|--|
| Introduced        |  |
| Advertised        |  |
|                   |  |
|                   |  |
|                   |  |
|                   |  |
|                   |  |
| Hearing Date      |  |
| Record Held Open  |  |
| Policy Discussion |  |

**TITLE:**

Resolution of the Mayor and City Council Authorizing the City Manager to Enter into a Contract to Provide Seven (7) Ornamental Entry Features to be Installed on Brookes and Maryland Avenues (\$17,131)

**SUPPORTING BACKGROUND:**

One of the goals of the Greater Historic District Committee was to improve the neighborhood identity of the area. This was to be accomplished by the placement of ornamental entry features in various locations in and around the Historic District.

The committee decided on three (3) different entry signs each incorporating the wheat sheaf from the historic City seal into the design. Each 24" wide by 36" tall arched top sign would be cast bronze with gold colored letters mounted on a decorative round post. Attached are mockups for each sign.

A total of seven (7) signs would be erected: three (3) Realty Park signs, two (2) Walker Addition signs and two (2) Russell and Brookes Addition signs.

Staff looked at several different manufacturers of these signs and requested quotes from the following companies that best met our requirements:

- Erie Landmark Company - \$17,131.00
- The Southwell Company - \$18,867.50
- Innovative Signs, Inc. - \$21,133.00

Based on this information it is recommended that a contract be awarded to Erie Landmark Company to provide seven ornamental entry features in and around the Historic District at a cost of \$17,131.06. Funding for this project is available in CIP 02-4 (Historic District Improvements).

This item is on June's Historic Preservation Advisory Committee agenda for a Historical Area Work Permit (#108) to install these signs on Brookes and Walker Avenues.

**DESIRED OUTCOME:**

**Vote on Resolution**

# Resolution Request Form

REQUEST FORM FOR RESOLUTIONS PERTAINING  
TO EXPENDITURES FROM THE CITY BUDGET  
(CONTRACTS/PURCHASES, TRANSFER FUNDS)

(Please attach the Mayor and Council Agenda Cover Sheet to this Form. For contracts/purchases, the Cover Sheet MUST include a list of all bidders and bid amounts.)

Requested by: Ollie Mumpower Date of City Council Meeting: May 21, 2007

## AUTHORIZING

Purchase  Award Contract  Transfer Funds  Negotiate/  
Execute a Contract

## BID INFORMATION:

Advertisement Date N/A  
Newspaper(s) N/A  
Bids Opened/Tabulated (date) N/A

## DESCRIPTION OF ITEM(S):

(Be specific; include quantity, item name, model number, etc.)

Seven (7) 24" wide by 36" tall arched top bronze signs with gold colored letters mounted on a decorative round post.

## CONTRACTED/PURCHASE FROM:

Company Name: Erie Landmark Company

Street Address: 637 Hempfield Hill Road

P. O. Box Number:

City/State/Zip: Columbia, PA 17512

CONTRACT/PURCHASE AMOUNT: \$17,131.00

Check One: In the Estimated Amount of  Not to Exceed

FUNDS TO BE EXPENDED FROM: Operating Budget  Capital Improvements Budget

Account Number: : CIP #02-4

(For Finance Department use only; not to be included in the Resolution)

## VERIFICATION OF AVAILABILITY OF FUNDS

Available  Not available

How Betton 5/16/07  
Finance Dept. Date

RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE MAYOR AND CITY COUNCIL AUTHORIZING  
THE CITY MANAGER TO ENTER INTO A CONTRACT TO PROVIDE  
SEVEN (7) ORNAMENTAL ENTRY FEATURES TO BE INSTALLED  
ON BROOKES AND MARYLAND AVENUES

WHEREAS, Section 57 of the City Charter provides that the City Council may permit negotiations of contracts without sealed bids for products and services, where in the opinion of the Council, the interests of the City would be best served by negotiated contracts; and

WHEREAS, it is recommended that decorative entry features be installed on Brookes and Maryland Avenues:

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of Gaithersburg, that the City Manager be and he hereby is authorized to enter into a contract to provide seven (7) ornamental entry features with Erie Landmark Company, 637 Hempfield Hill Road, Columbia, Pennsylvania 17512, in the amount of Seventeen Thousand One Hundred Thirty-One Dollars (\$17,131); said funds to be expended from the Capital Improvements Budget.

ADOPTED by the Mayor and City Council this 21st day of May 2007.

---

SIDNEY A. KATZ, MAYOR and  
President of the Council

THIS IS TO CERTIFY that the foregoing  
Resolution was adopted by the City Council  
in public meeting assembled on the 21st day  
of May 2007.

---

David B. Humpton, City Manager