

COUNCIL ACTION FORM

**SUBJECT: LIBRARY RENOVATION AND EXPANSION PROJECT CHANGE
ORDER NO. 3 WITH SERIGRAPHICS SIGN SYSTEMS, INC.**

BACKGROUND:

Sealed bids for the Ames Public Library Interior Signage project were received from nine firms on June 23, 2014. A contract was awarded to the lowest bidder, Serigraphics Signs Systems, of Green Valley, Minnesota, in the amount of \$40,198.78. Two change orders have been approved to date and the third change order is being requested because the revised contract sum exceeds \$50,000 and requires City Council approval.

Change Order No. 3 calls for the production of five Lumicore ADA-compliant signs with raised lettering and braille for a storage area, a mechanical area, a maintenance/fire access area, a study room, and an elevator. Because all of the Lumicore material purchased for the Library's previous orders has been used, the sign manufacturer will purchase two additional sheets of the product and paint them the specified colors. Half of the Lumicore will be used for the production of the signs included in Change Order No. 3, and the remaining stock will be held by the Library for any future signs that require this material. The cost of materials, sign production, shipping, and installation has been quoted at \$2,367.62.

A summary of Serigraphic Sign Systems' contract to date appears below.

Original Contract Sum	\$40,198.78
Net changes authorized by Change Orders #1-2	\$ 7,767.35
Contract Sum after processing Change Order #2	\$47,966.13
Contract Sum increase by approval of Change Order #3	\$ 2,367.62
New Contract Sum including Change Order #3	\$50,333.75

Funds are available in the Library Renovation and Expansion Project Budget, which presently has an unencumbered balance of \$1,043,968.

ALTERNATIVES:

1. Approve Change Order No. 3 with Serigraphics Signs Systems, Inc. to allow for the purchase of additional interior signage in the amount of \$2,367.62.
2. Do not approve Change Order No. 3.

MANAGER’S RECOMMENDED ACTION:

The items included in this request include necessary signage for public and staff areas, and a small supply of Lumicore material will be left over as “attic stock” from which the Library may order matching signs in the future, if necessary. Funds are available in the Library Renovation and Expansion Project budget.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving Change Order No. 3 with Serigraphics Signs Systems, Inc. in the amount of \$2,367.62.