

Issue Analysis Form



Date: 08/13/2019
Item: Award of Contract & Appropriation – County Welcome Signs
Lead Department(s): County Administration, General Services, Finance
Contact Person(s): Jeff Stoke; Mike Purvis; Betsy Drewry

Description and Current Status

The Board of Supervisors received information regarding the purchase of replacement County Welcome Signs during the July 23, 2019 Board retreat meeting. Board consensus was to bring this item to the Board at the August 13 meeting for approval consideration using Tourism Fund balance for the purchase.

RFP #19-0603-1 “Welcome Signs” was issued on June 3 with a June 20 closing date. The RFP solicited design and pricing to reface 9 existing County Welcome Signs and 2 signs for the Prince George Industrial Park. This RFP and any addenda can be viewed on the County Finance website at

https://www.princegeorgecountyva.gov/departments/finance_department/procurement/bids_rfp_announcements.php

Three (3) proposals were received and a staff panel ranked the proposals based on criteria established in the RFP, and interviewed the top 2 firms. Panel Members are:

- Jeff Stoke, Deputy County Administrator
- Betsy Drewry, Deputy County Administrator - Finance
- Mike Purvis, Director General Services
- Horace Wade, Planner

The scoring of proposals for all 3 firms and rankings are shown below.

Proposal Evaluation		
Company Name	Average Score	Rank
Moore Sign Corporation	77	3
Talley Sign Company	93	2
Westview Companies, Inc.	95	1

The top 2 firms came in to discuss their proposals and respond to interview questions on July 10, 2019, and scoring is shown below.

Interview Evaluation		
Company Name	Average Score	Rank
Talley Sign Company	34.62	2
Westview Companies, Inc.	40.62	1

A contract with Westview Companies, Inc. is being recommended for approval.

Pricing Information provided in Proposal (Westview):

\$48,404 is Lump Sum Pricing for: 9 Welcome Signs (one-sided); 2 Industrial Park Signs (one-sided); new 4X4 pressure-treated wood posts with painted PVC sleeve coverings. Aluminum tube posts can be provided at the same price as new p/t wood posts with coverings. Pricing includes all materials and installation and options presented adhere to VDOT breakaway requirements.

Potential Additional Costs / Alternates:

2-sided option “Thank you for Visiting....” - \$1,650 per sign [not feasible at all locations] – Staff is not recommending two-sided signs at this time. Existing signs are currently not positioned in a manner that would lend itself to two-sided signs. Relocation of signs could potentially have VDOT right of way implications and might not be considered a re-facing.

Solar Up-lighting - \$5,100 per system sign/system (\$4,500 for kit + \$600 installation per system/sign). Solar up-lighting price is an initial “rough” estimate for a mid-range industrial use turn-key kit (typically includes cables, fixtures, LED bulbs, battery, solar panel and battery casing). Staff is not currently recommending up-lighting.

Pricing Recommended for Approval:

\$48,404 BASE TOTAL*
 One-sided signs – 9 County Welcome + 2 Industrial Park Signs
 11 sets of posts (p/t 4X4 with painted PVC sleeves or aluminum tube)

*Base price with no two-sided sign or up-lighting options.

Staff solicited Board Member input on the color for signs (background; lettering and post covers) at the July 23 meeting. The top choice was navy blue, however board member comments led staff to also provide a selection of green color selections for board consideration. Final color selections will be discussed and approved on August 13, 2019.

Staff recommends award of contract to Westview Companies for a base contract price of \$48,404. Additionally, staff recommends an appropriation of Tourism fund

balance for the purchase.

Board Action Requested:

Authorize County Administrator to execute a contract with Westview Companies, Inc. in the amount of \$48,404 and appropriate funds from the Tourism Fund Balance.

Appropriation Entry

Revenues

0213-40-900-8208-399999 Tourism Fund Balance \$48,404

Expenditures

0213-08-301-2131-49199 Tourism Contingencies - \$48,404

Government Path

- | | | |
|--|---|--|
| Does this require IDA action? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does this require BZA action? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does This require Planning Commission Action? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does this require Board of Supervisors action? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does this require a public hearing? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| If so, before what date? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Fiscal Impact Statement

Tourism Funds will be used for sign replacement (appropriation from Tourism Fund Balance). Tourism Fund Balance at June 30, 2018 was \$277,072. Projected / preliminary Tourism Fund Balance is \$290,000 - \$295,000. Tourism Fund Balance is sufficient to fund this project.

County Impact

Award of contract and purchase of signs to replace the existing aged, faded signs will improve appearance of County gateways.

Notes

See attached map with current Welcome Sign locations and ownership.

Board of Supervisors
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this 13th day of August, 2019:

Present:

Donald R. Hunter, Chairman
Floyd M. Brown, Jr., Vice-Chairman
Alan R. Carmichael, Jr.
Marlene J. Waymack
T. J. Webb

Vote:

A-9

On motion of _____, seconded by _____, which carried unanimously, the following Resolution was adopted:

RESOLUTION; AWARD OF CONTRACT AND APPROPRIATION FROM TOURISM FUND BALANCE (\$48,404 COUNTY WELCOME SIGNS)

WHEREAS, On June 3, 2019 a Request for Proposals was advertised by County Administration, General Services and the Finance Department to obtain proposals for designing and installing nine replacement County Welcome Signs and two signs for the Industrial Park (RFP 19-0603-1). The RFP closed on June 20, 2019 with three (3) responses. The most qualified and highest scoring firm was Westview Companies, Incorporated. Westview's base price for these eleven replacement signs is \$48,404, and staff is recommending an award of contract to Westview for this amount; and

WHEREAS, \$48,404 is available from Tourism Fund Balance; and

WHEREAS, Staff is requesting authorization for the County Administrator to enter into a contract with Westview Companies, Inc. in the amount of \$48,404 (base price) to move forward with the County Welcome and Industrial Park Sign replacements/installations.

NOW, THEREFORE, BE IT RESOLVED That the Board of the Supervisors of the County of Prince George this 13th day of August, 2019, hereby awards the contract for County Welcome and Industrial Park Sign replacements/installations to Westview Companies, Inc. in the amount of \$48,404 and authorizes the County Administrator to execute a contract with Westview Companies, Inc.

NOW, THEREFORE BE IT FURTHER RESOLVED That the Board of Supervisors of the County of Prince George this 13th day of August, 2019, does hereby authorize and appropriate the following increase of funds within the 2019-2020 Budget, such line items increased as follows, which monies shall be expended for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

<u>FUND/ORGANIZATION</u>		<u>AMOUNT</u>
Tourism Fund		
Expenditures:		
0213-08-301-2131-49199	Tourism Contingencies	\$48,404
Revenues:		
0213-40-900-8208-399999	Tourism Fund Balance	\$48,404

A Copy Teste:

Percy C. Ashcraft
County Administrator

ATTACHMENT C

Welcome Sign Locations

Physical Addresses are Provided in Section 2.3

