

## MEMORANDUM

**To:** Gregg Mandsager, City Administrator  
**From:** Pam Collins, Library Director  
**Date:** April 27th, 2018  
**RE:** Request for Council to Authorize the Issuance of a Purchase Order for Signage for the new Musser Public Library & HNI Community Center from Sign Pro.

**Introduction:** This PO request is comprised of a suite of exterior directional signage and interior signage and is necessary in order to provide a safe, informative, and inviting experience both inside and outside the new Musser Public Library & HNI Community Center. Sign Pro, of Muscatine, IA, has put together a package satisfying these requirements that include but are not limited to:

- Outdoor signage in 3 locations
- Indoor signage for way-finding, accessibility, and safety

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

**Background:** Comprehensive signage is critical to efficient and safe operation of the library and community center. With multiple materials collections along with over a dozen meetings rooms, wayfinding and a welcoming atmosphere play an integral role in serving the public.

The cost for this equipment & installation is not to exceed **\$8,500**.

**Recommendation/Rationale:** The Library recommends that City Council authorize the issuance of a purchase order to Sign Pro, for the amount of \$8,500. Sign Pro is a local vendor and has a reputation for being on-time and reliable.

**Additional Information:**

1. Budgetary Quote from Sign Pro.
-

SignPro of Muscatine

P.O. Box 152  
Muscatine, IA 52761

# Customer Quote

Date	Quote #
4/16/2018	4062

Name / Address
Musser Public Library

Rep

Item	Description	Qty	U/M	Total
RTA Graphics	4" x 8' etched glass on corners of Glass on 2nd and 3rd Floor (\$32.00 / location)	10		320.00T
Installation	install (\$18.75 / location)	10		187.50T
RTA Graphics	38" x 72" Etched Glass Panels to cover conference room windows	4		288.00T
Installation	install	1		150.00T
RTA Graphics	Self Check out decals (\$104.00 / location)	6		624.00T
Installation	install (\$40.00/ location) exempt from sales tax	6		240.00T 0.00
<b>Total</b>				<b>\$8,474.30</b>

SignPro of Muscatine

P.O. Box 152  
Muscatine, IA 52761

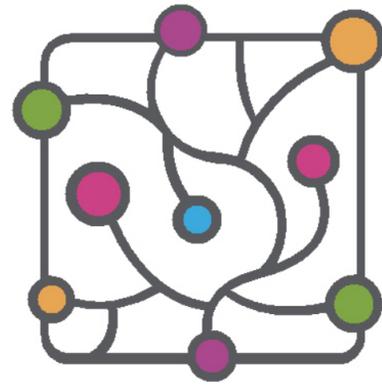
# Customer Quote

Date	Quote #
4/16/2018	4062

Name / Address
Musser Public Library

Rep

Item	Description	Qty	U/M	Total
	Outside Signs:			
	Building Signs:			
Alupanel 3 mm	Hours Sign on Font of Building 12" x 12"	1		36.00T
Installation	install	1		30.00T
RTA Graphics	Handicap Markings on Outside Door	1		40.00T
Installation	install	1		30.00T
	Ground Signs:			
RTA Graphics	Entrance Way Signs (using existing HNI White Signs)	1		90.00T
Outside Vendors	Remove HNI Graphics and Apply Musser Library Graphics			
	Replace 2 missing Entrance Way signs (using existing Poles)	2		1,700.00T
	Inside Signs:			
Acrylic/poly carbon...	3.5" x 5" Acrylic Holder with Brushed Silver (\$28.00 each)	26		728.00T
RTA Graphics	2" x 5" Name Plate to slide into holder (\$6.00 each)	38		228.00T
RTA Graphics	Wall Graphics for Childrens Area 18" x 120"	2		376.00T
Installation	install	2		150.00T
Outside Vendors	Directional Maps with 24" x 36" Brushed Aluminum licking	4		1,716.80T
Installation	frame (\$429.20 per map)			
	install (\$150.00 per map)	4		600.00T
Outside Vendors	Directional Map with All 4 Floors on one Map for Main	1		700.00T
Installation	Entrance 48" x 60"			
	install	1		150.00T
Alupanel 3 mm	alupanel 3mm Changing Station signs to go under existing	6		90.00T
	Restroom signs (\$15.00 each)			
<b>Total</b>				

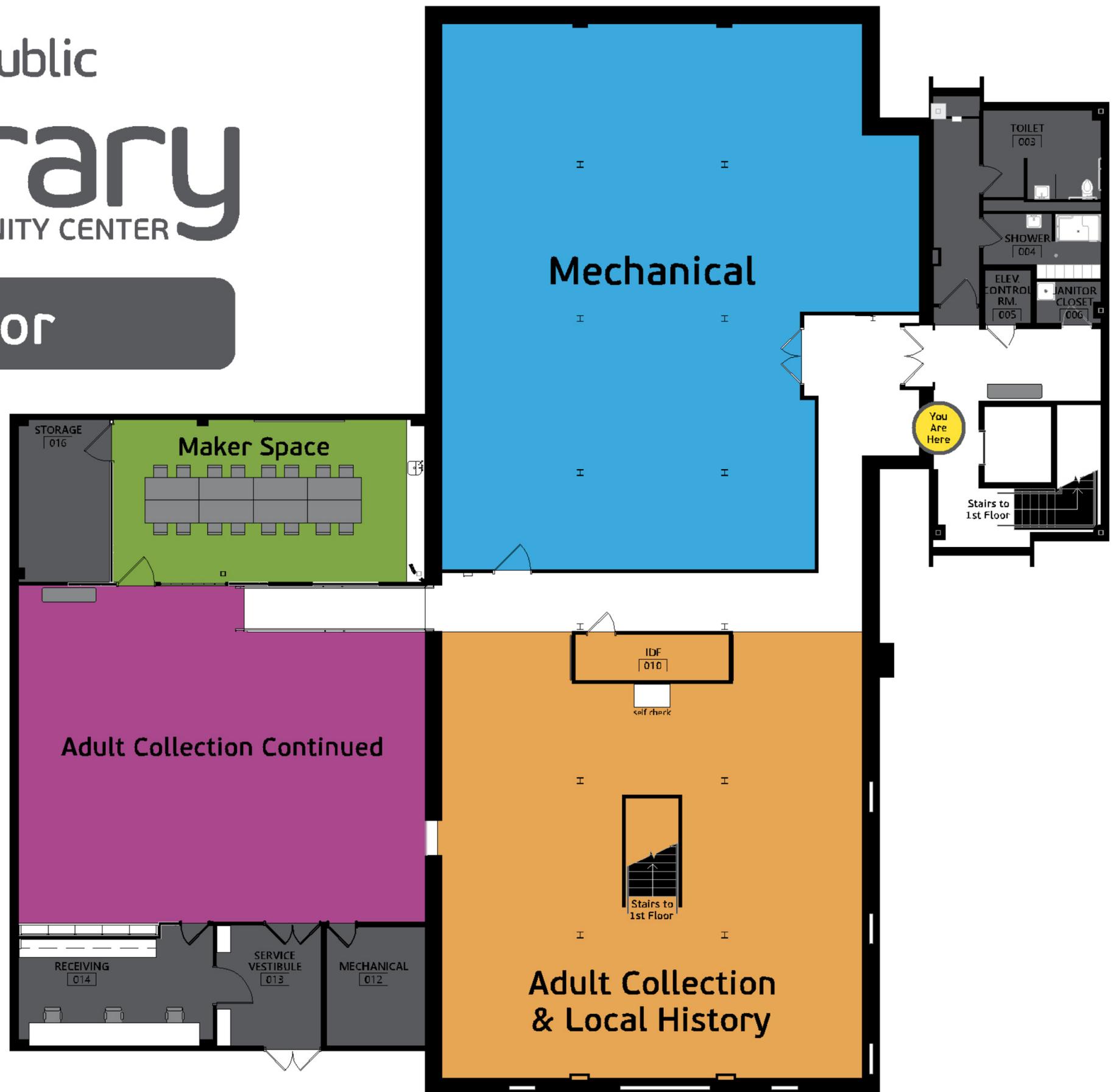


# Musser Public Library

& HNI COMMUNITY CENTER

## Garden Floor

- Adult Collection & Local History
- Adult Collection Continued
- Maker Space
- Mechanical
- Musser Library Staff Only



# CHILDREN'S LIBRARY

# CHILDREN'S LIBRARY





Musser Public

**Library**  
& HNI COMMUNITY CENTER

◀ ENTRANCE & PARKING