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ENGINEERING**

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**MEMORANDUM NO. 24-23**

DATE: March 28, 2024  
TO: City Commission  
FROM: Matthew Kudrna, Project Manager II  
**SUBJECT: Request for Ordinance**

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**Background:**

Commission approved the ranking for RLI T-19-23 City Signage Production and Installation and the consultant below was awarded a contract.

- Art Sign Co.

The work includes but is not limited to fabricating, installing, and repairing signs as needed. Signs must be weather resistant, durable, adaptable, reflective, and meet the requirements of all authorities having jurisdiction including Florida department of Transportation's (FDOT's) minimum requirements for pedestrian signs, where deemed necessary. City will provide a design criteria for each project and Contractor shall develop all the necessary tasks, deliverables, completed designs, list of materials and schedule necessary to fabricate and install the signs needed by the City.

**Recommendation:**

Please prepare ordinances for the proper City Officials to execute the attached contract for fabricating, installing, and repairing signs services. A contract was awarded via RLI T-19-23.

- Art Sign Co.

Please do not hesitate to contact me for any additional information that may be required.