

**Louisville Metro Council City Agency Request**

- ✓ Neighborhood Development Fund (NDF)
- ✓ Capital Infrastructure Fund (CIF)
- Municipal Aid Program (MAP)
- Paving Fund (PAV)


**Primary Sponsor:** Vitalis Lanshima

**Amount:** \$13,375 **Date:** November 23, 2018

**Description of program/project including public purpose, additional funding sources, location of project/program and any external grantee(s):**  
 This funding is to replace the sign at the Iroquois Library with a new Monument sign with messaging capabilities.

**City Agency:** Louisville Free Public Library  
**Contact Person:** Doug Foster  
**Agency Phone:** 502-432-7898

**I have reviewed this request for an expenditure of city tax dollars, and have determined the funds will be used for a public purpose and have the attached documentation from the receiving department concerning the project/expenditure.**

21		\$13,375	11/23/18
District #	Council Member Signature	Amount	Date

**Approved by:** \_\_\_\_\_  
 Appropriations Committee Chairman Date

**Clerk's Office & OMB Use Only:**

Request Amount: \_\_\_\_\_ Amended Amount: \_\_\_\_\_

Reference #: \_\_\_\_\_ To OMB: \_\_\_\_\_

Budget Revision #: \_\_\_\_\_

Account #: \_\_\_\_\_

To Project Manager: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Actual Cost: \_\_\_\_\_ Funds Returned: \_\_\_\_\_

## NDF, CIF, MAP OR PAV INTERAGENCY CHECKLIST

<b>Interagency Name:</b> Louisville Metro Parks	
<b>Program/Project Name:</b>	Iroquois Library Sign Project
	<b>Yes/No/NA</b>
<b>Request Form:</b> Is the Request Signed by all Council Member(s) Appropriating Funding?	Yes
<b>Request Form:</b> If matching funds are to be used, are they disclosed with account numbers in the request form description?	NA
<b>Request Form:</b> If matching funds are to be used, does the amount of the request exclude the matching fund amount?	NA
<b>Request Form:</b> If other funds are to be used for this project, are they disclosed with account numbers in the request form description?	NA
<b>Funding Source:</b> If CIF is being requested, does Metro Louisville own/will own the real estate, building or equipment? If not, the funding source is probably NDF.	Yes
<b>Funding Source:</b> If CIF is being requested, does the project have a useful life of more than one year? If not, the funding source is probably NDF.	Yes
<b>Ordinance Required:</b> Is the NDF request to a Metro Agency greater than \$5,000? If so, an ordinance is required.	NA
<b>Ordinance Required:</b> Is the request a transfer from NDF to cost center? If so, is the amount given for the fiscal year \$25,000 or less?	NA
<b>Supporting Documentation:</b> Does the attachment include a valid estimate and description of cost?	Yes

Submitted by: Ellen Hunt

Date: 11/23/18

**Signarama Dixie**  
 4436 Dixie Hwy  
 Louisville KY 40216  
 United States  
 Phone: (502) 448-2134  
 sales@signaramadixie.com  
 for Quote : sales@signaramadixie.com  
 www.signaramadixie.com



<b>Quote 9161 - Louisville Free Public Library - Iroquois Branch Monument Sign</b>	<b>Expiration Date : 05/25/2019</b>
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Quote for	Contact	Shipping/Install
Louisville Free Public Library	<b>Doug Foster - Iroquois Branch</b> Phone : (502) 438-7898 Email : Doug.foster@lfpl.org	Iroquois Branch 601 W Woodlawn Louisville KY 40215

Quote #	Quote Date	Sales Rep	Payment Terms	PO	PO Date
9161	11/26/2018	<b>Cynthia Miles Brown</b> cynthia@signaramadixie.com (502) 802-7100	Due on Receipt		

**Items**

#	Item	Qty	Unit Price	Total	Tax
1	<b>Illuminated Double Face Cabinet Sign with Watchfire Message Unit - Louisville Library - Iroquois Branch</b> LED Illuminated Double Sided Monument Cabinet with LED Message unit  Total 6'3"w x 3'5"h double sided sign with 4'w x 2'h pole skirt.  Aluminum frame extrusion cabinet 75"w x 24"h Flat Face with Full color Graphics LED illumination Graphics to be specified by client Frame and Skirt painted single color  Watchfire Message Unit LED message unit - Double Sided W19mm Full Color 75"w x 17"h Energy conscious LED- sun brightness adjustment 5-year manufacturer parts warranty 4G Wireless w/ 5-year Cellular Data Plan - Cloud Based Ignite Graphics Software  Includes art set up Includes Installation  Client responsible for Electric	1	\$13,295.00	\$13,295.00	\$0.00

#	Item	Qty	Unit Price	Total	Tax
2	<b>Staff Time - Permit Procurement</b> This is the standard fee we charge you to process and apply for your sign permit. Variances and special requirements may increase this fee.  The fee for the permit itself is additional and billed at the completion of the job at actual cost. See next line item.	1	\$80.00	\$80.00	\$0.00
3	<b>Permit Cost</b> The actual cost of the permit costs paid on your behalf to the city or municipal government for your sign. Permits billed at actual cost.  Permit Cost TBD by city.	1	\$0.00	\$0.00	\$0.00

**Total**

Sub Total	Total Tax(%)	Final Price
\$13,375.00	\$0.00 (0.0%)	\$13,375.00

<b>Downpayment (50.0 %)</b>	\$6,687.50
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**Terms And Conditions**  
 Invoices & Cancellation of Orders: Sign-A-Rama (Vendor) prepares your order according to your specifications. Therefore, prior to its commencement, your order is only cancelable with the Vendor's prior written consent. After commencement of your order (the point at which materials are assembled and work has begun), your order is non-cancelable. The Customer is Solely Responsible for Proofreading Vendor does not assume any responsibility for the correctness of copy. Therefore, you must review and sign a proof prior to our commencement of your order. By signing your proof, you approve of its content and release the Vendor to commence our work. You are solely responsible for the content of the proof once it has been signed. However, if we should make an error in producing the work as proofed, please be assured that we will redo the work as quickly as possible and without charge to you. Vendor's Liability Vendor's total liability is hereby expressly limited to the services indicated on the invoice and Vendor will not be liable for any subsequent damages, consequential damages, or otherwise. All dates promised on this invoice are approximations unless the word "firm" is written and acknowledged by the Vendor.

Terms of Payment: Upon ordering, you must give Vendor a 50% deposit. Your balance will be due upon delivery and/or installation. Vendor may, at its sole discretion, extend credit terms to you upon approval. Collection Procedures: Invoices are considered delinquent thirty (30) days from the date that your order is completed. After the thirtieth day, a late charge of \$25.00, together with interest accruing at the rate of 1.5% per annum, or the maximum rate allowable by law is assessed. You shall be liable for all costs related to collection of delinquent invoices, including court costs and attorney's fees. Customer's Acceptance of Work: Customer's acceptance, either personal or through his/her agent(s) and/or employee(s) of the work ordered shall be deemed as full acceptance. This means that by accepting delivery of the work, customer affirms that the work substantially conforms to all expectations. Lost or Substantially Forgotten Work: If customer does not take possession of completed work within thirty (30) days from notification of completion, then the work will be considered lost or forgotten, and vendor will not be responsible for further loss. Customer will be billed and responsible for payment for work that has been completed

for **Louisville Free Public Library**

<b>Signature</b>	<b>Date</b>
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We agree to your terms and conditions. Please proceed with the order.

**From:** [Hurt, Ellen](#)  
**To:** [Bell, LaTonya J.](#)  
**Cc:** [Helton, Jessamyn](#); [Stenberg, Beth](#); [Lanshima, Vitalis](#); [Morgan, Briana](#)  
**Subject:** NDF \$13,375 for Iroquois Library Sign  
**Date:** Tuesday, December 4, 2018 1:16:54 PM

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Hi LaTonya,

See below email from Lee Burchfield accepting the NDF for the Iroquois Library sign.

I hope this helps, but please let me know if you need anything else.



**Ellen Hurt**

District 21 Legislative Assistant  
Councilman Vitalis Lanshima  
601 W Jefferson Street  
Office: 502-574-1121  
Cell: 502-797-3257

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**From:** Lee Burchfield [mailto:Lee.Burchfield@lfpl.org]  
**Sent:** Monday, December 3, 2018 1:33 PM  
**To:** Hurt, Ellen  
**Cc:** Doug Foster; Carrick Arehart; Belinda Catman  
**Subject:** RE: Iroquois Library Sign

The Louisville Free Public Library will be delighted to accept these funds for signage at the Iroquois Library and we appreciate Councilman Lanshima thinking of us and making this happen.

Thank you,

Lee

Lee Burchfield  
Interim Director  
Louisville Free Public Library