

CITY OF ARDMORE
ENGINEERING DEPARTMENT
Ardmore, Oklahoma

Board Letter No.: 5125
Meeting Date: July 6, 2021

Mayor and Commissioners
Ardmore, Oklahoma

SUBJECT: Wayfinding Sign Contract Cancellation

Dear Mayor and Commissioners:

The purpose of this agenda item is to request Commission approval to cancel the current Wayfinding installation project contract. A contract for installation of selected wayfinding signs was awarded on April 5, 2021 in the amount of \$35,290.00 to United Signs, LLC of Norcross, Georgia. United Signs mobilized to the site and determined that the signs could not be installed with the components on hand and requested a change order to account for the extra work.

The City and United Signs have endeavored to adjust the work and cost to achieve the basic project goals within the allowable budget however the revised cost proposed by United Signs is 50% higher than the original award. The change order amount is in excess of that allowed by law. Both the City and United Sign believe now it would be mutually desirable to cancel the contract, pay for services rendered to date in the amount of \$16,750, and re-bid it at a later date.

We therefore recommend and request that the Commission approve final partial payment of \$16,750 and authorize the City Manager to cancel the contract.

Sincerely,


Thomas D. Mansur, P.E.
City Engineer

Reviewed by: 
City Manager