

CITY OF WASHINGTON

PLANNING & DEVELOPMENT DEPARTMENT

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MEMORANDUM

TO: Mayor Manier and City Council
FROM: Jon R. Oliphant, AICP, Planning & Development Director
SUBJECT: Consent Agenda – Square Sign Payment Authorization
DATE: November 30, 2017

Work was completed last week on the installation of a sign that is placed on the northeast edge of the 223 property advertising the Historic Washington Square. This is a 10'x23' billboard-style sign that is 20' in height and is double-sided. IDOT classifies this as an "official sign," as it does not allow for any advertising of any particular businesses.

Staff has received the invoice from Martin Sign Service out of Metamora in an amount of \$5,375 for this work. Council had previously authorized a not-to-exceed cost of \$5,875 for this work in May. As a result, staff seeks authorization to make the payment to Martin Sign Service in an amount of \$5,375. This will be scheduled for approval as a consent agenda item at the December 4 City Council meeting.

Attachment

Martin Sign Service, Inc.

1396 County Rd 1200 E
Metamora, IL 61548
309-367-2475

INVOICE

Date: 11/22/2017

Invoice # 14850

Bill To:

City of Washington
301 Walnut St.
Washington, IL 61571

Ship To:


City of Washington
301 Walnut St.
Washington, IL 61571

P.O. Number	Terms	Project	Ordered By
Email	Due on receipt	Route 24 Billboard	Jon Oliphant / Kris

Item	Description	Qty.	Cost	Amount
Sign	10' x 23' Billboard Sign overall height approximately 20' - double sided - 6x6 wood frame/posts - non-illuminated - full color graphics on 13 oz. vinyl - installed with concrete footings	1	5,375.00	5,375.00T

Thank you for your business!

Please report any discrepancies regarding this invoice within 5 days.
For information on any of our products, email request to
andrew@martinsignservice.com or call 309-367-2475

VISA   **DISCOVER** payments add 5% processing fee

IL Sales Tax (0.0%) \$0.00

TOTAL DUE: \$5,375.00**Payments/Credits \$0.00**