



**CITY OF FOREST PARK MAYOR & COUNCIL
CITY COUNCIL WORK SESSION**

Monday, November 01, 2021 at 6:00 PM
Council Chambers and YouTube Livestream

Website: www.forestparkga.gov
YouTube: <https://bit.ly/3c28p0A>
Phone Number: (404) 366.1555

FOREST PARK CITY HALL
745 Forest Parkway
Forest Park, GA 30297

AGENDA

The Honorable Mayor Angelyne Butler, MPA

The Honorable Kimberly James The Honorable Dabouze Antoine
The Honorable Hector Gutierrez The Honorable Latresa Akins-Wells
The Honorable Allan Mears

Dr. Marc-Antonie Cooper, City Manager
S. Diane White, City Clerk
Mike Williams, City Attorney

VIRTUAL NOTICE

DISCLAIMER: For in-person attendance, all CDC requirements of Masks and Social Distancing is recommended.

To watch the meeting via YouTube - <https://bit.ly/3c28p0A>

The Council Meetings will be livestream and available on the City's

YouTube page - "**City of Forest Park GA**"

CALL TO ORDER/WELCOME:

ROLL CALL - CITY CLERK:

CITY MANAGER'S REPORT: Dr. Marc-Antonie Cooper, City Manager

COVID-19 UPDATE: Division Chief Joel Turner

NEW BUSINESS:

- 1. Council Discussion and Approval to Retire Forest Park K-9 "Yoeri" – Police Department**

Background/History:

Consideration to retire the current Forest Park Police Department's 11-year-old canine named "Yorei" from active duty and that his former handler adopts him effective immediately.

This recommendation is based on the Forest Park Police Department's K-9 Unit Administration policy 17-01 states "canines may be retired between the ages of 8 years and 9 years old" and a thorough medical assessment conducted on 10/25/2021 that shows the canine is in overall decent health but does have some medical limitations.

2. Discussion on Approving a Bi-Lingual Pay Incentive – Chief Executive Office

Background/History:

Approval of \$1.00 per hour Bilingual Pay incentive for speaking and \$1.50 per hour incentive for speaking and writing a non-English language used by any group. To receive the incentive employees must be fluent (reading, writing, and speaking) in a non-English language, which could include for the hearing impaired and must agree to translate for employees who are not bilingual in the event such services are needed, even if the employee needing assistance is not from the same department or work unit and perform related work as assigned by the Department Director. Employees receiving bilingual pay may be required to report to work during nonscheduled working hours and will have a role in disaster recovery efforts and will be expected to work during periods of emergency response by the city.

The incentive must be approved by the City Manager, only after the appropriate validation test has been administered and successfully completed as describe in the memorandum.

3. Parks and Leisure Budget Transfer of Funds - Interim Finance Director/Parks & Leisure Director

Background/History:

The Recreation Department would like to transfer \$25,000 from their Athletic line item to their Special Events line item. The department would like to implement more community events such as family game night, painting classes, movie nights and community dances.

4. Discussion on Approving a Citywide Janitorial Services – Procurement Department

Background/History:

The various departments throughout the City is requesting your approval to enter into a contractual agreement the the following Janitorial Service Contractor: **American Facility Services, Inc.** The Department of Procurement conducted a request for proposals for Citywide Janitorial Service and of the four firms that submitted their proposals, American Facility Services, Inc. was the lowest and most qualified firm and therefore they was selected. This will eliminate the use of several different janitorial contractors providing services to individual departments and replace it with one contractor for the entire City. The contract will last for 3 years with two additional 1-year term renewal options if the City wants to continue with this firm based on their performance.

5. Discussion on Approving On-Call Plumbing Repairs and Maintenance Services – Public Works/ Procurement Department

Background/History:

The Department of Public Works is requesting your approval to enter into a contractual agreement with the following two plumbing repairs and maintenance contractor companies: **MaxAir Mechanical** and **The Plumbing Shop Inc, dba Quick Action Plumbers**. The Department of Procurement conducted a request for qualifications for on- call plumbing repairs and maintenance services. One firm missed the deadline and therefore could not submit their qualifications while MaxAir Mechanical and Quick Action Plumbers submitted their qualifications and therefore, they were selected. These firms are on an on-call basis, which means as services are needed, The City will utilize these two firms to perform specific task orders. These firms will supplement the Public Works short staffed for plumbing repairs and maintenance services. The Department of Public Works will have the option to allow these firms to compete against each other or they can be in rotation for various sites throughout The City of Forest Park, as well as for the various existing City Boards. The contracts will last for 3 years with a 2 year renewal option if the City wants to continue any one of the three firms based on their performance.

6. Council Approval to Adopt GDOT's Procurement Policy for The Procurement, Management and Administration of Engineering and Design Related Consultant Services – Procurement Department

Background/History:

The Department of Procurement is requesting your approval to adopt the Georgia Department of Transportation Procurement Policy For The Procurement, Management, and Administration of Engineering and Design Related Consultant Services for all state and federally funded transportation projects. The City has taken steps to get Local Administered Projects (LAP) Certified through GDOT and as part of this process, the Procurement Department attended a two-day class and passed the administered test to become certified in the procurement, management, and administration of Engineering and Design Related Consultant Services. Prior to receiving this certification, we must adopt this section of GDOT's procurement policy. This adoption will not replace our current procurement policy. It will be a stand-alone addition. We will follow the adopted policy only when we procure Engineering and Design Related Consultant Services and only when utilizing Federal-Aid funds. This policy is guided by Federal Laws and Regulations and the procedures incorporates best practices in accordance with the requirements set by the Federal Highway Administration. Its purpose is to ensure that a qualified consultant is obtained through an equitable qualifications-based selection procurement process in a timely manner at a fair and reasonable cost. This policy will guide the Procurement Department to ensure we are in compliance with the requirements to maintain federal funds.

7. Discussion on Adopting an Ordinance Amending the Local Vendor Preference – Procurement

Background/History:

The City's existing procurement ordinance provides for a local vendor preference in procurement. However, this preference is only available for contracts of \$100,000 or less. It is proposed that the \$100,000 limitation be removed.

8. New Citywide Banners – Executives Office

Background/History:

Requesting to purchase new customized pole banners. These banners will be displayed citywide. The city purchased banners in 2018 that are not very worn and displayed the old city logo. This item is not budgeted for. The Executive Office is requesting a transfer of \$23,000 from the Reserve for Contingency line item to the Right of Way Enhancement line item.

EXECUTIVE SESSION: (When an Executive Session is required, one will be called for the following issues: Personnel, Litigation or Real Estate)

ADJOURNMENT:

In compliance with the Americans with Disabilities Act, those requiring accommodation for Council meetings should notify the City Clerk's Office at least 24 hours prior to the meeting at 404-366-1555.

File Attachments for Item:

1. Council Discussion and Approval to Retire Forest Park K-9 "Yoeri" – Police Department

Background/History:

Consideration to retire the current Forest Park Police Department's 11-year-old canine named "Yoeri" from active duty and that his former handler adopts him effective immediately.

This recommendation is based on the Forest Park Police Department's K-9 Unit Administration policy 17-01 states "canines may be retired between the ages of 8 years and 9 years old" and a thorough medical assessment conducted on 10/25/2021 that shows the canine is in overall decent health but does have some medical limitations.



CITY OF
FORESTPARK

City Council Agenda Item

Subject: K-9 Retirement Request – Police Department

Submitted By: Dr. Marc-Antonie Cooper

Date Submitted: October 26, 2021

Work Session Date: November 01, 2021

Council Meeting Date: November 01, 2021

Background/History:

Consideration to retire the current Forest Park Police Department's 11-year-old canine named "Yorei" from active duty and that his former handler adopts him effective immediately.

This recommendation is based on the Forest Park Police Department's K-9 Unit Administration policy 17-01 that states "canines may be retired between the ages of 8 years and 9 years old" and a thorough medical assessment conducted on 10/25/2021 that shows the canine is in overall decent health but does have some medical limitations.

Cost: \$ 0

Budgeted for: _____ Yes No

Financial Impact:

No financial impact at this time.

Action Requested from Council:

Approve canine "Yoeri's" retirement from active duty and allow adoptions by former handler.

File Attachments for Item:**2. Discussion on Approving a Bi-Lingual Pay Incentive – Chief Executive Office****Background/History:**

Approval of \$1.00 per hour Bilingual Pay incentive for speaking and \$1.50 per hour incentive for speaking and writing a non-English language used by any group. To receive the incentive employees must be fluent (reading, writing, and speaking) in a non-English language, which could include for the hearing impaired and must agree to translate for employees who are not bilingual in the event such services are needed, even if the employee needing assistance is not from the same department or work unit and perform related work as assigned by the Department Director. Employees receiving bilingual pay may be required to report to work during nonscheduled working hours and will have a role in disaster recovery efforts and will be expected to work during periods of emergency response by the city.

The incentive must be approved by the City Manager, only after the appropriate validation test has been administered and successfully completed as describe in the memorandum.



CITY OF
FORESTPARK

City Council Agenda Item

Subject: Bi-Lingual Pay Incentive – Chief Executive Office

Submitted By: Dr. Marc-Antonie Cooper

Date Submitted: October 26, 2021

Work Session Date: November 01, 2021

Council Meeting Date: November 01, 2021

Background/History:

Consideration and approval of \$1.00 per hour Bilingual Pay incentive for speaking and \$1.50 per hour incentive for speaking and writing a non-English language used by any group. To receive the incentive employees must be fluent (reading, writing, and speaking) in a non-English language, which could include for the hearing impaired and must agree to translate for employees who are not bilingual in the event such services are needed, even if the employee needing assistance is not from the same department or work unit and perform related work as assigned by the Department Director. Employees receiving bilingual pay may be required to report to work during nonscheduled working hours and will have a role in disaster recovery efforts and will be expected to work during periods of emergency response by the city.

The incentive must be approved by the City Manager, only after the appropriate validation test has been administered and successfully completed as describe in the memorandum.

Cost: Not to exceed \$218,000 annually
(70 staff)

Budgeted for:	Yes	X	No
_____	_____	_____	_____

Financial Impact:

Cost would be incurred in salaries as an incentive.

Action Requested from Council:

Requested to approve Bi-lingual incentive policy and testing method.



CITY OF
FORESTPARK
a city for every season

Dr. Marc-Antonie Cooper
City Manager
745 Forest Parkway
Forest Park, GA 30297
Phone: 404-366-1555
macooper@forestparkga.gov

MEMORANDUM

TO: City Council

FROM: Dr. Marc-Antonie Cooper, City Manager

RE: Bi-Lingual Pay Incentive

Date: October 26, 2021

The purpose of this pay is to provide service to the residents and customers of the City of Forest Park, Georgia. Bilingual Pay may be received for demonstrated skill in a language used by any group, (including the hearing impaired) of Forest Park. The incentive must be approved by the City Manager.

Department Directors are not eligible to receive bilingual pay.

Department Directors may recommend to the Human Resources Director an employee who meets the following requirements criteria for bilingual pay:

1. Fluent in a non-English language, including for the hearing impaired.

The Human Resources Department will schedule the employee for proficiency tests. The Human Resources Director will submit a Personnel Action with justification including satisfactory test(s) results to the City Manager for approval.

Pay will be discontinued if the employee voluntarily withdraws from the program.

Employees must pass a language proficiency test in conversational and/or written language.

Employees receiving bilingual pay are expected to translate for employees who are not bilingual in the event such services are needed, even if the employee needing assistance is not from the same department or work unit and perform related work as assigned by the Department Director.

Employees receiving bilingual pay may be required to report to work during nonscheduled working hours and will have a role in disaster recovery efforts and will be expected to work during periods of emergency response by the city.

Bilingual pay is \$1.00 per hour for conversational proficiency in the language and an additional \$.50 per hour may be paid for written proficiency in the language. Pay is awarded at the City Manager's discretion and is not disputable.

File Attachments for Item:

3. Parks and Leisure Budget Transfer of Funds - Interim Finance Director/Parks & Leisure Director

Background/History:

The Recreation Department would like to transfer \$25,000 from their Athletic line item to their Special Events line item. The department would like to implement more community events such as family game night, painting classes, movie nights and community dances.



City Council Agenda Item

Subject: Parks and Recreation Budget Amendment

Submitted By: Darquita Williams

Date Submitted: October 27, 2021

Work Session Date: November 1, 2021

Council Meeting Date: November 1, 2021

Background/History:

The Recreation Department would like transfer \$25,000 from their Athletic line item to their Special Events line item. The Recreation Department would like to implement more community events such as family game nights, painting classes, movie nights, and community dances.

Cost: \$ 0

Budgeted for: _____ Yes _____ No

Financial Impact:

No Financial impact.

Action Requested from Council:

EnterTextHere

File Attachments for Item:**4. Discussion on Approving a Citywide Janitorial Services – Procurement Department****Background/History:**

The various departments throughout the City is requesting your approval to enter into a contractual agreement with the following Janitorial Service Contractor: **American Facility Services, Inc.** The Department of Procurement conducted a request for proposals for Citywide Janitorial Service and of the four firms that submitted their proposals, American Facility Services, Inc. was the lowest and most qualified firm and therefore they were selected. This will eliminate the use of several different janitorial contractors providing services to individual departments and replace it with one contractor for the entire City. The contract will last for 3 years with two additional 1-year term renewal options if the City wants to continue with this firm based on their performance.



CITY OF
FORESTPARK

City Council Agenda Item

Subject: Citywide Janitorial Services – Various Departments throughout the City

Submitted By: Girard Geeter

Date Submitted: October 26, 2021

Work Session Date: November 1, 2021

Council Meeting Date: November 1, 2021

Background/History:

The Various Departments throughout the City is requesting your approval to enter into a contractual agreement with the following Janitorial Service Contractor: American Facility Services, Inc. The Department of Procurement conducted a request for proposals for Citywide Janitorial Services and of the four firms that submitted their proposals, American Facility Services, Inc. was the lowest and most qualified firm and therefore they were selected. This will eliminate the use of several different janitorial contractors providing services to individual departments and replace it with one contractor for the entire City. The contract will last for 3 years with two additional 1- year term renewal options if the City wants to continue with this firm based on their performance.

Cost: \$ 9872.08 per month

Budgeted for: Yes No

Financial Impact:

Action Requested from Council:

Approve the contractual agreement with the Janitorial Service Contractor: American Facility Services, Inc.

File Attachments for Item:**5. Discussion on Approving On-Call Plumbing Repairs and Maintenance Services – Public Works/ Procurement Department****Background/History:**

The Department of Public Works is requesting your approval to enter into a contractual agreement with the following two plumbing repairs and maintenance contractor companies: **MaxAir Mechanical** and **The Plumbing Shop Inc, dba Quick Action Plumbers**. The Department of Procurement conducted a request for qualifications for on- call plumbing repairs and maintenance services. One firm missed the deadline and therefore could not submit their qualifications while MaxAir Mechanical and Quick Action Plumbers submitted their qualifications and therefore, they were selected. These firms are on an on-call basis, which means as services are needed, The City will utilize these two firms to perform specific task orders. These firms will supplement the Public Works short staffed for plumbing repairs and maintenance services. The Department of Public Works will have the option to allow these firms to compete against each other or they can be in rotation for various sites throughout The City of Forest Park, as well as for the various existing City Boards. The contracts will last for 3 years with a 2 year renewal option if the City wants to continue any one of the three firms based on their performance.



CITY OF
FORESTPARK

City Council Agenda Item

Subject: On- Call Plumbing Repairs and Maintenance Services – Public Works/ Procurement Department

Submitted By: Bobby Jinks

Date Submitted: October 26, 2021

Work Session Date: November 1, 2021

Council Meeting Date: November 1, 2021

Background/History:

The Department of Public Works is requesting your approval to enter into a contractual agreement with the following two plumbing repairs and maintenance contractor companies: MaxAir Mechanical and The Plumbing Shop Inc, DBA Quick Action Plumbers. The Department of Procurement conducted a request for qualifications for on- call plumbing repairs and maintenance services. One firm missed the deadline and therefore could not submit their qualifications while MaxAir Mechanical and Quick Action Plumbers submitted their qualifications and therefore, they were selected. These firms are on an on-call basis, which means as services are needed, The City will utilize these two firms to perform specific task orders. These firms will supplement the Public Works short staffed for plumbing repairs and maintenance services. The Department of Public Works will have the option to allow these firms to compete against each other or they can be in rotation for various sites throughout The City of Forest Park, as well as for the various existing City Boards. The contracts will last for 3 years with a 2 year renewal option if the City wants to continue any one of the three firms based on their performance.

Cost: \$ TBD

Budgeted for: Yes No

Financial Impact:

This is on-call services and cost is to be determined

Action Requested from Council:

Approve the contractual agreement with the following two plumbing repairs and maintenance contractor companies: MaxAir Mechanical and The Plumbing Shop Inc, DBA Quick Action Plumbers.

File Attachments for Item:**6. Adoption of GDOT Procurement Policy for The Procurement, Management and Administration of Engineering and Design Related Consultant Services**—Procurement Department**Background/History:**

The Department of Procurement is requesting your approval to adopt the Georgia Department of Transportation Procurement Policy For The Procurement, Management, and Administration of Engineering and Design Related Consultant Services for all state and federally funded transportation projects. The City has taken steps to get Local Administered Projects (LAP) Certified through GDOT and as part of this process, the Procurement Department attended a two-day class and passed the administered test to become certified in the procurement, management, and administration of Engineering and Design Related Consultant Services. Prior to receiving this certification, we must adopt this section of GDOT's procurement policy. This adoption will not replace our current procurement policy. It will be a stand-alone addition. We will follow the adopted policy only when we procure Engineering and Design Related Consultant Services and only when utilizing Federal-Aid funds. This policy is guided by Federal Laws and Regulations and the procedures incorporates best practices in accordance with the requirements set by the Federal Highway Administration. Its purpose is to ensure that a qualified consultant is obtained through an equitable qualifications-based selection procurement process in a timely manner at a fair and reasonable cost. This policy will guide the Procurement Department to ensure we are in compliance with the requirements to maintain federal funds.



CITY OF
FORESTPARK

City Council Agenda Item

Subject: Adoption of GDOT Procurement Policy for The Procurement, Management and Administration of Engineering and Design Related Consultant Services–Procurement Department

Submitted By: Girard Geeter

Date Submitted: October 26, 2021

Work Session Date: November 1, 2021

Council Meeting Date: November 1, 2021

Background/History:

The Department of Procurement is requesting your approval to adopt the Georgia Department of Transportation Procurement Policy For The Procurement, Management, and Administration of Engineering and Design Related Consultant Services for all state and federally funded transportation projects. The City has taken steps to get Local Administered Projects (LAP) Certified through GDOT and as part of this process, the Procurement Department attended a two-day class and passed the administered test to become certified in the procurement, management, and administration of Engineering and Design Related Consultant Services. Prior to receiving this certification, we must adopt this section of GDOT's procurement policy. This adoption will not replace our current procurement policy. It will be a stand-alone addition. We will follow the adopted policy only when we procure Engineering and Design Related Consultant Services and only when utilizing Federal-Aid funds. This policy is guided by Federal Laws and Regulations and the procedures incorporates best practices in accordance with the requirements set by the Federal Highway Administration. Its purpose is to ensure that a qualified consultant is obtained through an equitable qualifications-based selection procurement process in a timely manner at a fair and reasonable cost. This policy will guide the Procurement Department to ensure we are in compliance with the requirements to maintain federal funds.

Cost: \$ **Budgeted for:** _____ **Yes** _____ **No**

Financial Impact:

No financial Impact

Action Requested from Council:

Approve the request to adopt the Georgia Department of Transportation Procurement Policy for The Procurement, Management and Administration of Engineering and Design Related Consultant Services for all state and federally funded transportation projects.

File Attachments for Item:

7. Discussion on Adopting an Ordinance Amending the Local Vendor Preference – Procurement

Background/History:

The City's existing procurement ordinance provides for a local vendor preference in procurement. However, this preference is only available for contracts of \$100,000 or less. It is proposed that the \$100,000 limitation be removed.



CITY OF
FORESTPARK

City Council Agenda Item

Subject: Approval of Ordinance Amending Local Vendor Preference – Procurement

Submitted By: Girard Geeter

Date Submitted: October 26, 2021

Work Session Date: November 1, 2021

Council Meeting Date: November 1, 2021

Background/History:

The City's existing procurement ordinance provides for a local vendor preference in procurement. However, this preference is only available for contracts of \$100,000 or less. It is proposed that the \$100,000 limitation be removed.

Cost: \$ variable

Budgeted for: _____ **Yes** **No**

Financial Impact:

None.

Action Requested from Council:

It is requested that the city approve the ordinance.

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY OF FOREST PARK, GEORGIA TO REVISE THE LOCAL VENDOR PREFERENCE IN THE CITY’S PROCUREMENT CODE; TO PROVIDE FOR THE ESTABLISHMENT OF AN ETHICS OFFICER; TO PROVIDE FOR DISCIPLINE; AND FOR OTHER PURPOSES.

IT IS HEREBY ORDAINED by the Governing Authority of the City of Forest Park:

Section 1. The Code of Ordinances, City of Forest Park, Georgia is hereby amended by deleting Section 3-1-38(C) and replacing it with a new Section 3-1-38(C) as shown on Exhibit A.

Section 2. In the event any word, phrase, sentence or paragraph is determined by a court of competent jurisdiction to be unconstitutional, the offending provisions shall be severed from the ordinance and the remaining words, phrases, sentences and paragraphs shall continue in effect as fully as though no challenge had been brought, it being the intent of the Council that severability be applied to the maximum extent allowed by law.

Section 3. All ordinances or parts of ordinances in conflict with this Ordinance are, to the extent of such conflict, hereby repealed.

Section 4. This ordinance shall be effective immediately upon its adoption.

[SIGNATURES APPEAR ON FOLLOWING PAGE]

SO ORDAINED this _____ day of _____, 2021.

Mayor Angelyne Butler

Council Member Kimberly James, Ward 1

Council Member Dabouze Antoine, Ward 2

Council Member Hector Gutierrez, Ward 3

Council Member Latresa Wells, Ward 4

Council Member Allan Mears, Ward 5

ATTEST:

City Clerk (SEAL)

APPROVED AS TO FORM:

City Attorney

Exhibit A

C. Local Vendor Preference. There is established in Forest Park, a local vendor privilege. Bids or proposals awarded to local vendors contribute to the local tax base and will therefore, be given special consideration when bidding against out of jurisdiction (out-of-city) vendors. Bids or proposals received from local vendors may be given additional consideration in the form of additional points or other similar measures within the discretion of the staff so long as they are otherwise qualified and capable of delivering any goods or performing the work or services requested by the city.

A local vendor shall only be eligible to receive the benefit of this privilege if it meets each of the following requirements, as verified by the purchasing department, prior to any award of a contract or purchase:

1. The business or supplier must operate and maintain a regular place of business within the geographical boundaries of the city;
2. The business or supplier must provide a copy of a current occupational tax certificate;
3. The business or supplier must have paid all real and personal taxes (if any) owed the city and not otherwise owe the city any funds; and
4. The business or supplier must certify its compliance with the Georgia Security and Immigration Act.

File Attachments for Item:**8. New Citywide Banners – Executives Office****Background/History:**

Requesting to purchase new customized pole banners. These banners will be displayed citywide. The city purchased banners in 2018 that are not very worn and displayed the old city logo. This item is not budgeted for. The Executive Office is requesting a transfer of \$23,000 from the Reserve for Contingency line item to the Right of Way Enhancement line item.



CITY OF
FORESTPARK

City Council Agenda Item

Subject: New Citywide Banners – Executives Office

Submitted By: Dr. Marc-Antonie Cooper

Date Submitted: October 29, 2021

Work Session Date: November 01, 2021

Council Meeting Date: November 01, 2021

Background/History:

Requesting to purchase new customized pole banners. These banners will be displayed citywide. The city purchased banners in 2018 that are not very worn and displayed the old city logo. This item is not budgeted for. The Executive Office is requesting a transfer of \$23,000 from the Reserve for Contingency line item to the Right of Way Enhancement line item.

Cost: \$ 23,000

Budgeted for: _____ Yes No

Financial Impact:

Funds are available between contingency and capital outlay from the executive offices.

Action Requested from Council:

Request approval to authorize this purchase.

BUDGET AMENDMENT REQUEST

Item #8.

Department :
EXECUTIVE OFFICE

FROM ACCOUNT	AMOUNT	TO ACCOUNT	AMOUNT
RESERVE FOR CONTINGENCY	\$23,000.00	RIGHT OF WAY	\$23,000.00
100-22-1510-57-9000		ENHANCEMENTS	
TOTAL	\$23,000	TOTAL	\$23,000

REASON FOR REQUEST:

The City purchased new banners in 2018. These banners are worn. The City Manager is requesting to purchase new customized banners for the city.

DEPARTMENT HEAD _____

DATE _____

DIRECTOR OF FINANCE _____

DATE _____

CITY MANAGER _____

DATE _____

BOARD APPROVAL DATE _____



A



B



C



D





DISPLAYSALES

Display Sales

10925 Nesbitt Avenue S
Bloomington, MN 55437
P: 800-328-6195
F: 952-885-0099
www.displaysales.com

ESTIMATE QO-038237-5
DATE 10/28/2021
EXPIRATION DATE 11/20/2021
CUSTOMER ID 136467

Ship Bruce Robinson
To: City of Forest Park
5230 Jones Rd
Forest Park, GA 30297

Bill Bruce Robinson
To: City of Forest Park
745 Forest Pkwy
Forest Park, GA 30297

PREPARED BY	JOB	PAYMENT TERMS	REQUEST DELIVERY DATE
Nathan Engfer		Net 20	10/21/2021
QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
68	Custom Pole Banner Size: 18 x 36" Fabric: 18oz Vinyl, 2-Ply Process: Digital Same Image Front & Back 3" Pole Pocket - Top & Bottom 2 grommets Art #: A18184 - Proof Cr1 (Main Street District) Size : 18x36 Style : Vinyl	51.00	3,468.00
21	Custom Pole Banner Size: 24 x 48" Fabric: 18oz Vinyl, 2-Ply Process: Digital Same Image Front & Back 3" Pole Pocket - Top & Bottom 2 grommets Art #: A18184 - Proof Br1 (Welcome to Forest Park) Size : 24x48 Style : Vinyl	81.00	1,701.00
54	Custom Pole Banner Size: 30 x 60" Fabric: 18oz Vinyl, 2-Ply Process: Digital Same Image Front & Back 3" Pole Pocket - Top & Bottom 2 grommets Art #: A18184 - Proof Ar1 (Welcome to Forest Park) Size : 30x60 Style : Vinyl	95.00	5,130.00
68	Custom Pole Banner Size: 18 x 36" Fabric: 18oz Vinyl, 2-Ply Process: Digital Same Image Front & Back 3" Pole Pocket - Top & Bottom 2 grommets Art #: A18541 - Qty. 34 of Proof C (Blue Tree) - Qty. 34 of Proof Fr1 (Red Snowflakes) Size : 18x36 Style : Vinyl	51.00	3,468.00



PREPARED BY		JOB	PAYMENT TERMS	REQUEST DELIVERY DATE	
Nathan Engfer			Net 20	10/21/2021	
QUANTITY	DESCRIPTION	UNIT PRICE			AMOUNT
22	Custom Pole Banner Size: 24 x 48" Fabric: 18oz Vinyl, 2-Ply Process: Digital Same Image Front & Back 3" Pole Pocket - Top & Bottom 2 grommets Art #: A18451 - Qty. 11 of Proof B (Blue Tree) - Qty. 11 of Proof Er1 (Red Snowflakes) Size : 24x48 Style : Vinyl	81.00			1,782.00
54	Custom Pole Banner Size: 30 x 60" Fabric: 18oz Vinyl, 2-Ply Process: Digital Same Image Front & Back 3" Pole Pocket - Top & Bottom 2 grommets Art #: A18541 - Qty. 27 of Proof A (Blue Tree) - Qty. 27 of Proof Dr1 (Red Snowflakes) Size : 30x60 Style : Vinyl	95.00			5,130.00
9	Banner Printer Setup Fee: - Rate: \$20.00/design (qty. 9+) Style : Setup	20.00			180.00
20	Windscale 12 Silver Casting Size : None Color : Silver Style : 98 Casting	17.00			340.00
20	Windscale 8 Black Casting Size : None Color : Black Style : 45 Casting	16.00			320.00
50	Banner Pin Size : None Color : None Style : Pins	1.25			62.50
1	Art Time Fee: - Rate: \$31.25/0.25 Hours - Total: 0.25 Hours Style : Art	31.25			31.25

SUBTOTAL	21,612.75
SHIPPING & HANDLING	675.00
SALES TAX	0.00
TOTAL	22,287.75

Financing available.

To accept this quotation, sign here and return.

Thank you for your business.



DISPLAYSALES

Terms & Conditions

GRAPHIC ART SERVICE:

Display Sales encourages customers to provide vector-based artwork so that the process of proofing and printing may proceed quickly without interruption. Otherwise, if artwork is unusable, graphic art services will be billed at \$125 per hour to correct unusable art, redraw non-formatted art, or design and create custom imagery (per customer request). Alterations are \$50 per hour. You will be contacted by one of our Graphic Arts team members and provided a proof. Send your artwork to: artwork@displaysales.com

PRODUCTION TIMEFRAMES:

Normal production time is 14 working days AFTER art proof is approved and down payment is received. Upon approval, rush requests will include a \$50 fee.

TERMS:

- 50% down payment on orders for new customers.
- Check or credit card accepted for down payment.
- Balance due Net 20 days after final invoice.
- F.O.B. Display Sales - shipping & handling charges based on destination and size of order.
- Financing available for orders greater than \$5,000.

SHIPPING & FREIGHT RESPONSIBILITY:

FOR ALL SMALL PACKAGE DELIVERIES (UPS, FEDEX, USPS, ETC): All shipments MUST be inspected at the time of delivery. The customer has 48 hours from the time of delivery to notify Display Sales of any shortage or damage to the order. After 48 hours it will be at the discretion of Display Sales to decide how to proceed.

FOR LTL/TRUCKLOAD DELIVERIES: Any damage or visible loss to your shipment MUST be noted on the delivery receipt (signed by the customer) at the time of delivery. In the event of loss or damage this must be done to file a claim. Display Sales is ineligible to file a claim on behalf of the customer if this is not done and the customer will be responsible for all replacement and/or repair costs

Display Sales is not liable for shipments lost, delayed, or damaged in transit. Claims be filed by the purchaser within 10 days to Transit Company. Purchaser is responsible for reviewing merchandise upon receipt to verify order and condition

RETURN POLICY:

Returns are accepted within 30 days of delivery (excluding shipping charges). The customer must contact Display Sales for a Return Merchandise Authorization (RMA) number before sending back the items. The customer is responsible for returning the merchandise and all related shipping costs. A restocking fee may apply, up to 25% of the product cost. If there is an issue with the shipment (other than loss or damage) the customer must contact Display Sales within 30 days of receiving the shipment to resolve the issue.

Returns are NOT accepted for custom or modified merchandise.

WARRANTIES for BANNERS & DECORATIONS:

Display Sales stands behind our products, however, on an occasion an issue may arise with a product. Please contact your sales representative at 800-328-6195 to discuss the issue and to see the details of warranty coverage.

Pictures of the product will be requested before we can fully determine the issue and attempt to resolve.

Customer is responsible for the cost of removal, reinstallation and shipping incurred for merchandise being repaired or replaced. Customer participation is required to troubleshoot product issues, which will provide a timely resolution.

All issues must be pre-approved by Display Sales for repairs or replacement.