

**LABETTE COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

February 24, 2021

12:00 p.m.

Student Success Center, Conference Room

**SPECIAL MEETING**

**Review Copy**



Labette Community College  
Board of Trustees Special Meeting Agenda  
Wednesday, February 24, 2021  
12:00 p.m.  
Student Success Center, Conference Room

- I. Adoption of Agenda..... (Exhibit 1)
- II. Reports and/or Board Discussion
  - A. Faculty Senate Report
- III. Old Business (Action, Report, or Discussion)
- IV. New Business (Action, Report, or Discussion)
  - A. Digital Sign Purchase .....(Agenda Item IV. A)  
..... (Exhibit 2)
- V. Public Comment

The Board of Trustees agenda shall contain one opportunity for public comment. This structure has been designed to provide the public with an opportunity to comment on any topic. The Chair of the Board explains the Board’s approach to the public comment with the following statement: **“At this time we invite anyone in the audience to speak to the Board about any item or concern that pertains to the college. By policy, at this time the Board will not take any action on any item or concern, but we will be happy to take it under advisement for possible future action.”** The Board also retains the right to set time limits on public comment.

In the event that a large number of citizens are present and wish to speak in favor or in opposition to an issue before the Board, the Board reserves the right to poll the number of citizens in favor of and in opposition to the issue at hand as well as to limit the number of spokespersons representing opposing viewpoints. The Board also retains the right to set time limits as deemed appropriate.

- VI. Next Regular Board Meeting: Thursday, March 11, 2021 at 5:30 p.m., Tentative Agenda Items.
- VII. Adjournment



Agenda Item #: IV.A.

Date: February 24, 2020

SUBJECT

Digital Sign Purchase

REASON FOR CONSIDERATION BY THE BOARD

College policy states that the Board of Trustees' approval is normally required for items costing in excess of \$19,999

BACKGROUND

We have learned of the opportunity to purchase and install a digital sign using C.A.R.E.S. Act funds to aid in the communication of needed COVID related information. The sign would be placed on the Cardinal Event Center corner and would allow us to display more information about mask requirements at face-to-face events, as well as virtual events. This would replace our current row, scrolling sign north of Zetmeir on Main Street which severely limits our messaging capabilities. CARES funds cannot be used to remove the current scrolling sign and replace with matching brick, however, we believe the cost would be minimal.

CDL Electric has agreed to a cost of \$32,048 and are able to meet the time constraints imposed due to the C.A.R.E.S. funding.

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees forgo the normal bid process and approve the purchase of the digital sign from CDL Electric at a cost of \$32,048 utilizing CARES funds.





one company many solutions

**SIGN DIVISION**

cdlsolution.com

01/22/2021

OWNER INFORMATION		CONTRACTOR INFORMATION	
PROJECT NAME	LCC - LED	COMPANY	CDL Electric Co., Inc.
ADDRESS	1306 Main St	ADDRESS	1308 N Walnut
CITY, STATE, ZIP	Parsons, KS 67357	CITY, STATE, ZIP	Pittsburg, KS 66762
PHONE	620-421-6700	PHONE	620-231-6420 FAX 620-231-6421
EMAIL	BethanyK@labette.edu	EMAIL	chris.harris@cdl-electric.com
NAME	Bethany Kendrick	COMPLETION DATE	

**COMPANY PROPOSAL**

Furnish and install (2) pan faces and (2) LED Electronic Message Centers as per the following specifications:

Survey sign to get exact dimensions of pan faces. Remove existing pan faces from upper cabinet and remove the lower cabinet and dispose of.

Install (2) new pan faces with painted and embossed letters and graphics using customer approved artwork. Faces measure approximately 5'H x 11'W

Install (2) new 16mm full color, borderless OPTEC INFINITY LED Electronic Message Centers as shown in the approved rendering. Install wireless antennas on LED sign and building. Paint pole and upper cabinet (Color TBD). Make final electrical connection to LED signs and upper cabinet. This bid does not include any service or repair to the electronics in the upper cabinet. An LED retrofit of upper cabinet is recommended and can be done separately after the number of lamps are determined and is not included in this proposal. Price includes software installation on customer's PC and training provided by OPTEC. Initial video message content provided by OPTEC graphics department. LED signs will have cell modem plus LIFETIME data package for remote access to the LED signs. 5 year parts warranty from OPTEC. Cell modem carries a one year manufacturers warranty. LED signs measure 3'-11"H x 7'-1"W

Ensure proper operation of all sign electronics. Clean work area.

Your satisfaction is guaranteed.

All parts, material, labor and permit fee included for a turnkey installation.

Project total - \$32,048.00 (Tax Exempt) 3'-11"H x 7'-1"W

Optional sizes for LED

\$34,187.00 (Tax Exempt) 3'-11"H x 7'-10"W

\$37,059.00 (Tax Exempt) 4'-8"H x 7'-10"W

Payment Due 50% Up-Front, 50% Upon Completion of Project

TAX INCLUDED



Thank you for this opportunity.

Sincerely,

Chris Harris

CDL Electric Co., Inc

Manager - Sign Division

620-704-2128 Mobile

chris.harris@cdl-electric.com

LEGAL NOTICE: All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents, or delays beyond our control. Owner is to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance. Acceptance of Proposal – the above prices specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

The Proposal submitted does not include any costs or contingencies for rock or other abnormal surface and sub-surface conditions. Owner shall be responsible for the costs of correcting any such conditions. In the event that during the construction rock or other abnormal conditions are encountered in connection with the excavation, Contractor shall promptly cease work and inform Owner of same and provide Owner with an estimated costs of the additional work. Such costs may include, but are not necessarily limited to, blasting expenses, jack hammer and drill operations. The additional cost due to the abnormal or rock condition will be reflected as an increase in the overall cost of the project. Contractor shall have the right to stop work until agreement is reached on consideration for the additional work.

Date of Acceptance: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Note: this proposal may be withdrawn if not accepted within 30 days.

**ARTWORK  
 APPROVAL  
 PROOF**

APPROVED

APPROVED AS NOTED

REVISE AND RESUBMIT

DATE: \_\_\_\_\_

**SIGNATURE**  
 \_\_\_\_\_  
 THIS PROOF/RENDERING IS THE SOLE  
 PROPERTY OF CDL ELECTRIC CO. INC.,  
 AND IS INTENDED FOR CUSTOMER  
 APPROVAL ONLY

**REVISIONS**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

(2) 11' by 5' Embossed Panfaces  
 (1) 4' 2" by 7' 4" Double-Sided  
 16mm Full-Color LED Sign

