



# COUNTY OF LOUISA

## MEMORANDUM

TO: The Honorable Members of the Board of Supervisors

FROM: Sam Massie, Purchasing Officer  
Cindy King, Community Engagement and Tourism Manager

CC: Christian Goodwin, County Administrator

DATE: March 27, 2026

RE: A Resolution to Approve and Award the Contract for Event, Wayfinding and Gateway Signage

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I. Background:

a. Project Description

Louisa County seeks to award a qualified vendor to produce, install and maintain signage. Signage needs vary to include event advertising and wayfinding signs with changeable panels, as well as gateway signage welcoming residents and visitors into the County.

b. Need

The Louisa County is looking to have wayfinding signs installed to allow for easier resident and visitor knowledge of county locations and events.

c. Project Budget

Funds for such services are included in the Transit Occupancy Tourism account, under GL# 0110-11081650-458460.

d. Request for Proposals

On February 6, 2026 the County issued a Request for Proposals inviting qualified vendors to submit proposals to provide Event, Wayfinding and Gateway Signage. Louisa County will select the vendor(s) who they determine most closely satisfies the needs of the County. There is no requirement for acceptance of the lowest cost of service offered, and specific requirements may be waived or amended at the discretion of the County.

- e. The Selection Committee consisted of Cindy King, Community Engagement and Tourism Manager, and Sam Massie, Purchasing Officer.

## II. Current Situation:

### a. Proposals

A Request for Proposals was issued on February 6, 2026. Five (5) proposals were received by the closing date of February 24, 2026.

### b. Short Listed Firms

Negotiations and interviews with the following firms were conducted:

- Centaur Holdings Inc dba Holiday Signs
- SYSCO Designs, LLC dba FASTSIGNS of Richmond

### c. Selected Firm

After careful consideration, Centaur Holdings Inc dba Holiday Signs, was determined to be the most qualified primary firm to meet the needs of the County, with SYSCO Designs, LLC dba FASTSIGNS of Richmond as a secondary firm.

### d. Justification

Centaur Holdings Inc dba Holiday Signs has been providing event and wayfinding signs for multiple localities for the past several years. Their close proximity and reasonable prices make them ideal.

SYSCO Designs, LLC dba FASTSIGNS of Richmond has been providing signs for governmental and localities in our area at a reasonable cost.

## III. Recommendation

The recommendation is for the Board of Supervisors to approve and award a contract for Event, Wayfinding and Gateway Signage with Centaur Holdings Inc dba Holiday Signs and SYSCO Designs, LLC dba FASTSIGNS of Richmond for a period of one year beginning April 6, 2026 and ending April 5, 2027, with the option to renew for four additional one year terms.