



LAKE COUNTY
FLORIDA

REQUEST FOR PROPOSAL (RFP)

Establish Vendor Pool for Signs, Displays, Decals, Lettering, and Striping

RFP Number: 13-0418 Contracting Officer: Sandra Rogers
Proposal Due Date: June 26, 2013 Pre-Proposal Conference Date: Not applicable to this solicitation
Proposal Due Time: 3:00 PM RFP Issue Date: June 5, 2013

TABLE OF CONTENTS
SECTION 1: Special Terms and Conditions Page 2
SECTION 2: Statement of Work Page 16
SECTION 3: General Terms and Conditions Page 18
SECTION 4: Pricing/Certifications/Signatures Page 22
SECTION 5: Attachments Page 24

SPECIFIC SOLICITATION REQUIREMENTS ARE AS NOTED BELOW:
Proposal and/or Performance Bond: Not applicable to this solicitation
Certificate of Competency/License: Section 1.8
Indemnification/Insurance: Not applicable to this solicitation
Pre-Proposal Conference/Walk-Thru: Not applicable to this solicitation

At the date and time specified above, all proposals that have been received in a timely manner will be opened, recorded, and accepted for consideration. The names of the vendors submitting proposals will be read aloud and recorded. The proposals will be available for inspection during normal business hours in the Office of Procurement Services thirty (30) calendar days after the due date. When counter-signed by an authorized County representative, this document and any specifically identified attachments may form the contract document binding the parties to all performance specified herein.

Vendors shall complete and return the entirety of this RFP, and attach all other information requested in this RFP (see Provision 1.13). Failure to sign the proposal response, or to submit the proposal response by the specified time and date, may be cause for rejection of the proposal.

NO-RESPONSE REPLY

If any vendor does not want to respond to this solicitation at this time, or, would like to be removed from Lake County's Vendor List, please mark the appropriate space, complete name below and return this page only.

- Not interested at this time; keep our firm on Lake County's Vendors List for future solicitations for this product / service
Please remove our firm from Lake County's Vendor's List for this product / service.

VENDOR IDENTIFICATION

Company Name: Phone Number:
E-mail Address: Contact Person:

Section 1.1: Purpose

The purpose of this solicitation is to establish a “pool” of qualified vendors for future as-required pricing competition for the design, production, and installation of signs, displays, decals, lettering, graphics and striping for use in conjunction with County vehicles, parks, and other facilities. Vendors responding to this solicitation are to provide certain specified documents and forms intended to verify that the vendor meets or exceeds the minimum criteria set forth in this solicitation. All vendors which provide evidence of compliance with the criteria established in this solicitation shall be included in a “pool” contract award list that may be accessed by County departments in order to obtain price quotations in conjunction with the County’s needs. The County reserves the right to add additional qualified vendors, based on the standards contained in this solicitation, to the resulting “vendor pool” after the initial award when such action serves the best interests of the County

Section 1.2: Designated Procurement Representative

Questions concerning any portion of this solicitation shall be directed in writing [fax and e-mail accepted] to the below named individual who shall be the official point of contact for this solicitation. To ensure reply, questions should be submitted no later than five (5) working days before the proposal due date.

Sandra Rogers, Contracting Officer
Lake County BCC
Office of Procurement Services
315 W. Main Street, Room 441
PO BOX 7800
Tavares, FL 32778-7800

Phone : 352.343.9832 Fax : 352.343.9473
E-mail: srogers@lakecountyfl.gov

No answers given in response to questions submitted shall be binding upon this solicitation unless released in writing as an addendum to the solicitation by the Lake County Office of Procurement Services.

Section 1.3: Method of Award – To establish a Spot-Market Vendor Pool Based on Qualifications

Unless restricted as noted below, award of this contract will be made to all responsive, responsible vendors who meet the minimum qualifications set forth in this solicitation. Those qualifications are as follows:

- Vendor must have an operating facility within Lake County
- Vendor must have been regularly and successfully engaged in the design, production and installation of decals, lettering, graphics and striping for a two (2) year period prior to submission of response to this solicitation.

- Vendors deemed to meet the stated qualifications constitute the “vendor pool” that will be solicited for subsequent quotations for specific projects within the scope of this document. When such specific purchases are initiated, all vendors within the established “pool” will be requested to offer a fixed price for the specific project. The vendor offering the lowest fixed price, or best overall value, for each project shall be awarded that specific purchase. The specific quotation request for each project will state the evaluation process for the purchase. The award to one vendor on a specific project for a specific period or individual purchase does not preclude the remaining pre-qualified vendors from submitting offers for other specific purchases.
- The County reserves the right to utilize purchasing procedures other than the process described above when such action is determined to serve the best interest of the County. The County makes no guarantee of purchasing at any specified monetary level under the contract resulting from this solicitation.
- The County reserves the right to restrict, on a best qualification basis, the number of vendors initially included under this contract when such action serves the best interest of the County. The County reserves the right to add vendors to the contract based on need and the qualification standards expressed above.

Section 1.4: Pre-Proposal Conference / Site Visits

Not applicable to this solicitation

Section 1.5: Term of Contract – Five Years Based on Availability of County Funding

This agreement shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter distributed by the County's Office of Procurement Services; and is contingent upon the completion and submittal of all required pre-award documents. The performance period under this contract shall remain in effect for five (5) years provided that the services rendered by the vendor(s) during the contract period are satisfactory, and the County funding is available as appropriated on an annual basis, and then contract will remain in effect until completion of the expressed and/or applied warranty period.

Section 1.6: Option to Renew

Not applicable to this solicitation

Section 1.7: Method of Payment - Periodic Invoices For Completed Purchases

The vendor(s) shall submit invoices to the County user department(s) after each individual purchase has been completed. In addition to the general invoice requirements set forth below, the invoices shall reference, as applicable, the corresponding delivery ticket number, packing slip number, or other acceptance document that was signed by an authorized representative of the County user department at the time the items were delivered and accepted. Submittal of these periodic invoices shall not exceed thirty (30) calendar days from the delivery of the goods or

services. Under no circumstances shall the invoices be submitted to the County in advance of the delivery and acceptance of the items.

All invoices shall contain the contract and/or purchase order number, date and location of delivery or service, and confirmation of acceptance of the goods or services by the appropriate County representative. Failure to submit invoices in the prescribed manner will delay payment, and the vendor may be considered in default of contract and its contract may be terminated. Payments shall be tendered in accordance with the Florida Prompt Payment Act, Part VII, Chapter 218, Florida Statutes.

Section 1.8: Insurance

Each vendor shall include in its solicitation response package proof of insurance capabilities, including but not limited to, the following requirements: [This does not mean that the vendor must have the coverage prior to submittal, but, that the coverage must be in effect prior to a purchase order or contract being executed by the County.]

An original certificate of insurance, indicating that the awarded vendor has coverage in accordance with the requirements of this section, shall be furnished by the vendor to the Contracting Officer within five (5) working days of such request and must be received and accepted by the County prior to contract execution and/or before any work begins.

The vendor shall provide and maintain at all times during the term of any contract, without cost or expense to the County, policies of insurance, with a company or companies authorized to do business in the State of Florida, and which are acceptable to the County, insuring the vendor against any and all claims, demands or causes of action whatsoever, for injuries received or damage to property relating to the performance of duties, services and/or obligations of the vendor under the terms and provisions of the contract. The vendor is responsible for timely provision of certificate(s) of insurance to the County at the certificate holder address evidencing conformance with the contract requirements at all times throughout the term of the contract.

Such policies of insurance, and confirming certificates of insurance, shall insure the vendor is in accordance with the following minimum limits:

General Liability insurance on forms no more restrictive than the latest edition of the Occurrence Form Commercial General Liability policy (CG 00 01) of the Insurance Services Office or equivalent without restrictive endorsements, with the following minimum limits and coverage:

Each Occurrence/General Aggregate	\$1,000,000/2,000,000
Products-Completed Operations	\$2,000,000
Personal & Adv. Injury	\$1,000,000
Fire Damage	\$50,000
Medical Expense	\$5,000
Contractual Liability	Included

Automobile liability insurance, including owned, non-owned, and hired autos with the following

minimum limits and coverage:

Combined Single Limit	\$1,000,000
-----------------------	-------------

Workers' compensation insurance based on proper reporting of classification codes and payroll amounts in accordance with Chapter 440, Florida Statutes, and/or any other applicable law requiring workers' compensation (Federal, maritime, etc). If not required by law to maintain workers compensation insurance, the vendor must provide a notarized statement that if he or she is injured; he or she will not hold the County responsible for any payment or compensation.

Employers Liability insurance with the following minimum limits and coverage:

Each Accident	\$1,000,000
Disease-Each Employee	\$1,000,000
Disease-Policy Limit	\$1,000,000

Professional liability and/or specialty insurance (medical malpractice, engineers, architect, consultant, environmental, pollution, errors and omissions, etc.) insurance as applicable, with minimum limits of \$1,000,000 and annual aggregate of \$2,000,000.

The following additional coverage must be provided if a dollar value is inserted below:

Loss of Use at coverage value: \$ _____
 Garage Keepers Liability at coverage value: \$ _____

Lake County, a Political Subdivision of the State of Florida, and the Board of County Commissioners, shall be named as additional insured as their interest may appear on all applicable liability insurance policies.

The certificate(s) of insurance, shall provide for a minimum of thirty (30) days prior written notice to the County of any change, cancellation, or nonrenewal of the provided insurance. It is the vendor's specific responsibility to ensure that any such notice is provided within the stated timeframe to the certificate holder.

If it is not possible for the Vendor to certify compliance, on the certificate of insurance, with all of the above requirements, then the Vendor is required to provide a copy of the actual policy endorsement(s) providing the required coverage and notification provisions.

Certificate(s) of insurance shall identify the applicable solicitation (ITB/RFP/RFQ) number in the Description of Operations section of the Certificate.

Certificate holder shall be:

LAKE COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF
 FLORIDA, AND THE BOARD OF COUNTY COMMISSIONERS.
 P.O. BOX 7800

TAVARES, FL 32778-7800

Certificates of insurance shall evidence a waiver of subrogation in favor of the County, that coverage shall be primary and noncontributory, and that each evidenced policy includes a Cross Liability or Severability of Interests provision, with no requirement of premium payment by the County.

The Vendor shall be responsible for subcontractors and their insurance. Subcontractors are to provide certificates of insurance to the prime vendor evidencing coverage and terms in accordance with the Vendor's requirements.

All self-insured retentions shall appear on the certificate(s) and shall be subject to approval by the County. At the option of the County, the insurer shall reduce or eliminate such self-insured retentions, or the vendor or subcontractor shall be required to procure a bond guaranteeing payment of losses and related claims expenses.

The County shall be exempt from, and in no way liable for, any sums of money, which may represent a deductible or self-insured retention in any insurance policy. The payment of such deductible or self-insured retention shall be the sole responsibility of the vendor and/or subcontractor providing such insurance.

Failure to obtain and maintain such insurance as set out above will be considered a breach of contract and may result in termination of the contract for default.

Neither approval by the County of any insurance supplied by the vendor or Subcontractor(s), nor a failure to disapprove that insurance, shall relieve the vendor or Subcontractor(s) of full responsibility for liability, damages, and accidents as set forth herein.

Section 1.9: Bonding Requirements

Not applicable to this solicitation

Section 1.10: Completion/Delivery

As specified in Statement of Work

Section 1.11: Acceptance of Goods or Services

The product(s) delivered as a result of an award from this solicitation shall remain the property of the contractor, and services rendered under the contract will not be deemed complete, until a physical inspection and actual usage of the product(s) and/or service(s) is (are) accepted by the County and shall be in compliance with the terms herein, fully in accord with the specifications and of the highest quality.

Any goods and/or services purchased as a result of this solicitation and/or contract may be tested/inspected for compliance with specifications. In the event that any aspect of the goods or

services provided is found to be defective or does not conform to the specifications, the County reserves the right to terminate the contract or initiate corrective action on the part of the vendor, to include return of any non-compliant goods to the vendor at the vendor's expense, requiring the vendor to either provide a direct replacement for the item, or a full credit for the returned item. The vendor shall not assess any additional charge(s) for any conforming action taken by the County under this clause. The County will not be responsible to pay for any product or service that does not conform to the contract specifications.

In addition, any defective product or service or any product or service not delivered or performed by the date specified in the purchase order or contract, may be procured by the County on the open market, and any increase in cost may be charged against the awarded contractor. Any cost incurred by the County in any re-procurement plus any increased product or service cost shall be withheld from any monies owed to the contractor by the County for any contract or financial obligation.

Section 1.11.1: Deficiencies in Work to be Corrected by the Vendor

The vendor shall promptly correct all apparent and latent deficiencies and/or defects in work, and/or any work that fails to conform to the contract documents regardless of project completion status. All corrections shall be made within fifteen (15) calendar days after such rejected defects, deficiencies, and/or non-conformances are verbally reported to the vendor by the County's project administrator, who may confirm all such verbal reports in writing. The vendor shall bear all costs of correcting such rejected work. If the vendor fails to correct the work within the period specified, the County may, at its discretion, notify the vendor, in writing, that the vendor is subject to contractual default provisions if the corrections are not completed to the satisfaction of the County within fifteen (15) calendar days of receipt of the notice. If the vendor fails to correct the work within the period specified in the notice, the County shall place the vendor in default, obtain the services of another vendor to correct the deficiencies, and charge the incumbent vendor for these costs, either through a deduction from the final payment owed to the vendor or through invoicing. If the vendor fails to honor this invoice or credit memo, the County may terminate the contract for default.

Section 1.12: Warranty

The vendor agrees that, unless expressly stated otherwise in the bid or proposal, the product and/or service furnished as a result of an award from this solicitation shall be covered by the most favorable commercial warranty the vendor gives to any customer for comparable quantities of products and/or services and the rights and remedies provided herein are in addition to said warranty and do not limit any right afforded to the County by any other provision of this solicitation.

The vendor hereby acknowledges and agrees that all materials, except where recycled content is specifically requested, supplied by the vendor in conjunction with this solicitation and resultant contract shall be new, warranted for their merchantability, and fit for a particular purpose.

Section 1.12.1: Materials Shall be New and Warranted Against Defects

The vendor hereby acknowledges and agrees that all materials, except where recycled content is specifically requested, supplied by the vendor in conjunction with this solicitation and resultant contract shall be new, warranted for their merchantability, and fit for a particular purpose. In the event any of the materials supplied to the County by the vendor are found to be defective or do not conform to specifications: (1) the materials may be returned to the vendor at the vendor's expense and the contract cancelled or (2) the County may require the vendor to replace the materials at the vendor's expense.

Section 1.13: Delivery and Completion of Solicitation Response

Section 1.13.1: Delivery of Solicitation Response

Unless a package is delivered by the vendor in person, all incoming mail from the U.S. Postal Service and any package delivered by a third party delivery organization (FedEx, UPS, DHL, private courier, etc.) will be opened for security and contamination inspection by the Lake County Clerk of the Circuit Court Mail Receiving Center in an off-site secure controlled facility prior to delivery to any Lake County Government facility, which includes the Lake County Office of Procurement Services.

To be considered for award, a bid or proposal must be received and accepted in the Office of Procurement Services prior to the date and time established within the solicitation. A response will not be considered for award if received in the Office of Procurement Services after the official due date and time regardless of when or how it was received by the Lake County Clerk of Court Mail Receiving Center. Allow sufficient time for transportation and inspection.

Each package shall be clearly marked with the applicable solicitation number, title, and company name. Ensure that your bid or proposal is securely sealed in an opaque envelope/package to provide confidentiality of the bid or proposal prior to the due date of the solicitation.

If you plan on submitting your bid or proposal **IN PERSON**, please bring it to:

LAKE COUNTY PROCUREMENT SERVICES
315 W. MAIN STREET
4TH FLOOR, ROOM 441
TAVARES, FLORIDA

If you submit your bid or proposal by the **UNITED STATES POSTAL SERVICE (USPS)**, please mail it to:

LAKE COUNTY PROCUREMENT SERVICES
PO BOX 7800
TAVARES, FL 32778-7800

If you submit your bid or proposal by a **THIRD PARTY CARRIER** such as FedEx, UPS, or a

private courier, please send it to:

LAKE COUNTY PROCUREMENT SERVICES
MAIL RECEIVING CENTER
32400 COUNTY ROAD 473
LEESBURG, FL 34788

Facsimile (fax) or electronic submissions (e-mail) will not be accepted.

Section 1.13.2: Completion Requirements for Request For Proposal (RFP)

Two (2) original proposals and one (1) complete copy of the proposal submitted by the vendor shall be sealed and delivered to the Office of Procurement Services no later than the official proposal due date and time. Any proposal received after this time will not be considered and will be returned unopened to the submitter. The County is not liable or responsible for any costs incurred by any vendor in responding to this RFP including, without limitation, costs for product and/or service demonstrations if requested. When you submit your proposal, you are making a binding offer to the County.

A. Economy of Presentation

Each proposal shall be prepared simply and economically, providing a straightforward, concise description of the proposer’s capabilities to satisfy the conditions and requirements of this RFP. Fancy bindings, colored displays, and promotional material are not desired. Emphasis in each proposal must be on completeness and clarity of content.

B. Proposal Guidelines

To facilitate analysis of its proposal, the proposer shall prepare its proposal in accordance with the instructions outlined in this section. If the proposal deviates from these instructions, such proposal may, in the County’s sole discretion, be rejected.

Page Size and Format - Page size shall be 8.5 x 11 inches, not including foldouts. Pages shall be single-spaced. The text size shall be 11 point or larger. Use at least one (1) inch margins on the top and bottom and three-quarter (3/4) inch side margins. Pages shall be numbered sequentially by section.

Legible tables, charts, graphs and figures shall be used wherever practical to depict organizations, systems and layouts, implementation schedules, plans, etc. These displays shall be uncomplicated, legible and shall not exceed 11 x 17 inches in size. Foldout pages shall fold entirely within the section, and may only be used for large tables, charts, graphs, diagrams, and schematics.

Binding and Labeling - All Sections of the proposal should be identified by section tabs, A cover sheet should be bound in each separate proposal copy, clearly marked as to RFP title, solicitation

number, copy number, and the Proposer's name.

C. Proposal Sections:

Proposals shall be organized into the following major sections.

Tab 1 - Proposer Profile & Required Information

- A. Statement of Interest & Understanding of Project
- B. Firm Profile / Firm History
- C. Program Manager: List the name, business address, telephone number and e-mail address of the individual that will act as the program manager for the project. Provide a resume of the individual's background and skills in managing similar projects. List the following information:
 - Years of experience within the area of specialty.
 - Length of and type of service with firm.
 - Education and formal training, including certifications.
- D. Any required licenses or permits.

Tab 2 - Proposed Solution Description(s)

- A. Provide a concise description of the approach and process the vendor will employ to successfully complete the work to be performed to include any specific staffing or equipment resources that will be employed by the vendor. Multiple alternate solution proposals may be submitted by the same proposer. For each different proposed solution, include the same degree of detail and description specified for a primary offering.
- B. Exceptions – clearly describe any exceptions the vendor may have in regards to any requirements stated in the RFP document or associated addendums.

Tab 3 - Proof of Insurability

Provide either a completed Accord form or a signed letter from your insurance agency on its letterhead stating that you have or can get the required insurance coverage.

Tab 4 - References

Provide at least three (3) recent references where the proposed product /service has been used within the past three (3) years. Please use the form attached.

Tab 5 - Litigation

Provide information on the nature, magnitude, and outcome of all litigation and proceedings for the previous three (3) years where you or your organization has been involved in any matter related to you or your organization's professional activities.

Tab 6 - Subcontractors / Joint Ventures

Provide a list of any proposed sub-contractors or joint venture arrangements that may be used on the project. Provide the same information required in the Pricing Proposal Tab 3 for each sub-contractor or joint venture participant.

Tab 7 - Other Information

Provide any information that will provide insight to the County about the qualifications, fitness and abilities of the proposer. This information should be succinct.

Tab 8 - Completed solicitation

Include a copy of a fully completed and signed RFP.

Tab 9 - Completed Pricing Back-up Section

Provide supporting documentation for the prices proposed sufficient to evaluate and determine price realism.

Provide any required bond.

Tab 10 - Financial Stability

Each proposer shall certify and provide a statement that it is financially stable and have the necessary resources, human and financial, to provide the services at the level required by County. Each proposer shall be prepared to supply a financial statement upon request, preferably a certified audit, but a third party prepared financial statement and the latest D & B report will be accepted. The County reserves the right to use a third-party company to verify financial information provided in each proposal. If a subcontractor or joint venture arrangement is being proposed, provide similar information for those participants in the proposal.

Section 1.14: Availability of Contract to Other County Departments

Although this solicitation is specific to a County Department, it is hereby agreed and understood that any County department or agency may avail itself of this contract.

Section 1.15: Certificate of Competency/Licensure, Permits, and Fees

Any person, firm, corporation or joint venture that submits an offer in response to a County solicitation shall, at the time of such offer, hold a valid Certificate of Competency or appropriate

current license issued by the State or County Examining Board qualifying said person, firm, corporation or joint venture to perform the work proposed. If work for other trades is required in conjunction with this solicitation and will be performed by a sub-contractor(s) or vendor(s) hired by the prime/responding vendor, an applicable Certificate of Competency/license issued to the sub-contractor(s)/hired vendor(s) shall be submitted with the prime/responding vendor's offer; provided, however, that the County may at its option and in its best interest allow the prime/responding vendor to supply the sub contractor(s)/hired vendor(s) certificate/license to the County during the offer evaluation period. The prime/responding vendor is responsible to ensure that all required licenses, permits, and fees (to include any inspection fees) required for this project are obtained and paid for, and shall comply with all laws, ordinances, regulations, and building or other code requirements applicable to the work contemplated herein. Damages, penalties, and/or fines imposed on the County or the vendor for failure to obtain required licenses, permits, inspection or other fees, or inspections shall be borne by the vendor.

Section 1.16: Clean-Up

All unusable materials and debris shall be removed from the premises at the end of each workday, and disposed of in an appropriate manner. Upon final completion, the vendor shall thoroughly clean up all areas where work has been involved as mutually agreed with the associated user department's project manager.

Section 1.17: Competency of Vendors and Associated Subcontractors

The County may elect to conduct a pre-award inspection of the vendor's facility during the offer evaluation process. Offers will be considered only from firms which are regularly engaged in the business of providing or distributing the goods and/or performing the services as described in the solicitation, and who can produce evidence that they have a consistent satisfactory record of performance. Vendors must demonstrate that they have sufficient financial support and organization to ensure that they can satisfactorily execute the contract if awarded under the terms and conditions herein stated. In the event that the vendor intends to sub-contract any part of its work to another vendor, or will obtain the goods specifically offered under this contract from another source of supply; the vendor may be required to verify the competency of its sub-contractor or supplier. The County reserves the right, before awarding the contract, to require a vendor to submit such evidence of its qualifications and the qualifications of its sub-contractor as it may deem necessary. The County may consider any evidence available to it of the financial, technical and other qualifications and abilities of any vendor responding hereunder, including past performance with the County, in determining vendor responsibility for the purposes of selecting a vendor for contract award.

Section 1.18: Compliance with Federal Standards

All items to be purchased under this contract shall be in accordance with all governmental standards, to include, but not be limited to, those issued by the Occupational Safety and Health Administration (OSHA), the National Institute of Occupational Safety Hazards (NIOSH), and the National Fire Protection Association (NFPA).

Section 1.19: Cost Estimates for Each Project

The vendor(s) shall be required to submit a written estimate on each prospective project under this contract before a work order for that specific project is issued. Lump sum estimates shall not be accepted. The County reserves the right to award the project based on the lowest written estimate, or to reject all estimates when such action is determined to be in the best interests of the County, and obtain the required services from another source of supply.

Section 1.20: Furnish and Install Requirements

The specifications and/or statement of work contained within this solicitation describe the various functions and classes of work required as necessary for the completion of the project. Any omissions of inherent technical functions or classes of work within the specifications and/or statement of work shall not relieve the bidder from furnishing, installing or performing such work where required for the satisfactory completion of the project. The vendor shall also be required to provide adequate general user training to County personnel on the appropriate use of the materials or products as and if necessary.

Section 1.21: Key Contractor Personnel

In submitting a proposal, the Proposer is representing that each person listed or referenced in the proposal shall be available to perform the services described for the Lake County Board of County Commissioners, barring illness, accident, or other unforeseeable events of a similar nature in which case the Proposer must be able to promptly provide a qualified replacement. In the event the Proposer wishes to substitute personnel, the Proposer shall propose a person with equal or higher qualifications and each replacement person is subject to prior written County approval. In the event the requested substitute person is not satisfactory to the County and the matter cannot be resolved to the satisfaction of the County, the County reserves the right to cancel the contract for cause.

Section 1.22: Labor, Materials, and Equipment Shall be Supplied by the Vendor

Unless otherwise stated in this solicitation the vendor shall furnish all labor, material and equipment necessary for satisfactory contract performance. When not specifically identified in the technical specifications, such materials and equipment shall be of a suitable type and grade for the purpose. All material, workmanship, and equipment shall be subject to the inspection and approval of the County's Project Manager.

Section 1.23: Local Office Shall be Available

The vendor shall maintain an office within the geographic boundaries of Lake County. This office shall be staffed by a competent company representative who can be contacted during normal working hours and who is authorized to discuss matters pertaining to the contract.

The County reserves the right to perform an inspection of the local office during the offer evaluation period, and any time during the term of the contract, and to use this inspection as a

means for determining the vendor to which award will be made under this solicitation. The acceptability of the size, location, and overall functionality of the service facility shall be determined by the County in consideration of the contract requirements. The County's best interests shall prevail in this regard, and the decision of the County in this regard shall be final.

Section 1.24: Material Safety Data Sheet (MSDS)

It is a vendor responsibility to ensure that the County has received the latest version of any MSDS required by 29 CFR 1910.1200 with the first shipment of any hazardous material. Also, at any time the content of an MSDS is revised, the vendor shall promptly provide a new MSDS to the County with the new information relevant to the specific material.

Section 1.25: Omission from the Specifications

The apparent silence of this specification and any addendum regarding any details, or the omission from the specification of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail, and that only materials and workmanship of first quality are to be used. All interpretations of this specification shall be made upon the basis of this agreement.

Section 1.26: Protection of Property

All existing structures, utilities, services, roads, trees, shrubbery, and property in which the County has an interest shall be protected against damage or interrupted services at all times by the vendor during the term of this contract; and the vendor shall be held responsible for repairing or replacing property to the satisfaction of the County which is damaged by reason of the vendor's operation on the property. In the event the vendor fails to comply with these requirements, the County reserves the right to secure the required services and charge the costs of such services back to the vendor.

Section 1.27: Risk of Loss

The vendor assumes the risk of loss of damage to the County's property during possession of such property by the vendor, and until delivery to, and acceptance of, that property to the County. The vendor shall immediately repair, replace or make good on the loss or damage without cost to the County, whether the loss or damage results from acts or omissions (negligent or not) of the vendor or a third party.

The vendor shall indemnify and hold the County harmless from any and all claims, liability, losses and causes of action which may arise out of the fulfillment of this contract. The vendor shall pay all claims and losses of any nature whatsoever in connection therewith, and shall defend all suits, in the name of the County when applicable, and shall pay all costs and judgments which may issue thereon.

Section 1.28: Special Notice to Vendors Regarding Federal and/or State Requirements

Upon award of a contract resulting from this solicitation, the vendor shall utilize the U.S. Department of Homeland Security's E-Verify system in accordance with the terms governing use of the system to confirm the employment eligibility of:

- 1) All persons employed by the vendor during the term of the contract to perform employment duties within Lake County; and
- 2) All persons, including subcontractors, assigned by the vendor to perform work pursuant to the contract.

Section 1.29: Wage Increases Mandated by Governmental Agencies

When any change in the basic wage rate to be paid to vendor employees being utilized under this contract is mandated by a governmental activity (eg; a change in the Federal Minimum Wage or other governmentally mandated wage structure, the vendor may submit a request for equitable adjustment. This adjustment request must be based strictly on the impact of the mandated change.

SCOPE OF SERVICES

It is the intent of the County to establish a “pool” of qualified vendors for future pricing competition for the design, production, delivery, and installation, if required, of signs, displays, decals, lettering, graphics and striping for use in conjunction with County vehicles, parks, and other facilities. All vendors which provide evidence of compliance with the criteria established in this solicitation will, unless otherwise determined pursuant to the terms of this solicitation, will be included in a “pool” contract award list that can be accessed by County departments in order to obtain price quotations in conjunction with the County’s needs.

For routine assignments, the selected vendor shall be capable of delivering and installing within fourteen (14) calendar days after receipt of order, and approval of the proof has been received. A different specific delivery period may be assigned dependent upon the nature of the specific project.

Graphics Standards Manual

The County has an approved Graphics Standards Manual that refers to the proper use of the logo that shall be adhered to. See attachment 4 for reference.

Periodically the vendor shall respond to the location designated by the Department representative, at no extra cost to the County, to estimate each project and provide a quote on each purchase or vehicle design. The location will be within Lake County.

Fire Rescue Division –

- A. The intent is to standardize all Lake County Fire Rescue vehicles over a period of time. This will entail working with a County representative on each job to assist with the development of the standards. There are various styles of vehicles that will be incorporated into the ongoing project.
- B. The Lake County Fire Rescue door emblem will be provided by the County but will not be installed by the County.
- C. Reflective Material shall be 3M 680 Reflective.
- D. The vendor shall respond to the location designated by the Lake County Fire Rescue representative to estimate each project and provide a quote on each vehicle. The location will be within Lake County.
- E. Completion time frame of each vehicle shall be coordinated between the contractor and the County. When each project is awarded, the vehicle may be transported to and from the contractor’s location within Lake County by County personnel. Adequate space must be available for Fire Rescue Vehicles.

Parks and Trails Division –

This contract shall primarily used for the development, fabrication, printing, and installation of Informational, Educational, and wayfinding signs, banners, panels, and displays. This includes but is not limited to Aluminum, Corrugated Plastic, Sign-A-Bond, Steel, Vinyl, Magnetic, and Fabric signs, displays, and banners.

Examples:

Dog Park Rules

Parks Rules Signs

Playground Rules

Plant Identification Markers

Various Trail Markers

Various Banners

Ballfield and Court Rule Signs

Entry Signs

Kiosk Panels

3.1 DEFINITIONS

Addenda: A written change to a solicitation.

Contract: The agreement to perform the services set forth in this document signed by both parties with any addenda and other attachments specifically incorporated.

Contractor: The vendor to whom award has been made.

County: Shall refer to Lake County, Florida.

Modification: A written change to a contract.

Proposal: Shall refer to any offer(s) submitted in response to a Request for Proposal.

Proposer: Shall refer to anyone submitting an offer in response to a Request for Proposal.

Request for Proposal (RFP): Shall mean this solicitation documentation, including any and all addenda. An RFP involves evaluation of proposals, and award may be made on a best value basis with price, technical, and other factors considered.

Solicitation: The written document requesting either bids or proposals from the marketplace.

Vendor: a general reference to any entity responding to this solicitation or performing under any resulting contract.

The County has established for purposes of this Request for Proposal (RFP) that the words "shall", "must", or "will" indicate an essential requirement or condition which may not be waived.

3.2 INSTRUCTIONS TO PROPOSERS**A. Proposer Qualification**

It is the policy of the County to encourage full and open competition among all available qualified vendors. All vendors regularly engaged in the type of work specified in the solicitation are encouraged to submit proposals. Vendors may enroll with the County to be included on a mailing list for selected categories of goods and services. To be recommended for award the County requires that vendors provide evidence of compliance with the requirements below upon request:

1. Disclosure of Employment
2. Disclosure of Ownership.
3. Drug-Free Workplace.
4. W-9 and 8109 Forms – The vendor must furnish these forms as required by the Internal Revenue Service.
5. Social Security Number – The vendor must provide a copy of the primary owner's social security card if the social security number is being used in lieu of the Federal Identification Number (F.E.I.N.)
6. Americans with Disabilities Act (A.D.A.)
7. Conflict of Interest
8. Debarment Disclosure Affidavit.
9. Nondiscrimination
10. Family Leave
11. Antitrust Laws – By acceptance of any contract, the vendor agrees to comply with all applicable antitrust laws.

B. Public Entity Crimes

Pursuant to Section 287.133(2)(a) of the Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

C. Request for Additional Information

Any communication or inquiries, except for clarification of process or procedure already contained in the solicitation, are to be made in writing to the attention of the procurement representative identified in the solicitation no later than five (5) working days prior to the proposal due date. Such inquiries or request for information shall be submitted to the procurement representative in writing and shall contain the requester's name, address, and telephone number. The

Procurement Services office may issue an addendum in response to any inquiry received, which changes or clarifies the terms, provisions, or requirements of the solicitation. The proposer should not rely on any representation, statement or explanation whether written or verbal, other than those made in this solicitation document or in any addenda issued. Where there appears to be a conflict between this solicitation and any addenda, the last addendum issued shall prevail. It is the proposer's responsibility to ensure receipt of all addenda and any accompanying documentation. Failure to acknowledge each addendum may prevent the proposal from being considered for award.

D. Contents of Solicitation and Proposers' Responsibilities

The proposer shall become thoroughly familiar with the requirements, terms, and conditions of this solicitation. Pleas of ignorance of these matters by the proposer of conditions that exist or may exist will not be accepted as a basis for varying the requirements of the County, or the compensation to be paid.

E. Restricted Discussions

From the date of issuance of this solicitation until final County action, vendors should not discuss the solicitation or any part thereof with any employee, agent, or any other representative of the County except as expressly authorized by the designated procurement representative. The only communications that shall be considered pertinent to this solicitation are appropriately signed written documents from the vendor to the designated procurement representative and any relevant written document promulgated by the designated procurement representative.

F. Change or Withdrawal of Proposals

1. Changes to Proposal- Prior to the scheduled due date, a proposer may change its proposal by submitting a new proposal specified in the solicitation with a letter on the firm's letterhead, signed by an authorized agent stating that the new submittal replaces the original submittal. The new submittal shall contain the letter and all information as required for submitting the original proposal.

2. Withdrawal of Proposal – A proposal shall be irrevocable unless the proposal is withdrawn as provided herein. A proposal may be withdrawn, either physically or by written notice, at any time prior to the proposal due date. If withdrawn by written notice, that notice must be addressed to, and received by, the designated procurement representative prior to the designated receipt date and time. A proposal may also be withdrawn after expiration of the designated acceptance period, and prior to award, by submitting a letter to the designated procurement representative. The letter must be on company letterhead and signed by an authorized agent of the proposer.

G. Conflicts within the Solicitation

Where there appears to be a conflict between the General Terms and Conditions, Special Conditions, the Technical Specifications, the Pricing Section, or any addendum issued, the order of precedence shall be: the last addendum issued, the Proposal Price Section, the Technical Specifications, the Special Conditions, and then the General Terms and Conditions. It is incumbent upon the vendor to identify such conflicts to the designated procurement representative prior to the proposal due date.

H. Prompt Payment Terms

It is the policy of the County that payment for all purchases by County agencies shall be made in a timely manner and that interest payments will be made on late payments in accordance with Part VII, Chapter 218, Florida Statutes, known as the Florida Prompt Payment Act. The proposer may offer cash discounts for prompt payments; however, such discounts will not be considered in determining the lowest price during proposal evaluation.

3.3 PREPARATION OF PROPOSALS

- A. The Pricing Section of this solicitation defines requirements of items to be purchased, and must be completed and submitted with the proposal. Use of any other form or alteration of the form may result in rejection of the proposal.
- B. The proposal submitted must be legible. Bidders shall use typewriter, computer or ink. All changes must be crossed out and initialed in ink. Failure to comply with these

- requirements may cause the bid to be rejected.
- C. An authorized agent of the proposers firm must sign the proposal. **FAILURE TO SIGN THE PROPOSAL MAY BE CAUSE TO REJECT THE PROPOSAL.**
 - D. The proposer may submit alternate proposal(s) for the same solicitation provided that such offer is allowable under the terms and conditions. The alternate proposal must meet or exceed the minimum requirements and be submitted as a separate proposal marked "Alternate Proposal".
 - E. When there is a discrepancy between the unit prices and any extended prices, the unit prices will prevail.
 - F. Any proposal received after the designated receipt date through no fault or error of the County will be considered late, and, except under the most exceptional circumstances, may not be considered for award

3.4 COLLUSION

Where two (2) or more related parties, as defined herein, each submit a proposal for the same contract, such proposals shall be presumed to be collusive. Related parties shall mean proposer or the principals thereof which have a direct or indirect ownership interest in another proposer for the same contract or in which a parent company or the principals thereof of one proposer have a direct or indirect ownership interest in another proposer for the same contract. Furthermore, any prior understanding, agreement, or connection between two (2) or more corporations, firms, or persons submitting a proposal for the same materials, supplies, services, or equipment shall also be presumed to be collusive. Proposals found to be collusive shall be rejected. Proposers which have been found to have engaged in collusion may be considered non-responsible, and may be suspended or debarred. Any contract resulting from collusive bidding may be terminated for default.

3.5 PROHIBITION AGAINST CONTINGENT FEES

The vendor warrants that they have not employed or retained any company or person, other than a bona fide employee working solely for the vendor to solicit or secure the contract and that they have not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the vendor, any consideration contingent upon or resulting from the award or making of the contract.

3.6 CONTRACTING WITH COUNTY EMPLOYEES

Any County employee or member of his or her immediate family seeking to contract with the County shall seek a conflict of interest opinion from the County Attorney prior to submittal of a response to contract with the County. The affected employee shall disclose the employee's assigned function within the County and interest or the interest of his or her immediate family in the proposed contract and the nature of the intended contract.

3.7 INCURRED EXPENSES

This RFP does not commit the County to make an award nor shall the County be responsible for any cost or expense which may be incurred by any proposer in preparing and submitting a proposal, or any cost or expense incurred by any proposer prior to the execution of a purchase order or contract.

3.8 COUNTY IS TAX-EXEMPT

When purchasing on a direct basis, the County is generally exempt from Federal Excise Taxes and all State of Florida sales and use taxes. The County will provide an exemption certificate upon request by the seller for such purchases. Except for item(s) specifically identified by the vendor and accepted by the County for direct County purchase under the Sales Tax Recovery Program, Contractors doing business with the County are not exempt from paying sales tax to their suppliers for materials to fulfill contractual obligations with the County, nor shall any contractor be authorized to use any of the County's Tax Exemptions in securing such materials.

3.9 PROPRIETARY/CONFIDENTIAL INFORMATION

Proposers are hereby notified that all information submitted as part of a proposal will be available for public inspection in compliance with Chapter 119 of the Florida Statutes (the "Public Record Act"). The proposer should not submit any information in response to this RFP which the proposer considers proprietary or confidential. The submission of any information to the County in connection with this solicitation shall be deemed conclusively to be a waiver from release of the submitted information unless such information is exempt or confidential under the Public Records Act.

3.10 CANCELLATION OF SOLICITATION

The County reserves the right to cancel, in whole or in part, any solicitation when doing so reflects the best interest of the County.

3.11 AWARD

- A. The contract resulting from this solicitation may be awarded to the responsible proposer which submits a proposal determined to provide the best value to the County with price, technical, and other applicable factors considered. The County reserves the right to reject any and all proposals, to waive irregularities or technicalities and to re-advertise for all or any part of this solicitation as deemed in its best interest. The County shall be the sole judge of its best interest.
- B. When there are multiple line items in a solicitation, the County reserves the right to award on an individual item basis, any combination of items, total low bid or in whichever manner deemed in the best interest of the County. This provision specifically supersedes any method of award criteria stated in the solicitation when such action is clearly necessary to protect the best interests of the County.
- C. The County reserves the right to reject any and all proposals if it is determined that prices are excessive or determined to be unreasonable, or it is otherwise determined to be in the County's best interest to do so.
- D. Award of this solicitation will only be made to firms that satisfy all necessary legal requirements to do business with the County. The County may conduct a pre-award inspection of the proposer's site or hold a pre-award qualification hearing to determine if the proposer is capable of performing the requirements of this solicitation.
- E. The proposer's performance as a prime contractor or subcontractor on previous County contracts shall be taken into account in evaluating the responsibility of a proposer that submitted a proposal under this solicitation.
- F. Any tie situations will be resolved in consonance with current written procedure in that regard.
- G. Award of the contract resulting from this solicitation may be predicated on compliance with and submittal of all required documents as stipulated in the solicitation.
- H. A vendor wishing to protest any award decision resulting from this solicitation shall do so as set forth in the County's Purchasing Procedure Manual.

3.12 GENERAL CONTRACT CONDITIONS

The contract shall be binding upon and shall inure to the benefit of each of the parties and of their respective successors and permitted assigns. The contract may not be amended, released, discharged, rescinded or abandoned, except by a written instrument duly executed by each of the parties hereto. The failure of any party hereto at any time to enforce any of the provisions of the contract will in no way constitute or be construed as a waiver of such provision or of any other provision hereof, nor in any way affect the validity of, or the right thereafter to enforce, each and every provision of the contract. Any dispute arising during the course of contract performance that is not readily rectified by coordination between the vendor and the County user department shall be referred to Procurement Services office for resolution.

3.13 OTHER AGENCIES

With the consent of the vendor, other agencies may make purchases in accordance with the contract. Such purchases shall be

governed by the same terms and conditions as stated herein with the exception of the change in agency name.

3.14 CONTRACT EXTENSION

The County has the unilateral option to extend a contract for up to ninety (90) calendar days beyond the current contract period. In such event, the County will notify the vendor(s) in writing of such extensions. The contract may be extended beyond the initial ninety (90) day extension upon mutual agreement between the County and the vendor(s). Exercise of the above options requires the prior approval of the Director of Procurement Services.

3.15 WARRANTY

All warranties express and implied, shall be made available to the County for goods and services covered by this solicitation. All goods furnished shall be fully guaranteed by the vendor against factory defects and workmanship. At no expense to the County, the vendor shall correct any and all apparent and latent defects that may occur within the manufacturer's standard warranty period. The special conditions of the solicitation may supersede the manufacturer's standard warranty.

3.16 ESTIMATED QUANTITIES

Estimated quantities or dollars are for vendor's guidance only. No guarantee is expressed or implied as to quantities or dollar value that will be used during the contract period. The County is not obligated to place any order for a given amount subsequent to the award of this solicitation. The County may use estimated quantities in the award evaluation process. Estimated quantities do not contemplate or include possible additional quantities that may be ordered by other entities that may utilize this contract. In no event shall the County be liable for payments in excess of the amount due for quantities of goods or services actually ordered.

3.17 NON-EXCLUSIVITY

It is the intent of the County to enter into an agreement that will satisfy its needs as described within this solicitation. However, the County reserves the right to perform, or cause to be performed, all or any of the work and services herein described in the manner deemed to represent its best interests. In no case will the County be liable for billings in excess of the quantity of goods or services actually provided under this contract.

3.18 CONTINUATION OF WORK

Any work that commences prior to, and will extend, beyond the expiration date of the current contract period shall, unless terminated by mutual written agreement between the County and the vendor, continue until completion without change to the then current prices, terms and conditions.

3.19 LAWS, RULES, REGULATIONS AND LICENSES

The vendor shall comply with all federal, state, and local laws and regulations applicable to provision of the goods and/or services specified in this solicitation. During the term of the contract the vendor assures that it is in compliance with Title VII of the 1964 Civil Rights Act, as amended, and the Florida Civil Rights Act of 1992, in that the vendor does not on the grounds of race, color, national origin, religion, sex, age, disability or marital status, discrimination in any form or manner against the end/or employees or applicants for employment. The vendor understands that any contract is conditioned upon the veracity of this statement.

3.20 SUBCONTRACTING

Unless otherwise stipulated herein, the vendor shall not subcontract any portion of the work without the prior written consent of the County. Subcontracting without the prior consent of the County may result in termination of the contract for default.

3.21 ASSIGNMENT

The vendor shall not assign or transfer any contract resulting from this solicitation, including any rights, title or interest therein, or its

power to execute such contract to any person, company or corporation without the prior written consent of the County. This provision specifically includes any acquisition or hostile takeover of the awarded vendor. Failure to comply in this regards may result in termination of the contract for default.

3.22 RESPONSIBILITY AS EMPLOYER

The employee(s) of the vendor shall be considered at all times its employee(s), and not an employee(s) or agent(s) of the County. The contractor shall provide employee(s) capable of performing the work as required. The County may require the contractor to remove any employee it deems unacceptable. All employees of the contractor may be required to wear appropriate identification.

3.23 INDEMNIFICATION

To the extent permitted by law, the vendor shall indemnify and hold harmless the County and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorney's fees and costs of defense, which the County or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of the agreement by the vendor or its employees, agents, servants, partners, principals or subcontractors. The vendor shall pay all claims and losses in connection therewith, and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the County, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may be incurred thereon. The vendor expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by the vendor shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County or its officers, employees, agents and instrumentalities as herein provided.

3.24 MODIFICATION OF CONTRACT

Any contract resulting from this solicitation may be modified by mutual consent of duly authorized parties, in writing through the issuance of a modification to the contract and/or purchase order as appropriate. This presumes the modification itself is in compliance with all applicable County procedures.

3.25 TERMINATION FOR CONVENIENCE

The County, at its sole discretion, reserves the right to terminate this contract upon thirty (30) days written notice. Upon receipt of such notice, the vendor shall not incur any additional costs under this contract. The County shall be liable only for reasonable costs incurred by the vendor prior to notice of termination. The County shall be the sole judge of "reasonable costs."

3.26 TERMINATION DUE TO UNAVAILABILITY OF CONTINUING FUNDING

When funds are not appropriated or otherwise made available to support continuation of performance in a current or subsequent fiscal year, the contract shall be cancelled and the vendor shall be reimbursed for the reasonable value of any non-recurring costs incurred amortized in the price of the supplies or services/tasks delivered under the contract.

3.27 TERMINATION FOR DEFAULT

The County reserves the right to terminate this contract, in part or in whole, or affect other appropriate remedy in the event the vendor fails to perform in accordance with the terms and conditions stated herein. The County further reserves the right to suspend or debar the vendor in accordance with the County ordinances, resolutions and/or administrative orders. The vendor will be notified by letter of the County's intent to terminate. In the event of termination for default, the County may procure the required goods and/or services from any source and use any method deemed in its best interest. All re-procurement cost shall be borne by the vendor.

3.28 FRAUD AND MISREPRESENTATION

Any individual, corporation or other entity that attempts to meet its contractual obligations through fraud, misrepresentation or other material misstatement, may be debarred for up to five (5) years. The County as a further sanction may terminate or cancel any other contracts with such individual, corporation or entity with such vendor held responsible for all direct or indirect costs associated with termination or cancellation, including attorney's fees.

3.29 RIGHT TO AUDIT

The COUNTY reserves the right to require CONTRACTOR to submit to an audit by any auditor of the COUNTY's choosing. CONTRACTOR shall provide access to all of its records which relate directly or indirectly to this Agreement at its place of business during regular business hours. CONTRACTOR shall retain all records pertaining to this Agreement and upon request make them available to the COUNTY for three (3) years following expiration of the Agreement. CONTRACTOR agrees to provide such assistance as may be necessary to facilitate the review or audit by the COUNTY to ensure compliance with applicable accounting and financial standards. Additionally, CONTRACTOR agrees to include the requirements of this provision in all contracts with subcontractors and material suppliers in connection with the work performed hereunder. If an audit inspection or examination pursuant to this section discloses overpricing or overcharges of any nature by the CONTRACTOR to the COUNTY in excess of one percent (1%) of the total contract billings, in addition to making adjustments for the overcharges, the reasonable actual cost of the COUNTY's audit shall be reimbursed to the COUNTY by the CONTRACTOR. Any adjustments and/or payments which must be made as a result of any such audit or inspection of the CONTRACTOR's invoices and/or records shall be made within a reasonable amount of time, but in no event shall the time exceed ninety (90) days, from presentation of the COUNTY's audit findings to the CONTRACTOR.

3.30 PUBLIC RECORDS/ COPYRIGHTS

All electronic files, audio and/or video recordings, and all papers pertaining to any activity performed by the vendor for or on behalf of the County shall be the property of the County and will be turned over to the County upon request. In accordance with Chapter 119, Florida Statutes, each file and all papers pertaining to any activities performed for or on behalf of the County are public records available for inspection by any person even if the file or paper resides in the vendor's office or facility. The vendor shall maintain the files and papers for not less than three (3) complete calendar years after the project has been completed or terminated, or in accordance with any grant requirements, whichever is longer. Prior to the close out of the Contract, the vendor shall appoint a records custodian to handle any records request and provide the custodian's name and telephone number(s) to the County.

Any copyright derived from this Agreement shall belong to the author. The author and the CONSULTANT shall expressly assign to the COUNTY nonexclusive, royalty free rights to use any and all information provided by the CONSULTANT in any deliverable and/or report for the COUNTY's use which may include publishing in COUNTY documents and distribution as the COUNTY deems to be in the COUNTY's best interests. If anything included in any deliverable limits the rights of the COUNTY to use the information, the deliverable shall be considered defective and not acceptable and the CONSULTANT will not be eligible for any compensation.

3.31 GOVERNING LAWS

The interpretation, effect, and validity of any contract(s) resulting from this solicitation shall be governed by the laws and regulations of the State of Florida, and Lake County, Florida. Venue of any court action shall be in Lake County, Florida. In the event that a suit is brought for the enforcement of any term of the contract, or any right arising there from, the parties expressly waive their

respective rights to have such action tried by jury trial and hereby consent to the use of non-jury trial for the adjudication of such suit.

3.32 STATE REGISTRATION REQUIREMENTS

Any corporation submitting a bid in response to this RFP shall either be registered or have applied for registration with the Florida Department of State in accordance with the provisions of Chapter 607, Florida Statutes. A copy of the registration/ application may be required prior to award of a contract. Any partnership submitting a bid in response to this RFP shall have complied with the applicable provisions of Chapter 620, Florida Statutes. For additional information on these requirements, please contact the Florida Secretary of State's Office, Division of Corporations, 800.755.5111 (<http://www.dos.state.fl.us>).

3.33 PRIME CONTRACTOR

The vendor awarded the contract shall act as the prime contractor and shall assume full responsibility for the successful performance under the contract. The vendor shall be considered the sole point of contact with regard to meeting all requirements of the contract. All subcontractors will be subject to advance review by the County in regards to competency and security concerns. After the award of the contract no change in subcontractors will be made without the consent of the County. The vendor shall be responsible for all insurance, permits, licenses, and related matters for any and all subcontractors. Even if the subcontractor is self-insured, the County may require the contractor to provide any insurance certificates required by the work to be performed.

3.34 FORCE MAJEURE

The parties will exercise every reasonable effort to meet their respective obligations hereunder, but shall not be liable for delays resulting from force majeure or other causes beyond their reasonable control, including, but not limited to, compliance with revisions to Government law or regulation, acts of nature, acts or omissions of the other party, fires, strikes, national disasters, wars, riots, transportation problems and/or any other cause whatsoever beyond the reasonable control of the parties. Any such cause may be cause for appropriate extension of the performance period.

3.35 NO CLAIM FOR DAMAGES

No claim for damages or any claim other than for an extension of time shall be made or asserted against the County because of any delays. No interruption, interference, inefficiency, suspension, or delay in the commencement or progress of the Work shall relieve the vendor of duty to perform, or give rise to any right to damages or additional compensation from the County. The vendor's sole remedy shall be the right to seek an extension to the contract time. However, this provision shall not preclude recovery of damages by the vendor for hindrances or delays due solely to fraud, bad faith, or active interference on the part of the County.

3.36 TRUTH IN NEGOTIATION CERTIFICATE

For all agreements exceeding \$150,000, the awarded firm may be required to execute a truth in negotiation certificate stating that the wage rates and other factual unit costs are accurate, complete and current, at the time of contracting.

3.37 GRANT FUNDING

In the event any part of the contract is to be funded by federal, state, or other local agency monies, the vendor hereby agrees to comply with all requirements of the funding entity applicable to the use of the monies, including full application of requirements involving the use of minority firms, women's business enterprises, and labor surplus area firms. Vendors are advised that payments under the contract may be withheld pending completion and submission of all required forms and documents required of the vendor pursuant to the grant funding requirements.

RFP TITLE: Establish Vendor Pool for Signs, Displays, Decals, Lettering, and Striping**NOTES:**

- When purchasing on a direct basis, Lake County is exempt from all taxes (Federal, State, Local). A Tax Exemption Certificate will be furnished upon request for such purchases. **However, the vendor will be responsible for payment of taxes on all materials purchased by the vendor for incorporation into the project (see provision 3.8 for further detail).**
- The vendor shall not alter or amend any of the information (including, but not limited to stated units of measure, item description, or quantity) stated in the Pricing Section. If any quantities are stated in the pricing section as being “estimated” quantities, vendors are advised to review the “Estimated Quantities” clause contained in Section 3 of this solicitation.
- Any bid containing a modifying or “escalator” clause not specifically allowed for under the solicitation will not be considered.
- All pricing shall be FOB Destination unless otherwise specified in this solicitation document.
- All pricing submitted shall remain valid for a 90 day period. By signing and submitting a response to this solicitation, the vendor has specifically agreed to this condition.

Vendors are advised to visit our website at <http://www.lakecountyfl.gov> and register as a potential vendor. Vendors that have registered on-line receive an e-mail notice when the County issues a solicitation matching the commodity codes selected by a vendor during the registration process.

ACKNOWLEDGEMENT OF ADDENDA

INSTRUCTIONS: Complete Part I or Part II, whichever applies

Part I:
The bidder must list below the dates of issue for each addendum received in connection with this RFP:
Addendum #1, Dated: _____
Addendum #2, Dated: _____
Addendum #3, Dated: _____
Addendum #4, Dated: _____
Part II:
<input type="checkbox"/> No Addendum was received in connection with this RFP.

PRICING SECTION

No pricing input is required in the initial response to this solicitation.

By Signing this Proposal the Proposer Attests and Certifies that:

- It satisfies all legal requirements (as an entity) to do business with the County.
- The undersigned vendor acknowledges that award of a contract may be contingent upon a determination by the County that the vendor has the capacity and capability to successfully perform the contract.
- The proposer hereby certifies that it understands all requirements of this solicitation, and that the undersigned individual is duly authorized to execute this proposal document and any contract(s) and/or other transactions required by award of this solicitation.

Purchasing Agreements with Other Government Agencies

This section is optional and will not affect contract award. If Lake County awarded you the proposed contract, would you sell under the same terms and conditions, for the same price, to other governmental agencies in the State of Florida? Each governmental agency desiring to accept to utilize this contract shall be responsible for its own purchases and shall be liable only for materials or services ordered and received by it. Yes No (Check one)

Certification Regarding Felony Conviction

Has any officer, director, or an executive performing equivalent duties, of the bidding entity been convicted of a felony during the past ten (10) years? Yes No (Check one)

Reciprocal Vendor Preference:

Vendors are advised the County has established, under Lake County Code, Chapter 2, Article VII, Sections 2-221 and 2-222; a process under which a local vendor preference program applied by another county may be applied in a reciprocal manner within Lake County. The following information is needed to support application of the Code:

1. Primary business location of the responding vendor (city/state): LEESBURG, FL
2. Does the responding vendor maintain a significant physical location in Lake County at which employees are located and business is regularly transacted: Yes No If "yes" is checked, provide supporting detail:
TREADWAY INDUSTRIES LLC, 111 WEBER AVE
LEESBURG, FL. 34748

Conflict of Interest Disclosure Certification

Except as listed below, no employee, officer, or agent of the firm has any conflicts of interest, real or apparent, due to ownership, other clients, contracts, or interests associated with this project; and, this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same services, and is in all respects fair and without collusion or fraud.

DUNS Number (Insert if this action involves a federal funded project): _____

General Vendor Information and Proposal Signature:

Firm Name: TREADWAY INDUSTRIES LLC
 Street Address: 111 WEBER AVE LEESBURG, FL 34748
 Mailing Address (if different): _____
 Telephone No.: 352-326-3313 Fax No.: 352-787-2988 E-mail: STEVEV@TREADWAYINDUSTRIES.COM
 FEIN No. 01-0591113 Prompt Payment Terms: 1/2 % 10 days, net 30
 Signature: [Signature] Date: 6/26/13
 Print Name: STEVE VANDERWALL Title: PROJECT MANAGER

Award of Contract by the County: (Official Use Only)

By signature below, the County confirms award to the above-identified vendor under the above identified solicitation. A separate purchase order will be generated by the County to support the contract.

Vendor awarded as:

- Sole vendor
- Pre-qualified pool vendor based on price
- Pre-qualified pool vendor (spot bid)
- Primary vendor for items: _____
- Secondary vendor for items: _____
- Other status: _____

Signature of authorized County official: _____ Date: _____

Printed name: _____ Title: _____

THE FOLLOWING DOCUMENTS ARE ATTACHED

- Attachment 1: Work References**
- Attachment 2: Vendor Profile Form**
- Attachment 3: Similar Projects Form**
- Attachment 4: Graphics Standard Manual**
- Attachment 5: Samples of custom made signs**

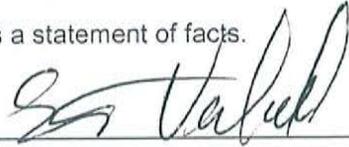
WORK REFERENCES

Agency	WONDERWORKS EXHIBITS, LLC
Address	406 RICHARD RD
City,State,ZIP	ROCKLEDGE, FL 32955
Contact Person	RICHARD GREENE
Telephone	865-765-2414
Date(s) of Service	2008 - PRESENT
Type of Service	SUPPLY EXHIBITS
Comments:	INCLUDES, SIGNS, DECALS, LETTERING ETC

Agency	CITY OF FRUITLAND PARK
Address	506 W. BEUCKMAN
City,State,ZIP	FRUITLAND PARK, FL 34731
Contact Person	JOHN BOSTIC
Telephone	352-360-6795
Date(s) of Service	2007 - PRESENT
Type of Service	PROVIDE CITY SIGNS
Comments:	

Agency	CCDI, INC
Address	109 CLEVELAND AVE
City,State,ZIP	COCOA BEACH, FL 32931
Contact Person	STEPHANIE GORMS
Telephone	321-868-5678
Date(s) of Service	2005 - PRESENT
Type of Service	SUPPLY CUSTOM PRODUCTS
Comments:	INCLUDES SIGNS, DECALS, LETTERING ETC.

VENDOR PROFILE FORM

<p>1. Bidder Name & Address:</p> <p>TREADWAY INDUSTRIES LLC 111 WEBER AVE LEESBURG, FL 34748</p>	<p>1d. Licensed to do business in the State of Florida?</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>1a. FEIN #</p> <p><u>01-0591113</u></p>	<p>1e. Name, Title & Telephone Number of Principal to Contact</p> <p>PAUL WHITEHOUSE PRESIDENT 352-326-3313</p>
<p>1b. Year Firm was established <u>1983</u></p> <p>1c. Are you a "Not for Profit" 501(c)(3) organization?</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If you answered yes, please provide proof.</p>	<p>1f. Address of office to perform work, if different from Item 1</p>
<p>2. Please list the key personnel that your firm will commit to the County project and attach a copy of each key person's resume.</p> <p>PAUL WHITEHOUSE CHIP ROBERT STEVE VANDERWALL</p>	
<p>3. The foregoing is a statement of facts.</p> <p>Signature: <u></u> Date: <u>6/26/13</u></p> <p><u>STEVE VANDERWALL</u> <u>PROJECT MANAGER</u> (Typed or Printed Name) (Title)</p>	

Steven E. Vanderwall
1099 Palm Harbor Drive
Leesburg, Fl 34748
Phone: 352-308-9864
E-Mail: stevelucv@centurvlink.net

Skills:

- Plant Management/Operations
- People Management, Direction and Development
- Sales
- Customer Service
- Production/Facility Management, Scheduling and Forecasting
- Safety Management, Implementation and Enforcement
- Purchasing/Budget Control/Time Management
- Subcontractor/Vendor Coordination
- Inventory Management and Control
- Waste Management
- Logistics Planning and Implementation
- Project Costing
- Estimating

Computer Skills:

- Microsoft Office: Excel, Outlook and Word

Attributes:

- 32 years people management/supervision
- 13 years manufacturing/customer service/sales
- Strong interpersonal and customer service skills
- Positive attitude, strong work ethic, loyal, honest and dependable
- Team-oriented, adjustable
- Exceptional organizational skills
- Conflict resolution

References:

- Available upon request
- See attached letter of recommendation

Employment History:

September 2011 to Present:

T-Group, LLC

Treadway Industries Division, Custom Manufacturer of Architectural Elements,
Leesburg, Fl

Project Manager, reporting directly to the President

Duties: Overseeing project progress including on-site management, budgeting, subcontractor coordination, customer liason, quality control, material procurement, delivery coordination. Additional duties include take offs and estimating for upcoming projects, inside and outside sales.

June 2009 to April 2010:

Hardscape Manufacturing, Inc. Manufacturer of Architectural Elements and Signage,
Port Richey, FL

Sales Manager/Estimator, reporting directly to the President.

Duties: Sales, customer service and relations, take offs, estimating, project supervision, post project follow-up, collections

April 2005 to April 2009:

T. Group, LLC

Wall and Sign Division, Specialist Contracting/Manufacturing Company, Leesburg, Fl.

Construction Manager/Estimator/Sales, reporting directly to the President.

Duties: Construction Management including employee supervision, subcontractor and project scheduling, purchasing, product delivery and logistics, underground location coordination, job costing, customer service client relations, estimating, work in progress calculation, inventory control, review, adjust and approve subcontract/vendor billings, accounts receivable, collections, monument delivery coordination and installation, jobsite inspections, quality control, sales and trade show representative.

January 2001 to April 2005:

T. Group, LLC

Treadway Industries Division, Custom Manufacturer of Architectural Elements,
Leesburg, Fl

Plant Manager, Estimating, Costing, Production/Facility Manager, reporting directly to
Director of Operations and the President

Duties: Overseeing plant operations, quality control, safety, OSHA and EPA regulatory
management, inventory control, employee supervision/hiring/firing/retention, purchasing,
shipping and receiving, scheduling, waste management, monthly reporting, work in
progress, strategic planning, budget restraints, estimating, costing management, sales and
trade show representative.

1996 to 2000:

Treadway Industries, Custom Manufacturer, Las Vegas, Nevada and Phoenix, Arizona
Plant Manager, Production Manager reporting directly to the President

Duties: Duties were the same as with Treadway Industries above with the exception of
estimating.

1981 - 1996

Pacific Coast Landscape, High End Landscaping Contractor, Manhattan Beach, Ca
Construction Manager, reporting directly to the President

Duties: Responsible for all installation practices, staffing, knowledge of City and State
codes, inventory, budget and quality of finished product.

Charles “Chip” W. Robart

An engineer by profession and a native of the United States, Chip Robart is a highly motivated, professional, creative and results driven individual who has worked extensively in project management and manufacturing for Treadway Industries within the themed fabrication industry for over 18 years.

As an engineer he approaches project management and technical issues with an emphasis on attention to detail, quality and efficiency. Throughout his career he has established a proven track record of managing, planning, implementing and completing projects to specification, within budget and time constraints. With Treadway, he has been involved in a wide range of projects and clients including, major theme park operators, retail giants, contracting organizations, themed event designers, hospitality, exhibition and movie productions.

Experience: Treadway Industries, LLC Leesburg, FL (T Group Corporate)

Engineering Manager 1/05 to Present

Responsible for direction of project management, production, technology and facility management. Elements of production encompass; raw, coated and finished foam shapes, tooling, and cast product - Precast, Cast Stone, GFRC, and GFRG. Expert in technologies and equipment utilized in production: CNC Machines, Plural Component Spray Systems, GFRG/GFRC Spray Lay-up machines, and Batching & Mixing operations and equipment. Manages the project management department and oversees major estimates.

Project Manager 7/97 to 1/05

Responsible for direction of Project Managers, Design Engineering, and the hands on direction of large scale fast paced projects. Involved in all aspects of production: estimating, design,

Plant Operations/Production Supervisor 7/90 to 7/97

Began work as CAD-CAM CNC machine operator. Advanced CNC pattern programmer and CAD operator.

Education: Embry-Riddle Aeronautical University Daytona Beach, FL

Bachelor of Science in Aerospace Engineering 1990

Additional post-graduate level coursework in Space Mechanics and Mathematics.

Other: USCG Captains License- O.U.P.V-6 Pak

Certifications- CPR, First-Aid, PADI Open Water Diver

CAD Experience- Design-CAD, AutoCAD (rel. 12 thru 2008)

SIMILAR PROJECTS FORM

Work by firm or individual which best illustrates current qualifications relevant to the County's project that has been/is being accomplished by personnel that shall be assigned to the County's project. List no more than ten (10) projects. (This form may be reproduced.)

<u>Project Name, Entity Name, Address & Location</u> WONDERWORKS WONDERWORKS EXHIBITS ORLANDO, FL PANAMA CITY BEACH, FL MYRTLE BEACH, NC	<u>Contact Person:</u> RICHARD GREEN <u>Title:</u> PROJECT MANAGER
<u>Completion Date (Actual or Estimated)</u> 6/6/13 <u>Project Cost:</u> \$ 52,000.00	<u>Telephone Number</u> 804-572-1100
<u>Scope of Entire Project:</u> List the tasks accomplished (Attach samples of deliverables, outlines or descriptions of items). FABRICATE & INSTALL 4 EA TESLA COIL EXHIBITS WHICH INCLUDED, SIGNS, DECALS, GRAPHICS, STRIPING ALSO PROVIDED "GEAR WORKS" SIGN PLAQUES	
<u>Firm's personnel (name/project assignment) that worked on the stated project that shall be assigned to the County's project.</u> PAUL WHITEHOUSE - PRESIDENT CHIP ROBERT - ENGINEERING MANAGER STEVE VANDERWALL - PROJECT MANAGER	

Colors head
Letter Logo
Vehicle Signs
Branding
Seal
Cards
Nomenclature
Envelopes
Marketing
Horizontal
Business Large
Small
Medium
Vertical
Proportions

Graphics Standards Manual



LAKE COUNTY
FLORIDA

TABLE OF CONTENTS

INTRODUCTION AND BACKGROUND	5
Branding and Graphic Identity	
The Importance of Having Standards	
LOGO	6
Official Uses	Logo Orientation
Official Colors	Logo Sizes
Official Type	Logo Color Options
Logo Variations	Prohibited Uses of Logo
TECHNICAL SPECIFICATIONS	18
Type Standards & Relationships	
NOMENCLATURE	29
Descriptive Copy and Tagline	
Mission, Vision & Values	
BUSINESS PAPERS	30
Business Cards	Envelopes
Letterhead	Mailing Labels
Executive Letterhead	How to Order Business Papers
INTERNAL BUSINESS PAPERS	50
Designing your own materials	
VEHICLES AND SIGNS	52
Vehicles	
County building Signs	
Street Signs	
UNIFORMS AND MARKETING MATERIALS	54
Uniforms	
Marketing Materials	
GRAPHIC REQUESTS	56

INTRODUCTION AND BACKGROUND

Branding and Graphic identity

In order for any organization to cultivate lasting confidence within its constituencies, it must build a unique and positive image of itself. This image is the organization's brand, the central, defining image or idea of what it is and does.

And with the rapid growth that Lake County has seen in recent years, the need for a communicative brand has never been greater. Recognizing this, the Board of County Commissioners launched a program to develop the tools necessary to begin a branding program. This manual represents the outcome of that initiative.

The foundation of a brand is its graphic identity, the logo and other visual elements that represent it. A cohesive graphic identity allows everything from business cards to the doors on a County vehicle to tell a brand's story.

By having a strong brand and graphic identity, Lake County will inspire its citizens and be equipped to share the area's amenities with the world. This branding journey begins with a new identity system and standards to maintain it. But the final destination will be determined by resourcefulness and good stewardship by every County employee.

The Importance of Having Standards

Simply put, standards are what put the identity in graphic identity. They enable an organization to maintain its distinctive look and feel in any situation.

By using its graphic elements consistently and judiciously, Lake County can build a lasting image and distinguish itself from other areas and organizations. Graphic standards allow the many individual departments that make up the Lake County team to come together as a unified whole before the citizens we serve.

It is imperative that you employ the standards contained herein whenever using graphic elements — for use in every medium. This manual is our team's visual playbook, providing the guidelines necessary to reach our goal of clear communication and an effective brand image.

LOGO

As the primary visual representation of Lake County, our logo is the most vital graphic component of our brand. It communicates at a glance the natural amenities that make the area a wonderful place to live, work and play.

The great branding asset—and potential difficulty—of a logo is how readily it lends itself to a myriad of uses. By using the new logo widely, Lake County will have it constantly before the eyes of its citizens and quickly build recognition. However, the varying demands of diverse media (*e.g., a black-and-white printed piece versus a Web image or a vehicle decal*) increase the danger of producing inconsistent finished products, which would erode the very visual unity that the County wishes to achieve.

That is why it is essential that all Lake County employees follow a standard for the County's graphical identity. Every conceivable graphic needs to fall within these guidelines, making it easy for projects across the County to stay in harmony.



LAKE COUNTY

FLORIDA

Official Uses

The County logo is protected by County Ord. No. 2007-38, § 2, 8-7-07 – County logo and seal. Below is information pertaining to the adopted ordinance:

County logo and seal.

- a) The Lake County Board of County Commissioners hereby designates the following logo to be the official logo of Lake County, Florida:



Horizontal Treatment



Vertical Treatment

The imagery for the logo features palm trees, a sailboat, an orange tree, an egret and a picturesque sunset overlooking a lake. Accompanying the collection of images are the words "Lake County" and "Florida." When the logo represents an approved county department, division or the board of county commissioners, the word "Florida" is replaced with the appropriate nomenclature.

- b) The Lake County Board of County Commissioners hereby designates the following seal to be the official seal of Lake County, Florida:



- c) The logo and seal are to be used only for official county business by county officials or employees in the performance of their official duties, unless written approval is obtained from the county manager or designee. The county manager may authorize use of the logo upon request from any person or entity with a proper purpose for use of the logo. Approval for use of the county logo may be revoked upon written notice from the county manager or designee.
- d) Any manufacture, use, display, facsimile, or reproduction of the county logo or seal other than as provided for above is prohibited. A violation of this section shall be punishable as provided in F.S. § 165.043, as a second degree misdemeanor.

LOGO *(continued)*

Official Colors

The official color for Lake County is a Deep Blue, Pantone Matching System (PMS #280.) Accent colors of Light Blue (PMS #2925), Green (PMS #396), Black and White can be used to compliment the official color. We recommend that these colors be incorporated into use in brochures, pamphlets, presentations, and other printed materials when appropriate to maintain consistency.

	C	100
	M	65
	Y	0
	K	30
DEEP BLUE PMS 280*		R 0
		G 70
		B 133

	C	72
	M	27
	Y	0
	K	0
MEDIUM BLUE PMS 2925*		R 53
		G 152
		B 212

	C	65
	M	0
	Y	100
	K	8
GREEN PMS 369*		R 90
		G 174
		B 65

	C	0
	M	0
	Y	0
	K	100
BLACK PMS BLACK 6		R 35
		G 31
		B 32

	C	0
	M	0
	Y	0
	K	0
WHITE		R 255
		G 255
		B 255

* Indicates closest PMS match to the 4-color process logo.

Official Type

The typeface and type size used with a passage can communicate as much to the reader as the words themselves. Type helps establish mood, attract attention and promote visual harmony. As such, consistency in type usage is as important to the County's branding program as it is for any other graphic element.

Lake County's graphic identity system includes the Trajan Pro and Warnock Pro type families, with specific typefaces within each family dedicated to specific uses. Rigorous adherence to type standards will help the County maintain a unified brand.

TRAJAN PRO

Trajan Pro Bold is the primary font for the Lake County branding program. Trajan Pro Bold is used in the Lake County logotype, descriptive copy and department designations (*when used in conjunction with Division names.*) Trajan Pro Regular is also used in the County business papers.

ABCDEFGHIJKLMNOPQRSTUVWXYZ
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890
!@#%&^*()

ABCDEFGHIJKLMNOPQRSTUVWXYZ
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890
!@#%&^*()

Warnock Pro

Warnock Pro is the secondary font for the Lake County branding program. Warnock Pro Semi-Bold Italic is used for the Lake County tagline and the Division font (*when used in conjunction with a Department name.*)

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890
!@#%&^()*



Horizontal Use



Vertical Use

LOGO *(continued)*

Logo Variations

File Types: Bitmap vs. Vector

The preferred file format to use is Vector (*EPS*), which produces the cleanest reproduction quality. All digital files for the logo can be found on the intranet, and have been saved in .jpg format for use in PowerPoint, Word & Excel documents that each department might produce. Below are some specifications on file types:

Bitmap format (reference: Sue Chastain. "Vector and Bitmap Images". About.com 19 Jan. 2005):

Bitmap images (*also known as raster images*) are made up of pixels in a grid. Pixels are picture elements; tiny dots of individual color that make up what you see on your screen. All these tiny dots of color come together to form the images you see. Bitmap images are resolution dependent. Resolution refers to the number of pixels in an image and is usually stated as dpi (*dots per inch*) or ppi (*pixels per inch*). Because bitmaps are resolution dependent, it's difficult to increase or decrease their size without sacrificing a degree of image quality. When you reduce the size of a bitmap image through your software's resample or resize command, you must throw away pixels. When you increase the size of a bitmap image through your software's resample or resize command, the software has to create new pixels. All scanned images are bitmaps, and all images from digital cameras are bitmaps.

Some common types of Bitmap formats are:

- BMP
- GIF
- JPEG, JPG
- PNG
- TIFF
- PSD (*Adobe Photoshop Document*)

Some popular bitmap editing programs are:

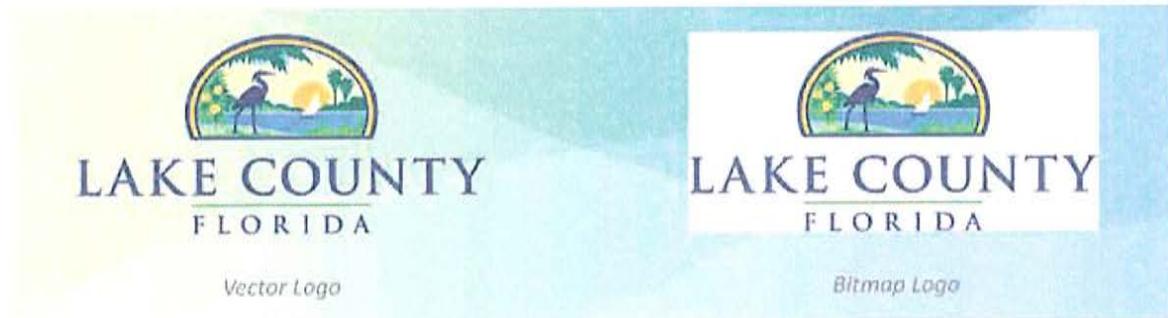
- Microsoft Paint
- Adobe Photoshop
- Corel Photo-Paint

Vector format (reference: Sue Chastain. "Vector and Bitmap Images". About.com 19 Jan. 2005):

Vector images are made up of many individual, scalable objects. These objects are defined by mathematical equations rather than pixels, so they always render at the highest quality. Objects may consist of lines, curves, and shapes with editable attributes such as color, fill, and outline. Changing the attributes of a vector object does not affect the object itself. You can freely change any number of object attributes without destroying the basic object. An object can be modified not only by changing its attributes, but also by shaping and transforming it.

Because they're scalable, vector-based images are resolution independent. You can increase and decrease the size of vector images to any degree and your lines will remain crisp and sharp, both on screen and in print. Fonts are a type of vector object.

Another advantage of vector images is that they're not restricted to a rectangular shape like bitmaps. Vector objects can be placed over other objects, and the object below will show through.



Vector images primarily originate from software. You can't scan an image and save it as a vector file without using special conversion software. On the other hand, vector images can, quite easily, be converted to bitmaps. This process is called rasterizing. When you convert a vector image to a bitmap, you can specify the output resolution of the final bitmap for whatever size you need. Once it has been converted to a bitmap, the image loses all the wonderful qualities it had in its vector state. If you convert a vector to a bitmap at a size of 100 x 100 pixels and then decide you need the image to be larger, you'll need to go back to the original vector file and export the image again.

The most common reason for wanting to convert a vector to a bitmap would be for use on the Web. Due to the nature of vector images, they are best converted to GIF, JPEG or PNG format for use on the Web.

Some common types of Vector formats are:

- AI (Adobe Illustrator)
- EPS (Encapsulated Postscript File)
- CDR (CorelDraw)
- DXF (AutoCAD)
- WMF (Windows Metafile)

Some popular Vector editing programs are:

- Adobe Illustrator
- CorelDraw
- Adobe FreeHand

Logo Orientation

Each of the digital files for the Lake County logo has been created with two type treatments, Horizontal and Vertical:



LOGO *(continued)*

Logo Sizes

The Lake County logo has been created to accommodate multiple size variations. The proper size limit for both the vertical and horizontal versions of the logo files are listed below:

Logo Type:	Smallest Use Allowed	Largest Use Allowed
Horizontal Logo	1.4" x 1"	None
Vertical Logo	.75" x .75"	None

The logos are available for download in JPEG and PNG format in three different sizes on the Lake County web site: http://www.lakecountyfl.gov/media/county_logo/. Below are the sizes available, along with some parameters with which to judge what size logo to download for your project.

Horizontal Logo:	Examples of Use	Smallest Use Allowed	Largest Use Allowed
Large	Poster, Banner	6.5" x 3"	None
Medium	Report Covers, Presentations	3.25" x 1.5"	6.5" x 3"
Small	Business Cards, Pamphlets, Promotional Items	1.4" x 1"	3.25" x 1.5"

Vertical Logo:	Examples of Use	Smallest Use Allowed	Largest Use Allowed
Large	Poster, Banner	4" x 4"	None
Medium	Report Covers, Presentations	2" x 2"	4" x 4"
Small	Business Cards, Pamphlets, Promotional Items	.75" x .75"	2" x 2"

If you have questions about which size you should use with your project, please contact the Office of Information Outreach (343-9603).

Logo Color Options

The logo can be used in three main color categories: 4-Color, 1-Color and 1-Color with Screen tints. Only approved colors should be used on the County Logo. Below is some information about each of the color categories available.

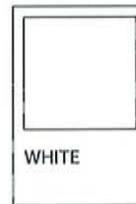
4-Color logo:

The Lake County logo is a 4-color process graphic, and is the preferred version to be used whenever possible. The color usage and breakdowns for the major colors in the 4-color logo are as follows:



1-Color logo:

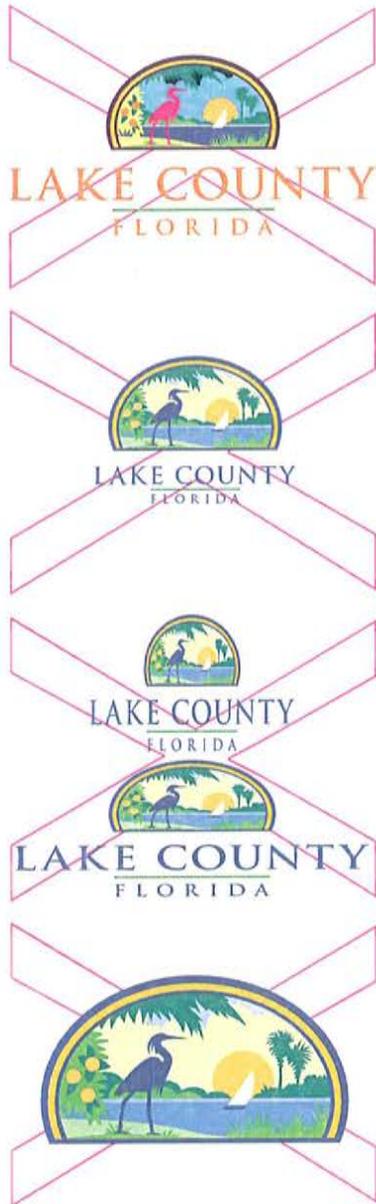
The following options should be used if a 1-color logo is required. The only acceptable color options are PMS 280, Black or White.



LOGO *(continued)*

Prohibited Uses of Logo

In order to establish and maintain consistent and effective use of the Lake County logo, it is essential that the standards established in this manual be followed. Use only one of the variations provided in this document. Don't try to use different configurations of the art and type or attempt to change one to suit your project. Below are some common errors that should be avoided. If you need assistance with incorporating the logo into your project, please contact Information Outreach at 343-9603.



Improper Color Usage

The Lake County logo should not be reproduced with any other colors not listed or displayed in this manual.

Improper Size Relationships

Do not change the relationship of the logo in relation to the nomenclature or department designations.

Improper Resize

Do not distort the logo by resizing it incorrectly. Always hold down the "SHIFT" key on the keyboard while dragging one of the corner resize handles.

Removing the Text Under the Image

Do not remove the text under the Lake County Logo, and use the image only. The logo consists of the graphical elements and the text combined.



Improper Positioning

Do not change the position of the logo in relation to the nomenclature.

Improper FONT USAGE

Do not change the fonts of the Lake County logo and nomenclature.



Improper Type Reversal

Not converting the lettering & green line

When using the logo on dark backgrounds, all elements under the imagery must be converted to white, including the green line.



Converting the lettering only

When using the logo on dark backgrounds, all elements under the imagery must be converted to white, including the green line.

LOGO *(continued)*



Improper Orientation

Do not skew or rotate the logo or nomenclature of the Lake County Logo.



Distracting Background

Do not use the Lake County Logo on a busy background that distracts from its legibility.



Adding Effects or Graphics

Do not use any special effects that may distract from its legibility. Do not add or overlap any additional graphics to the Lake County Logo.



Replacing Lettering

Do not replace Lake County wording with your name.

Logo proportions

The logo should never be manipulated to adjust the proportions. An example would be to increase the picture part of the logo, while decreasing the font "Lake County" underneath. The text beneath the imagery is a part of the overall County brand, and should not be increased or decreased outside of the specifications set in these guidelines.



TECHNICAL SPECIFICATIONS

For vendors and organizations using the Lake County logo in digital or printed format, the following technical guidelines have been established, and should be followed to ensure the brand for Lake County is maintained.

Type Standards & Relationships

The following demonstrates the various type configurations and their spatial relationships for the Lake County logo. In a vertical oriented logo, the same type size and proportions from the horizontal usage still apply. When typesetting is needed, these standards must be followed to in order to maintain a consistent brand image, and County employees must adhere to these standards at all times.

Font Usage Standards



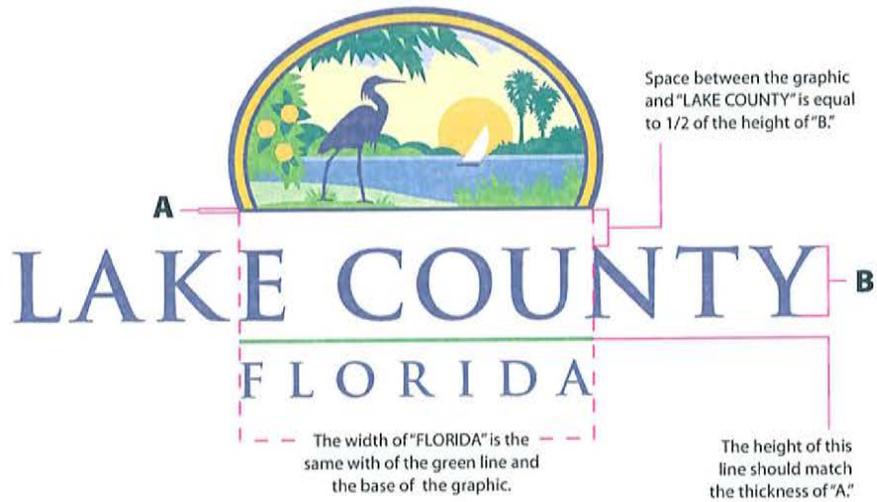
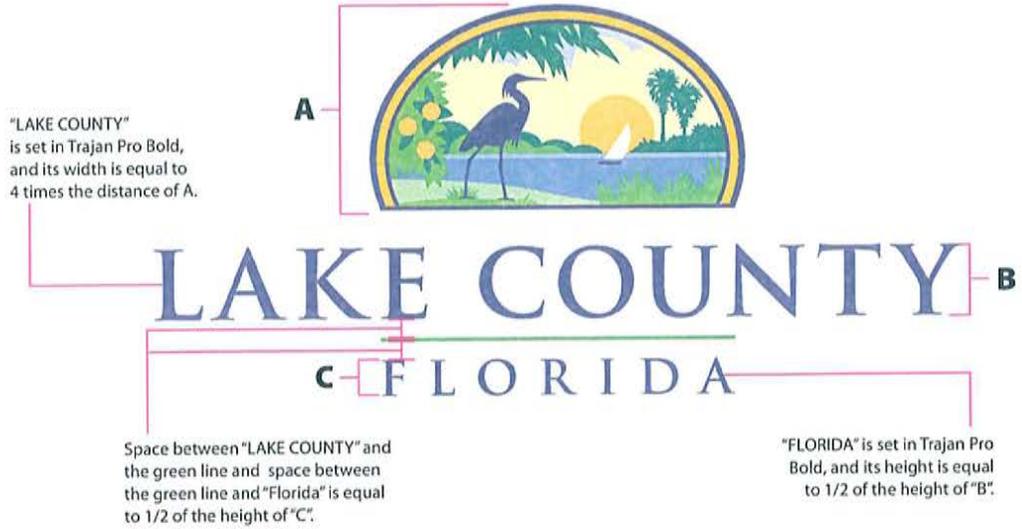
	C 100
	M 65
	Y 0
	K 30
DEEP BLUE PMS 280*	R 0
	G 70
	B 133

	C 72
	M 27
	Y 0
	K 0
MEDIUM BLUE PMS 2925*	R 53
	G 152
	B 212

	C 65
	M 0
	Y 100
	K 8
GREEN PMS 369*	R 90
	G 174
	B 65

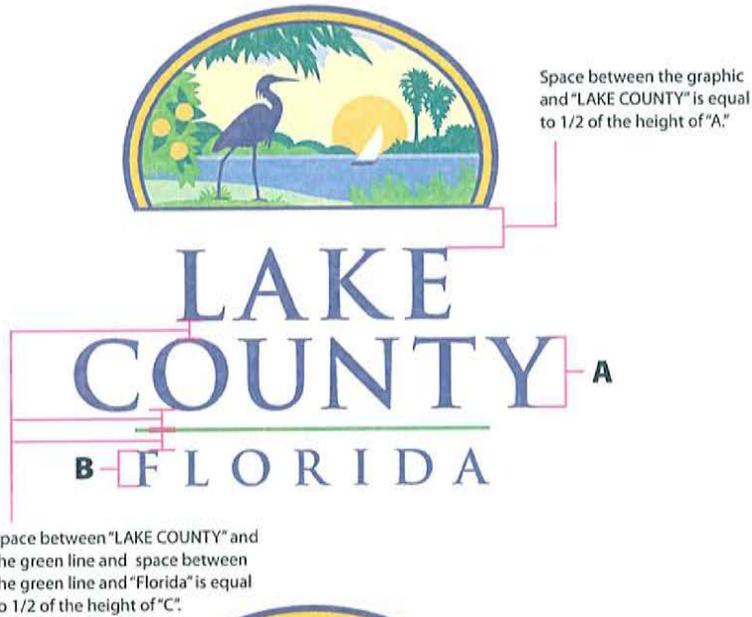
* Colors for 4-Color usage. When using 2-Color or 1-Color logos, please follow the usage guidelines on pages 11 - 12.

Horizontal Logotype

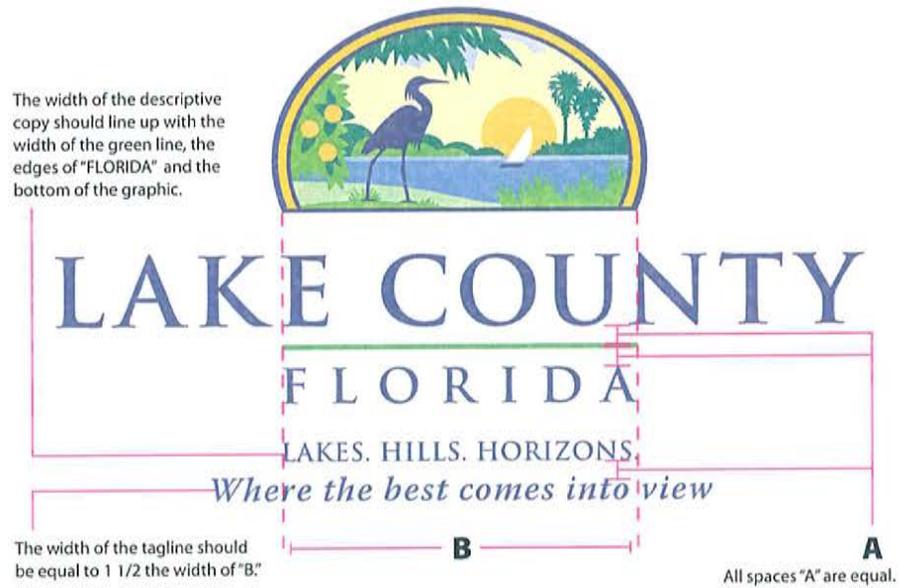
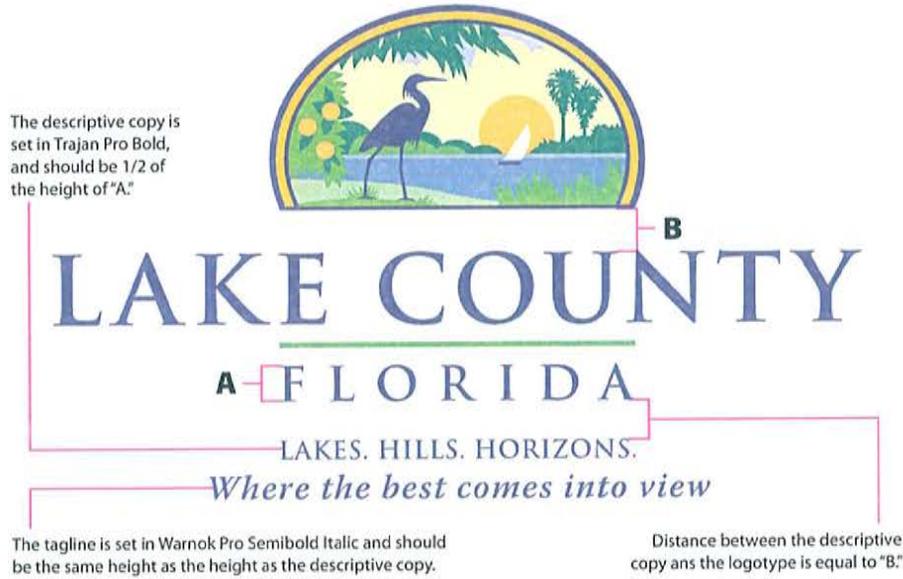


TECHNICAL SPECIFICATIONS *(continued)*

Vertical Logotype

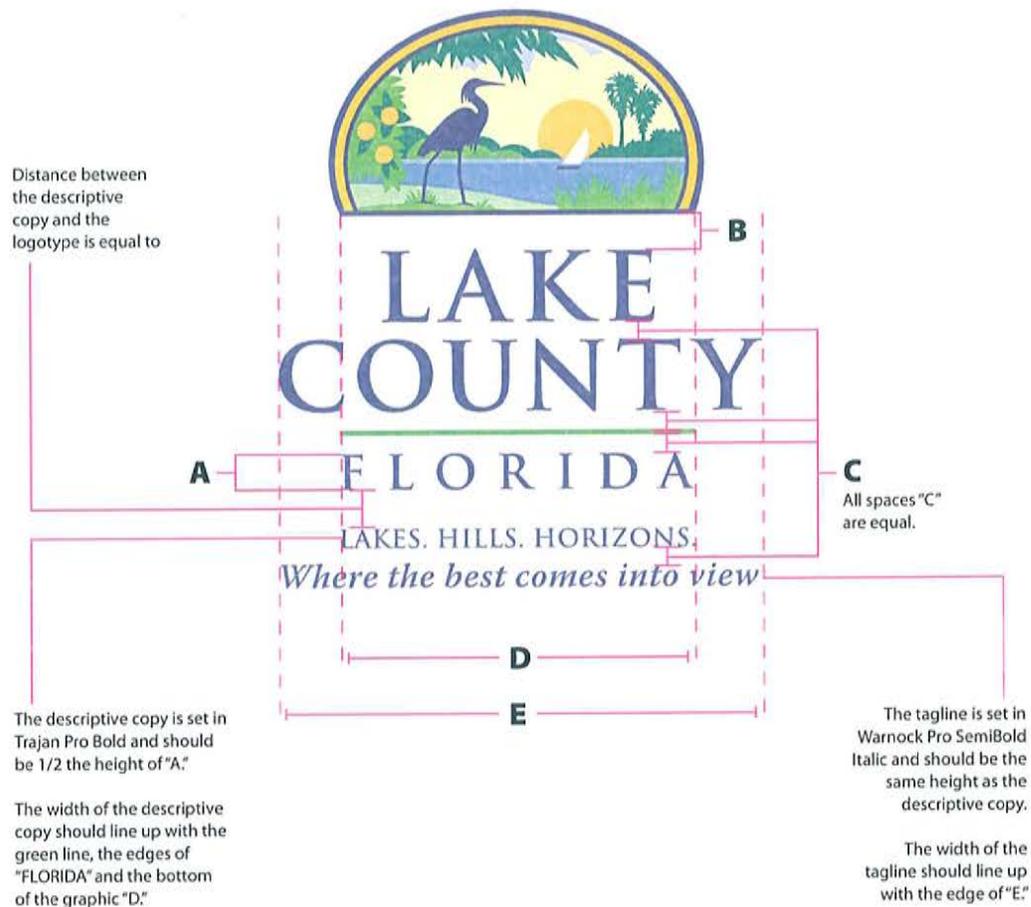


Horizontal Logo with Descriptive Copy and Tagline



TECHNICAL SPECIFICATIONS *(continued)*

Vertical Logo with Descriptive Copy and Tagline



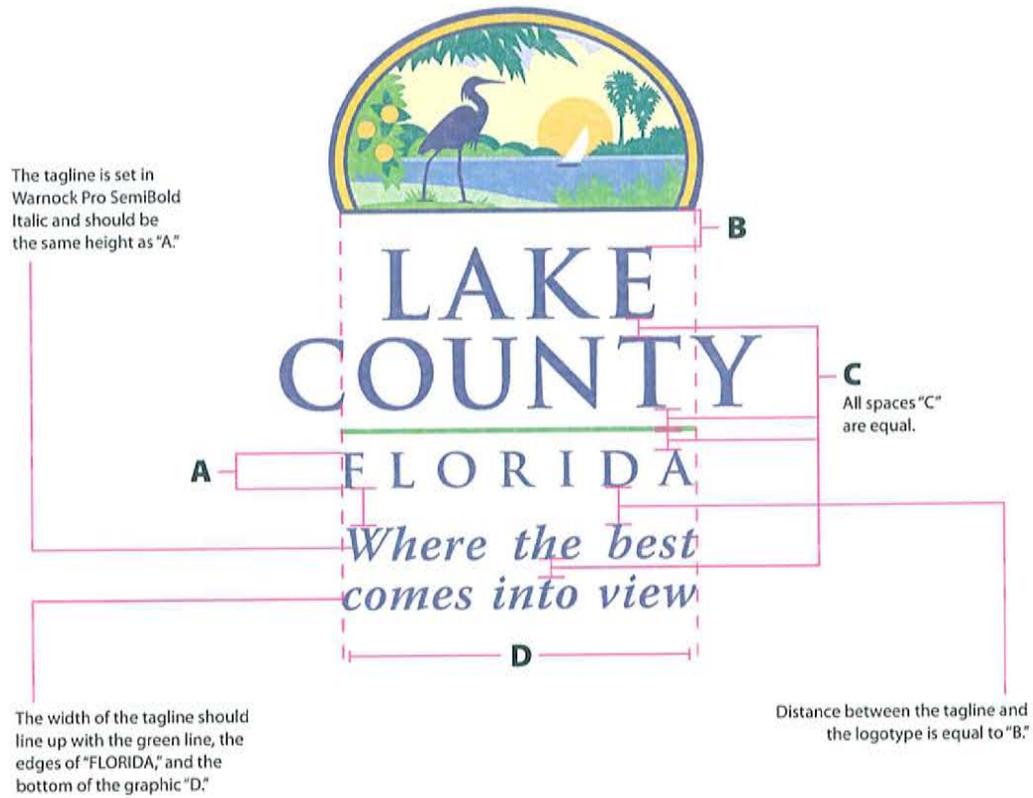
Horizontal Logo with Tagline Only



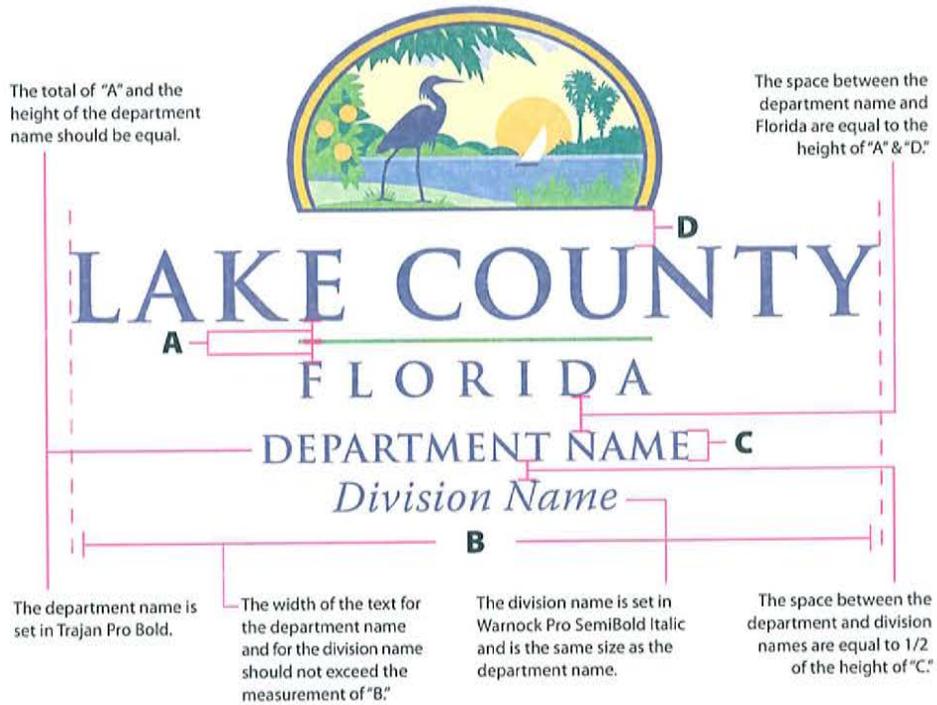
The tagline is set in Warnok Pro Semibold Italic and should be the same height as "A," and tracked to line up with the edge of "LAKE COUNTY."

TECHNICAL SPECIFICATIONS *(continued)*

Vertical logo with tagline only

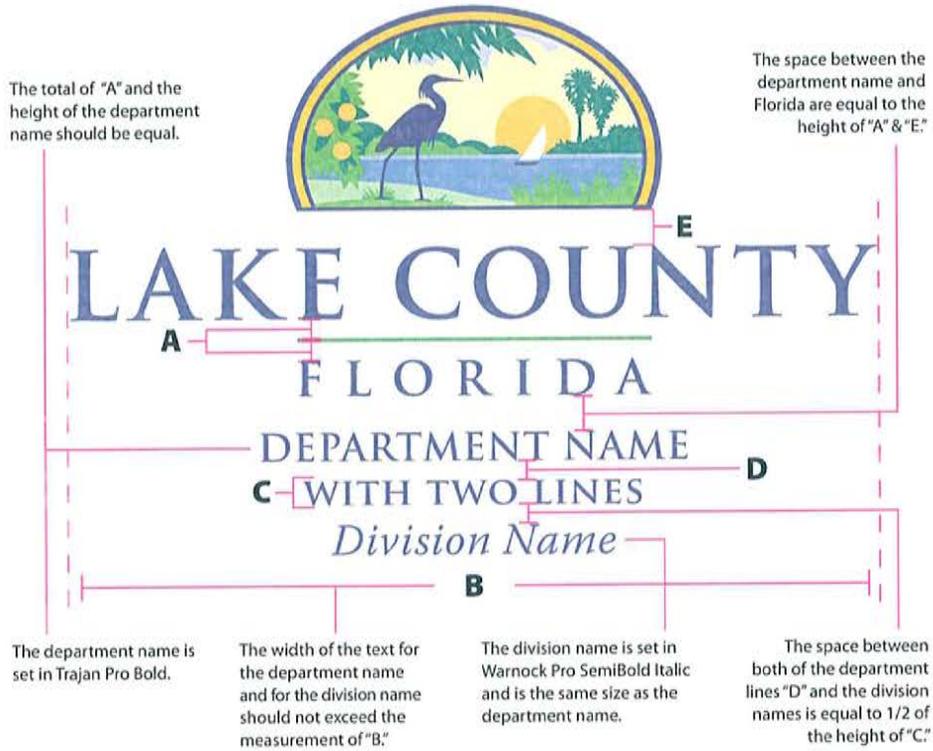


Horizontal Logo with One-line Department and Division Names

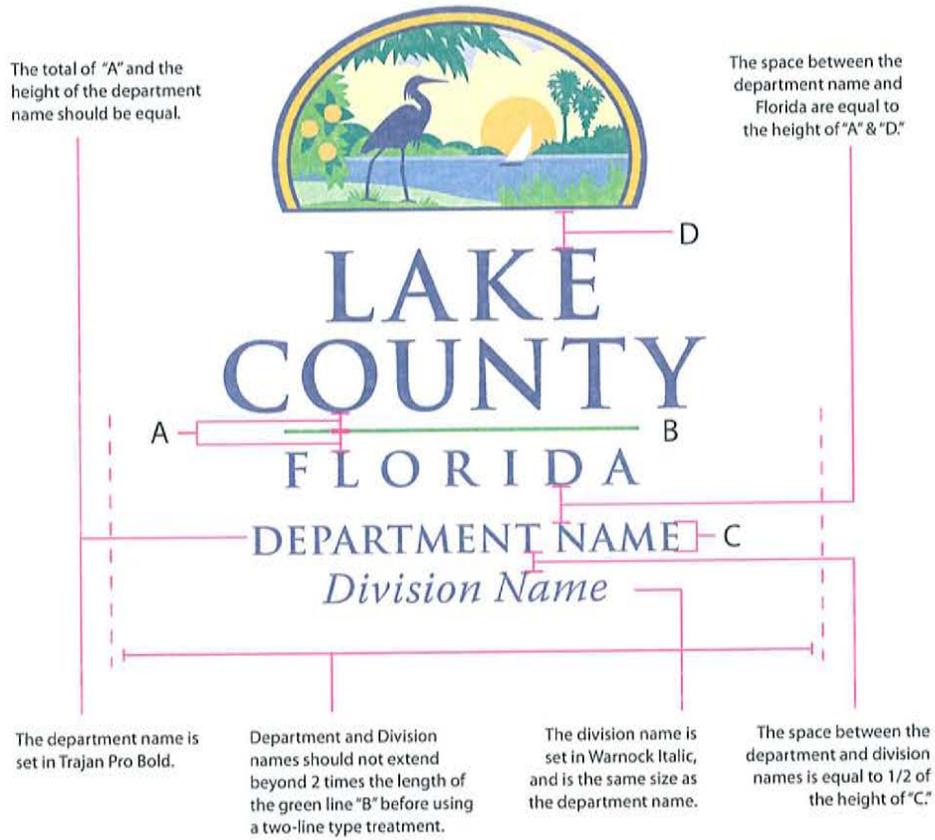


TECHNICAL SPECIFICATIONS *(continued)*

Horizontal Logo with Two-Line Department Name and Division Name

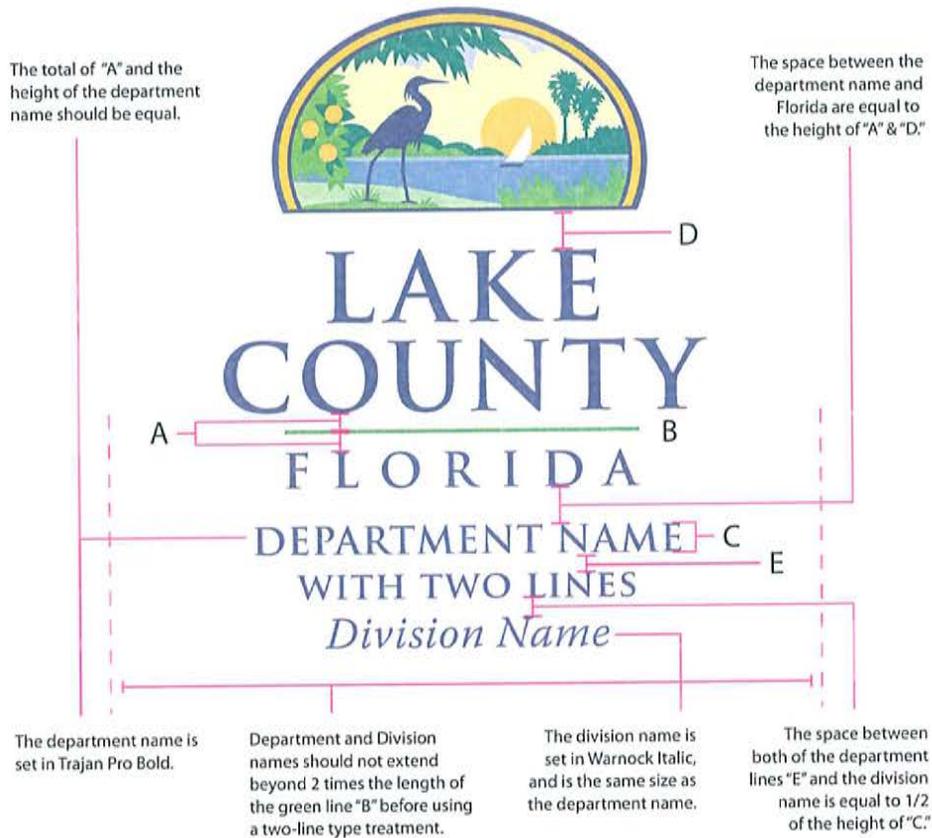


Vertical Logo with One-line Department and Division Names



TECHNICAL SPECIFICATIONS *(continued)*

Vertical Logo with Two-line Department Name and Division Name



For assistance with Departmental logos for your documents, please contact the Office of Information Outreach at 343-9603.

NOMENCLATURE

Descriptive Copy and Tagline

The two new elements that compose the County's nomenclature system are descriptive copy and a tagline. Descriptive copy briefly conveys what an organization is, while a tagline expresses how it wants to be perceived.

Lake County's descriptive copy—"Lakes. Hills. Horizons."—Relates the natural assets that make the area unique in Florida. The County's tagline—"Where The Best Comes Into View."—References the area's vistas and other amenities while suggesting that the ideal is always in sight.

The descriptive copy and tagline work together to favorably articulate the essence of Lake County. These elements will often be combined with the logo for even greater impact. When they are used, maintaining the standards that follow will ensure the most effective communications possible.

The following examples show the proper usage of the descriptive copy and tagline when used with the Lake County logo. The tagline can be used with the logo separately. However, the descriptive copy should NOT be used without the tagline.



*Descriptive Copy and Tagline Logo
Horizontal Logo*



*Tagline Usage
Horizontal Logo*

Mission, Vision & Values

A mission statement describes the overall purpose of the organization, while the vision statement focuses on the reward that lies at the end of the roadmap described in the mission statement. Values showcase the toolbox of qualities that allow an organization to fulfill its mission and achieve its vision. In January 2006, the Board updated the County's mission, vision and value statements.

Below are the official statements approved for use within the County:

MISSION: To Provide Excellence in Service

VISION: Lake County offers an unsurpassed quality of life for its citizens

VALUES: Diversity, Innovation, Excellent Service, Integrity, Accountability, Professionalism and Teamwork

BUSINESS PAPERS

In the interest of presenting a clear, consistent and professional identity, only the Lake County logo can be printed on letterhead, business cards, and envelopes.

Business Cards

The business cards have been designed in an attractive layout, with two different options, 1-color and full color. All Department and Division directors are required to have full color business cards. All other staff is required to have 1-color business cards. Below is an example of the business card layouts in both 1-color and full color.

Full-Color Business Card (General or County Attorney)



General



County Attorney's Office

Print Specifications: Full Color Business Card (General or County Attorney)

PAPER BRAND: Fox River, Capital Bond, 30% Recycled
PAPER TYPE: Bright White, 80 lb, Cover - Smooth
SIZE: 3 1/2" x 2"
COLORS: 5/0 (4-Color Process + PMS 280/0)
BLEEDS: Yes



Small Usage Vertical Logo
Image 4-color Process, text uses 100% PMS 280,
Green Line uses C65/M0/ 100/K8

Employee name set in Trajan Pro Bold 8 pt., All Caps, using 100% PMS 280. Department name, phone, fax and cell numbers set in Trajan Pro Bold 7 pt., All Caps, using 100% PMS 280.

Employee's title, set in Warnock Pro, Semi-Bold Italic, 8 pt., using 80% PMS 280. Division/Section/Program name and e-mail address set in Warnock Pro, Semi-Bold Italic, 7 pt., using 80% PMS 280.

Bullet is set in 6 pt. Wingdings, using 50% PMS 280 with a .5 pt. baseline shift.

Blue Line uses 50% PMS 280

Address information should always be centered, set in Trajan Pro Bold, 6.5 pt., All Caps, using C0/M0/ 0/K0. "Board of County Commissioners" and Web address set in Warnock Pro, Semi-bold Italic, 6.5 pt, using C0/M0/ 0/K0. Bullet is set in 6 pt. Wingdings, using C0/M0/ 0/K0.

BUSINESS PAPERS *(continued)*

1-Color Business Card



Print Specifications: 1-Color Business Card (PMS 280)

PAPER BRAND: Fox River, Capital Bond, 30% Recycled
PAPER TYPE: Bright White, 80 lb, Cover - Smooth
SIZE: 3 1/2" x 2"
COLORS: 1/0 (PMS 280/0)
BLEEDS: Yes



Small Usage 1-Color Vertical
 Logo, 100% PMS 280

Employee name set in Trajan Pro Bold 8 pt., All Caps, using 100% PMS 280. Department name, phone, fax and cell numbers set in Trajan Pro Bold 7 pt., All Caps, using 100% PMS 280.

Employee's title, set in Warnock Pro, Semi-Bold Italic, 8 pt., using 80% PMS 280. Division/Section/Program name and e-mail address set in Warnock Pro, Semi-Bold Italic, 7 pt., using 80% PMS 280.

Bullet is set in 6 pt. Wingdings, using 50% PMS 280 with a .5 pt. baseline shift.

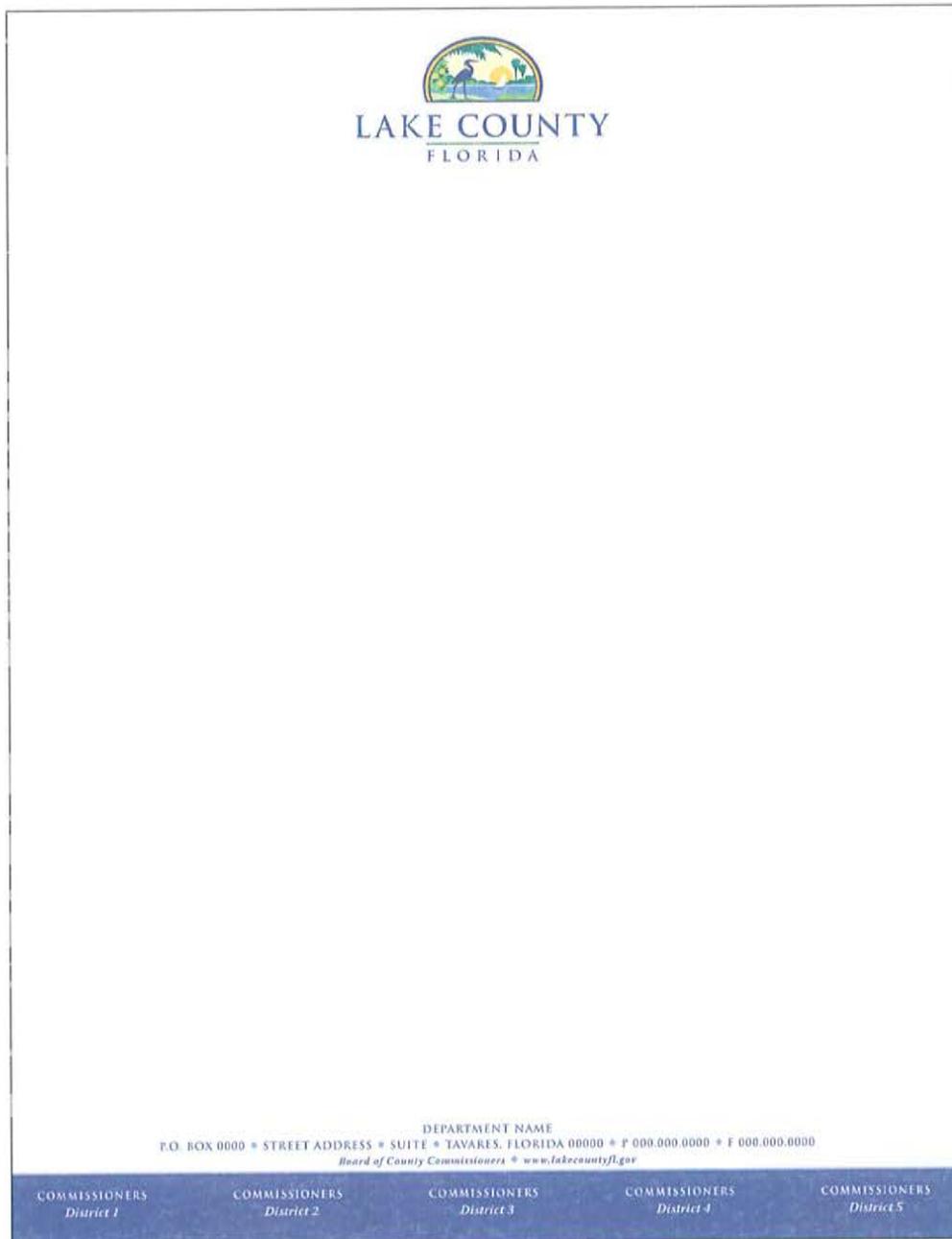
Blue line uses 50% PMS 280

Address information should always be centered, set in Trajan Pro Bold, 6.5 pt., All Caps, using C0/M0/ 0/K0. "Board of County Commissioners" and Web address set in Warnock Pro, Semi-bold Italic, 6.5 pt, using C0/M0/ 0/K0. Bullet is set in 6 pt. Wingdings, using C0/M0/ 0/K0.

Letterhead

The official letterhead for the County features a full color and one color option, with the County logo featured at the top. The Board of County Commissioner names, the Department, Division, Section or Program name and corresponding address are located at the bottom. All letterhead should conform to type specifications listed below. Examples of letterhead featuring a Department and a Division is shown in the following pages for your reference.

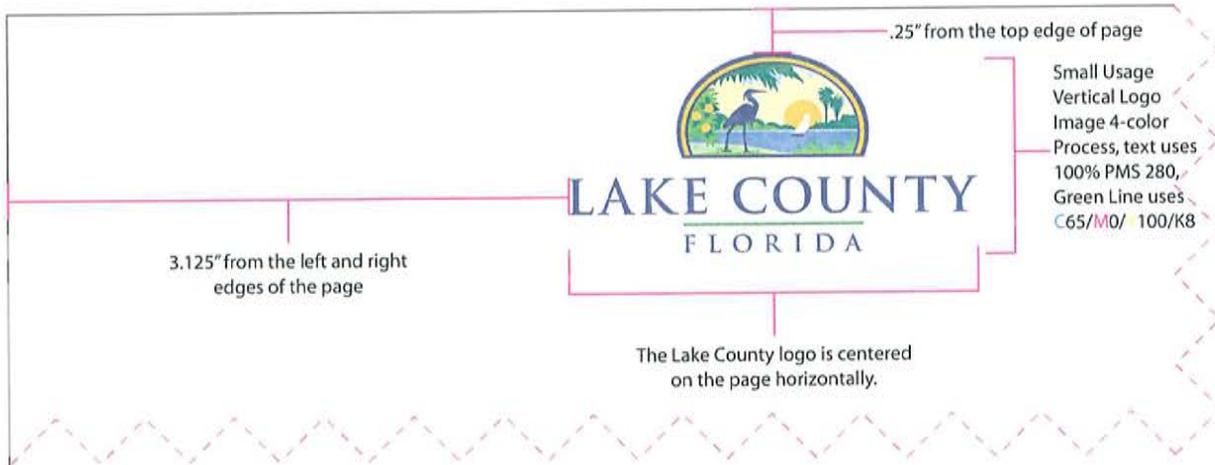
Full Color Standard Letterhead



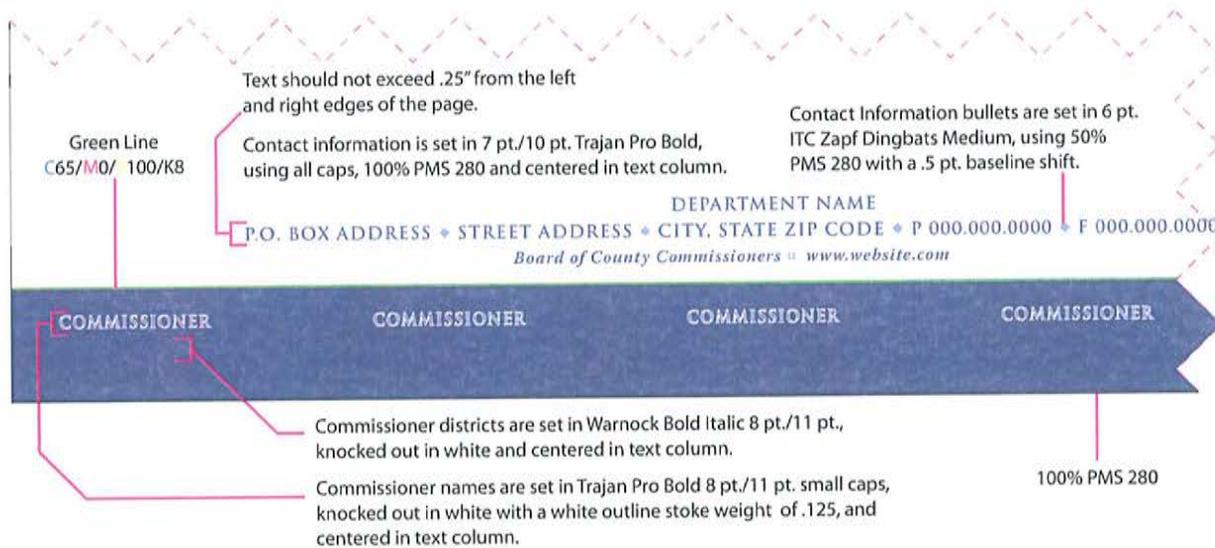
BUSINESS PAPERS *(continued)*

Print Specifications: Full Color Standard Letterhead

PAPER BRAND: Fox River, Capital Bond, 30% Recycled
PAPER TYPE: White, Writing, 24 lb., Light Cockle
SIZE: 8.5" x 11"
COLORS: 5/0 (4-Color Process + PMS 280/0)
BLEEDS: Yes



Standard 4-Color Letterhead Design — Logo Placement Specifications



Standard 4-Color Standard Letterhead Design — Type Treatment

Departmental Application: Standard letterhead

Below are examples of how the address areas should be formatted at the bottom of County letterhead for a Department, Division, Section and Program.

DEPARTMENT NAME P.O. BOX 0000 ♦ STREET ADDRESS ♦ SUITE ♦ TAVARES, FLORIDA 00000 ♦ P 000.000.0000 ♦ F 000.000.0000 <i>Board of County Commissioners ♦ www.lakecountyfl.gov</i>				
NAME LASTNAME <i>District 1</i>	NAME LASTNAME <i>District 2</i>	NAME LASTNAME <i>District 3</i>	NAME LASTNAME <i>District 4</i>	NAME LASTNAME <i>District 5</i>

Department-level Letterhead

DIVISION NAME <i>A division of the Department Name</i> P.O. BOX 0000 ♦ STREET ADDRESS ♦ SUITE ♦ TAVARES, FLORIDA 00000 ♦ P 000.000.0000 ♦ F 000.000.0000 <i>Board of County Commissioners ♦ www.lakecountyfl.gov</i>				
NAME LASTNAME <i>District 1</i>	NAME LASTNAME <i>District 2</i>	NAME LASTNAME <i>District 3</i>	NAME LASTNAME <i>District 4</i>	NAME LASTNAME <i>District 5</i>

Division-level Letterhead

SECTION NAME <i>A section of the Department Name</i> P.O. BOX 0000 ♦ STREET ADDRESS ♦ SUITE ♦ TAVARES, FLORIDA 00000 ♦ P 000.000.0000 ♦ F 000.000.0000 <i>Board of County Commissioners ♦ www.lakecountyfl.gov</i>				
NAME LASTNAME <i>District 1</i>	NAME LASTNAME <i>District 2</i>	NAME LASTNAME <i>District 3</i>	NAME LASTNAME <i>District 4</i>	NAME LASTNAME <i>District 5</i>

Section-level Letterhead

PROGRAM NAME <i>A program of the Department Name</i> P.O. BOX 0000 ♦ STREET ADDRESS ♦ SUITE ♦ TAVARES, FLORIDA 00000 ♦ P 000.000.0000 ♦ F 000.000.0000 <i>Board of County Commissioners ♦ www.lakecountyfl.gov</i>				
NAME LASTNAME <i>District 1</i>	NAME LASTNAME <i>District 2</i>	NAME LASTNAME <i>District 3</i>	NAME LASTNAME <i>District 4</i>	NAME LASTNAME <i>District 5</i>

Program-level Letterhead

BUSINESS PAPERS *(continued)*

Executive Letterhead

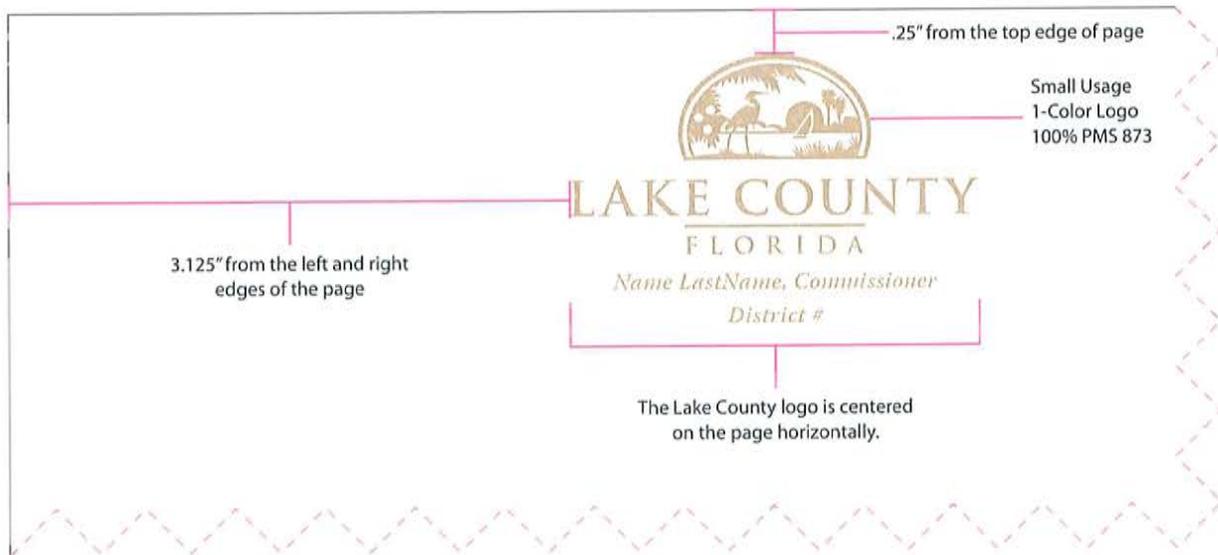
For County Officials only, the monarch letterhead is provided featuring the text and logo in gold metallic print. All monarch letterhead should conform to type specifications listed below.

1-Color Executive Letterhead (PMS 873)

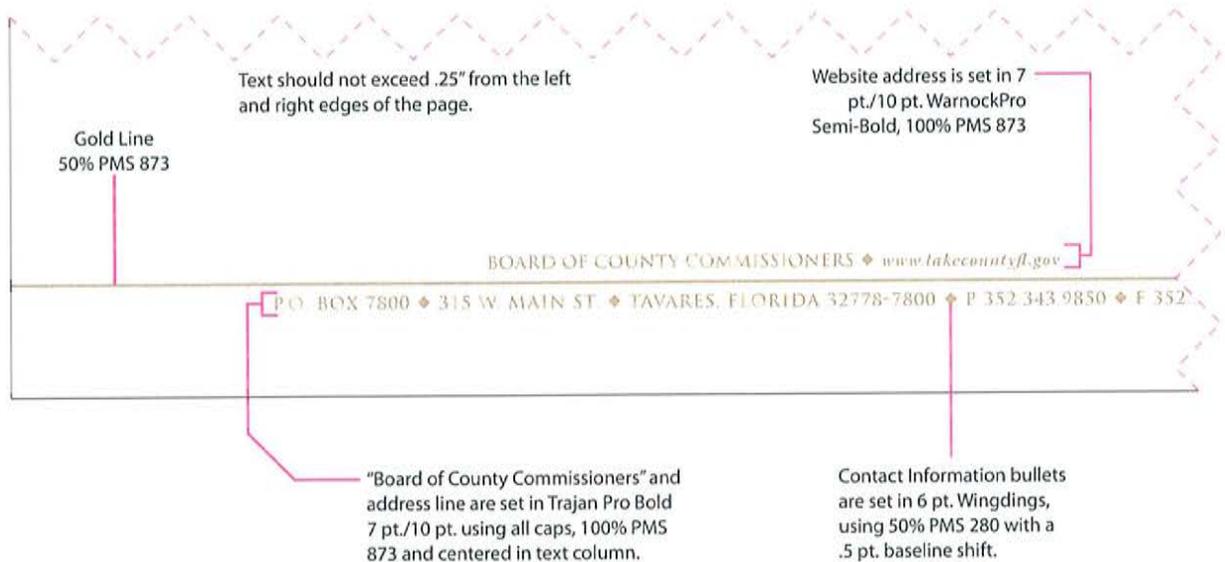


Print Specifications: 1-Color Executive Letterhead (PMS 873)

PAPER BRAND: Fox River, Capital Bond, 30% Recycled
PAPER TYPE: White, Writing, 24 lb., Light Cockle
SIZE: 8.5" x 11"
COLORS: 1/0 (PMS 280/0)
BLEEDS: Yes



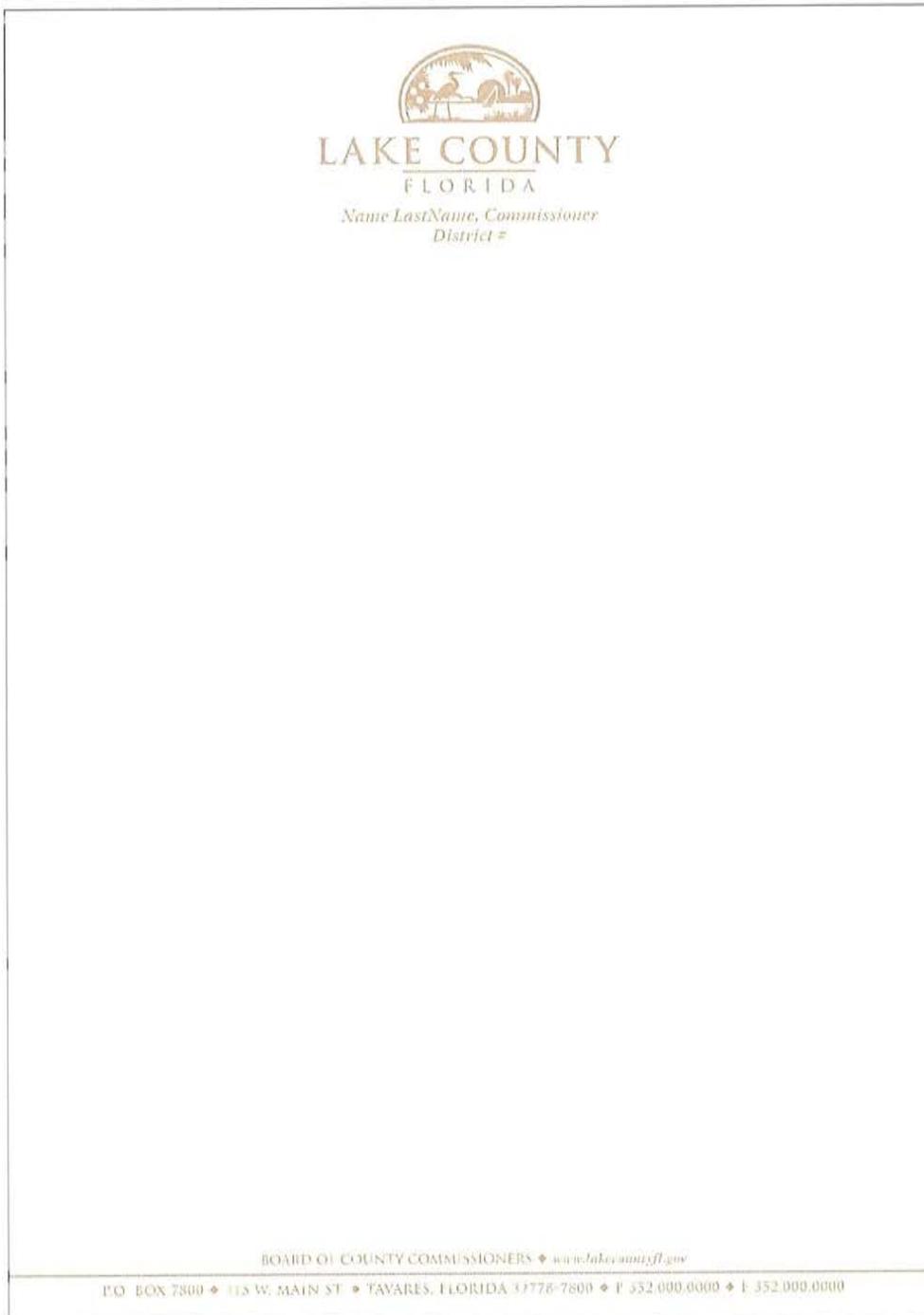
Executive Letterhead Design — Logo Placement Specifications



Standard 1-Color Letterhead Design — Type Treatment

BUSINESS PAPERS *(continued)*

1-Color Monarch Executive Letterhead (PMS 873)



Print Specifications: 1-Color Monarch Executive Letterhead (PMS 873)

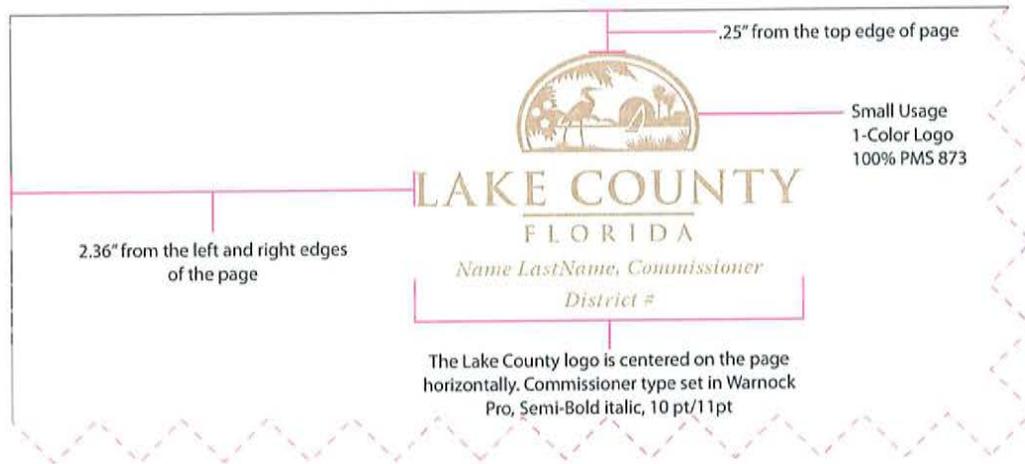
PAPER BRAND: Fox River, Capital Bond, 30% Recycled

PAPER TYPE: White, Writing, 24 lb., Light Cockle

SIZE: 7" x 10"

COLORS: 1/0 (PMS 873/0)

BLEEDS: Yes



Monarch Letterhead Design — Logo Placement Specifications



Letterhead contact information is centered on page.

Text should not exceed .25" from the left, right and bottom edges on the page.

Contact information is set in 7 pt. Trajan Pro Bold, using all caps and 100% PMS 873.

Contact Information bullets are set in 6 pt. Wingdings, using 100% PMS 873 with a .5 pt. baseline shift.

Monarch Letterhead Design — Type Treatment

BUSINESS PAPERS *(continued)*

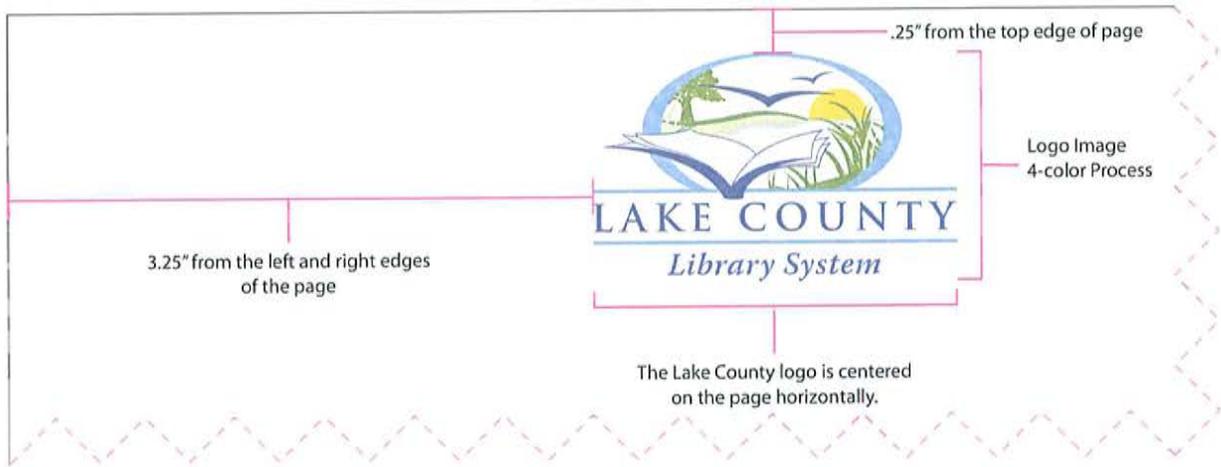
Full Color Library Services Letterhead

For the Library System, the letterhead below is provided featuring the Library System logo. All Library System letterhead should conform to type specifications listed below.

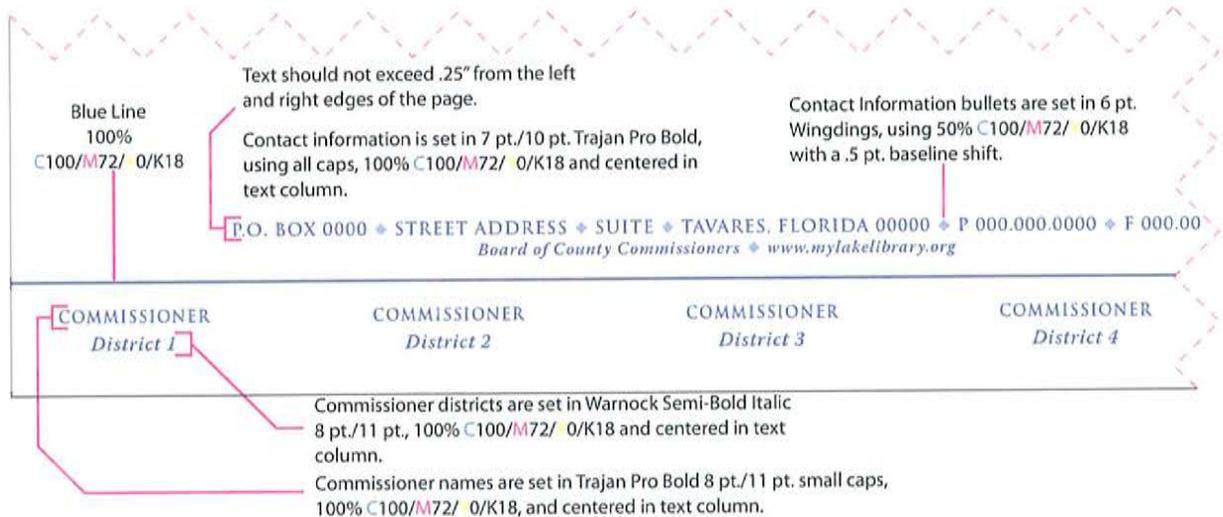
 LAKE COUNTY <i>Library System</i>				
<small>P.O. BOX 7800 • 2401 WOODLEA ROAD • TAVARES, FLORIDA 32778 • P 352.253.6180 • F 352.253.6184 Board of County Commissioners • www.mylakelibrary.org</small>				
<small>NAME LASTNAME <i>District 1</i></small>	<small>NAME LASTNAME <i>District 2</i></small>	<small>NAME LASTNAME <i>District 3</i></small>	<small>NAME LASTNAME <i>District 4</i></small>	<small>NAME LASTNAME <i>District 5</i></small>

Print Specifications: Full Color Standard Letterhead (Library System)

- PAPER BRAND: Fox River, Capital Bond, 30% Recycled
- PAPER TYPE: White, Writing, 24 lb., Light Cockle
- SIZE: 8.5" x 11"
- COLORS: 5/0 (4-Color Process + PMS 280/0)
- BLEEDS: Yes



Standard Library System Letterhead Design — Logo Placement Specifications



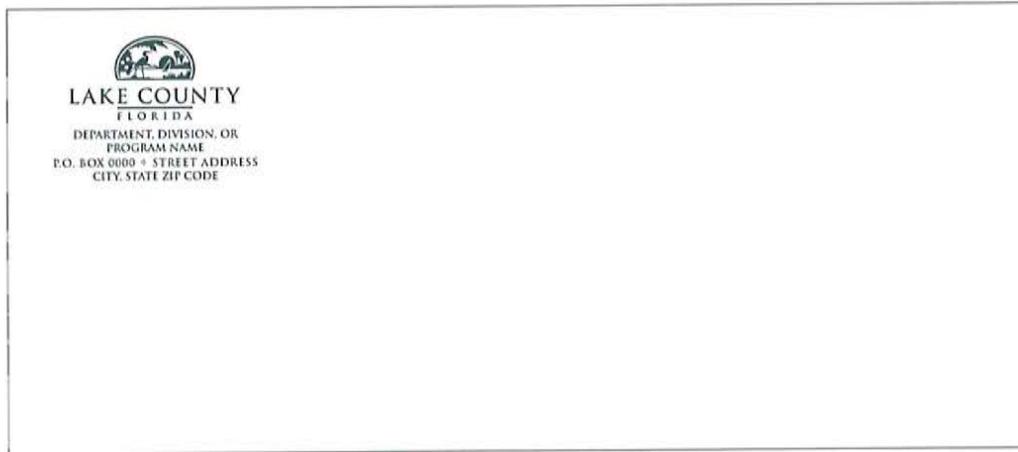
Standard Library System Letterhead Design — Type Treatment

BUSINESS PAPERS *(continued)*

Envelopes

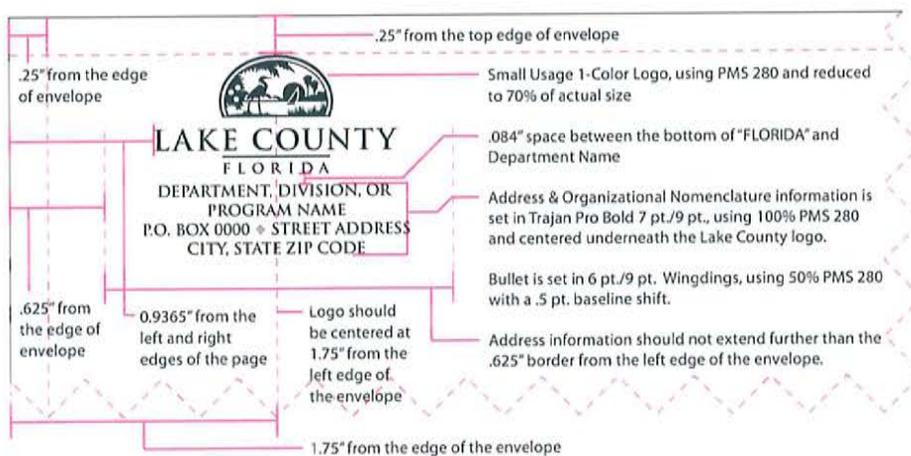
There are three different Envelope options, #10, #10 with window and monarch size. For the #10 size envelopes, you have the option of full-color or 1-color. All envelopes should conform to type specifications listed below.

#10 Envelopes, General - 1-color (Black)

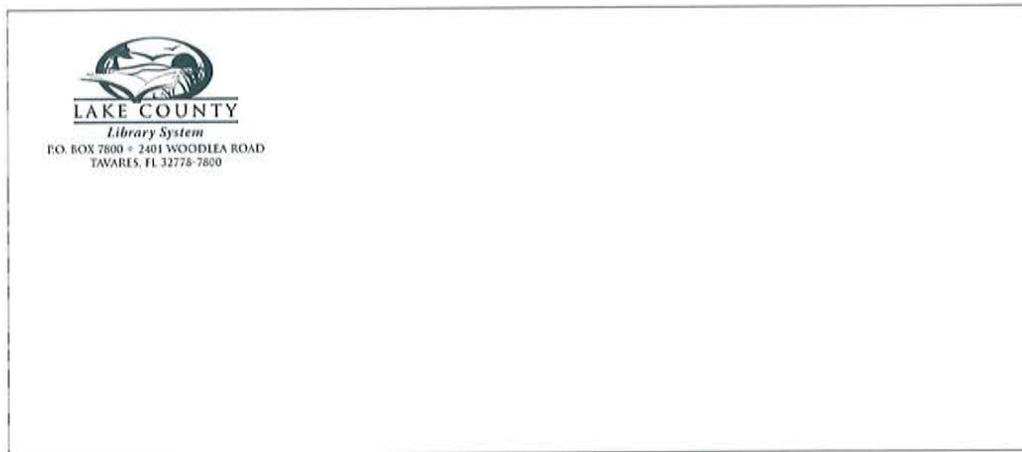


Print Specifications: 1-Color #10 Envelopes

- PAPER BRAND:** Fox River, Capital Bond, 30% Recycled
PAPER TYPE: White, Writing, 24 lb., Light Cockle
SIZE: 9.5" x 4.125"
COLORS: 1/0 (PMS 280/0)
BLEEDS: No

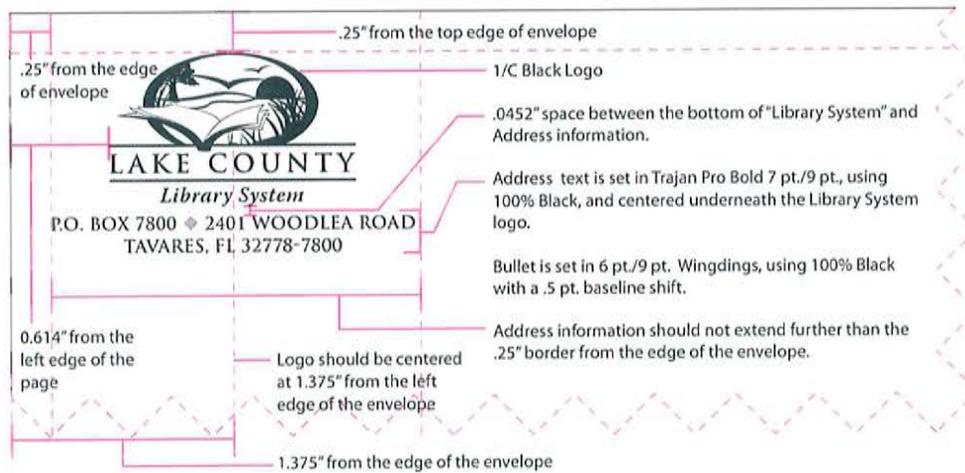


#10 Envelopes, Library Services - 1-color (Black)



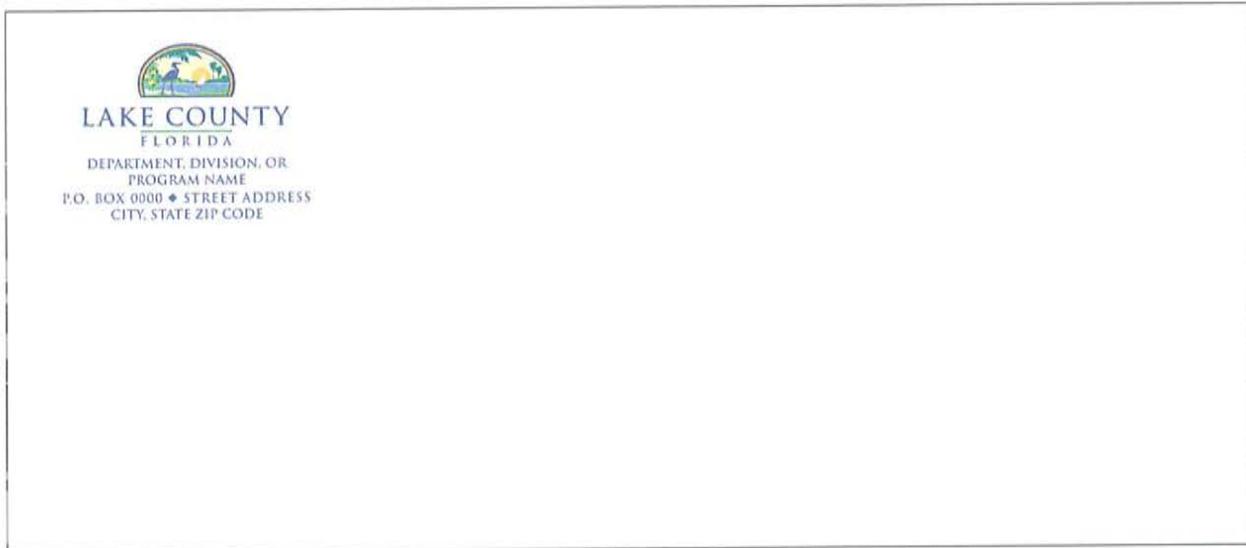
Print Specifications: 1-Color #10 Envelopes (with and without window)

PAPER BRAND: Fox River, Capital Bond
PAPER: Bright white, recycled, 24 lb. writing, smooth
SIZE: 9.5" x 4.125"
COLORS: 1/0 (PMS 280/0)
BLEEDS: No



BUSINESS PAPERS *(continued)*

#10 Envelopes - Full Color



Print Specifications: Full Color #10 Envelopes

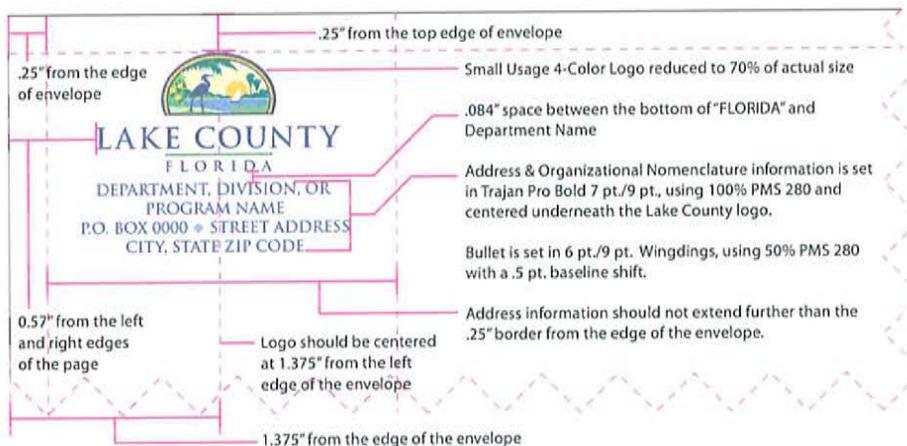
PAPER BRAND: Fox River, Capital Bond, 30% Recycled

PAPER TYPE: White, Writing, 24 lb., Light Cockle

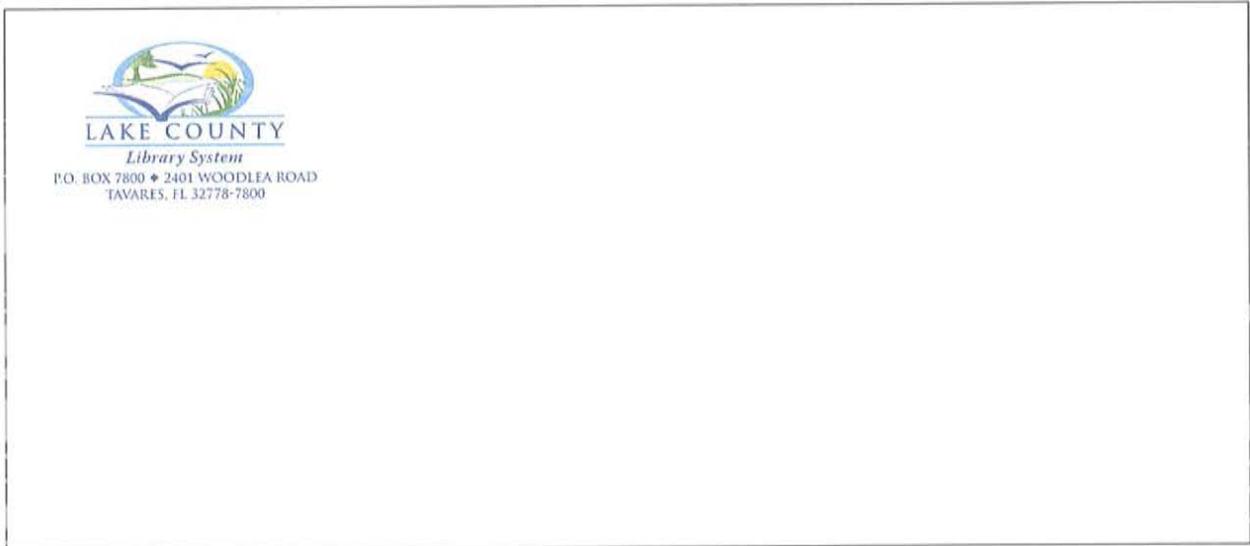
SIZE: 9.5" x 4.125"

COLORS: 5/0 (4-Color Process + PMS 280/0)

BLEEDS: No



#10 Envelopes, Library Services - Full Color



Print Specifications: Full Color #10 Envelopes (Library Services)

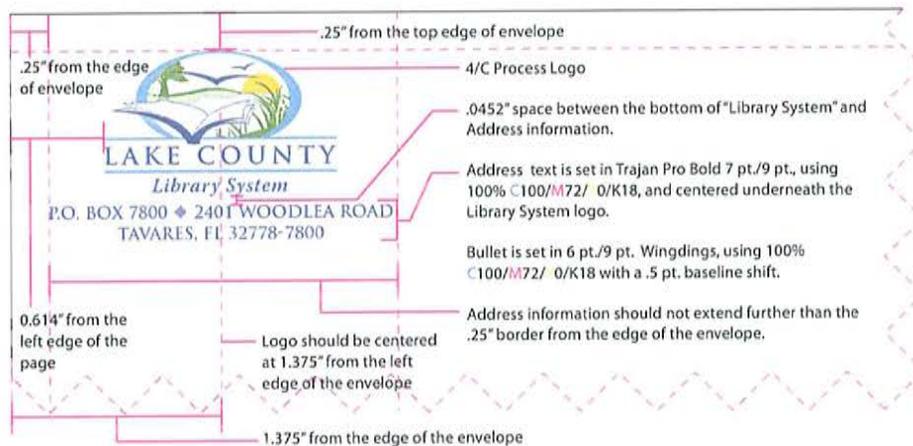
PAPER BRAND: Fox River, Capital Bond, 30% Recycled

PAPER TYPE: White, Writing, 24 lb., Light Cockle

SIZE: 7.5" x 3.875"

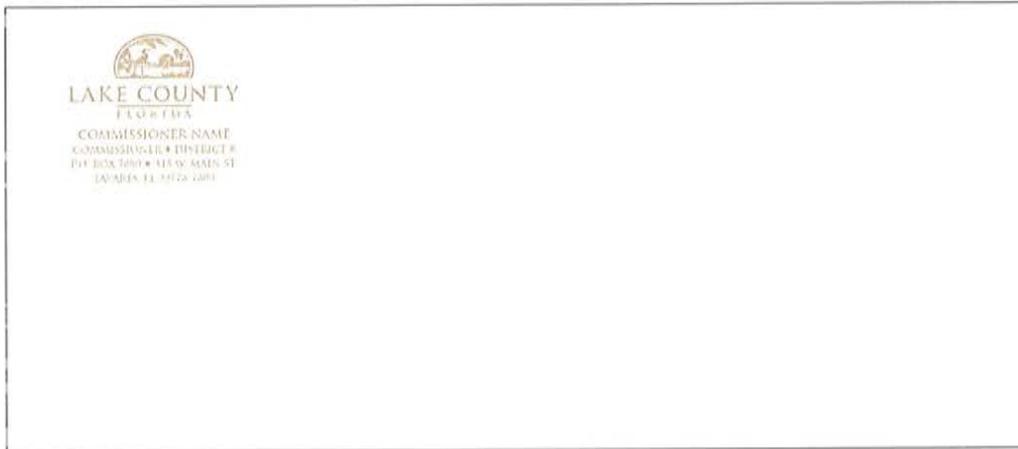
COLORS: 4/0 (4-Color Process/0)

BLEEDS: No

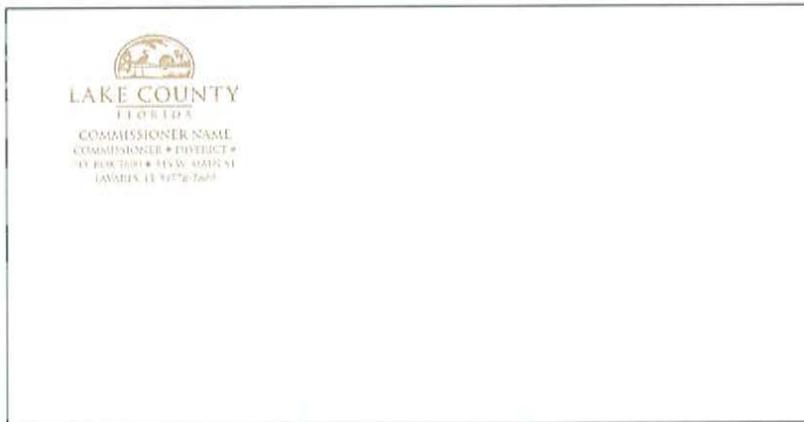


BUSINESS PAPERS *(continued)*

#10 Envelopes, Executive - 1-color (PMS 873)



Monarch Envelopes, Executive - 1-color (PMS 873)



Print Specifications: 1-Color #10 & Monarch Envelopes (PMS 873)

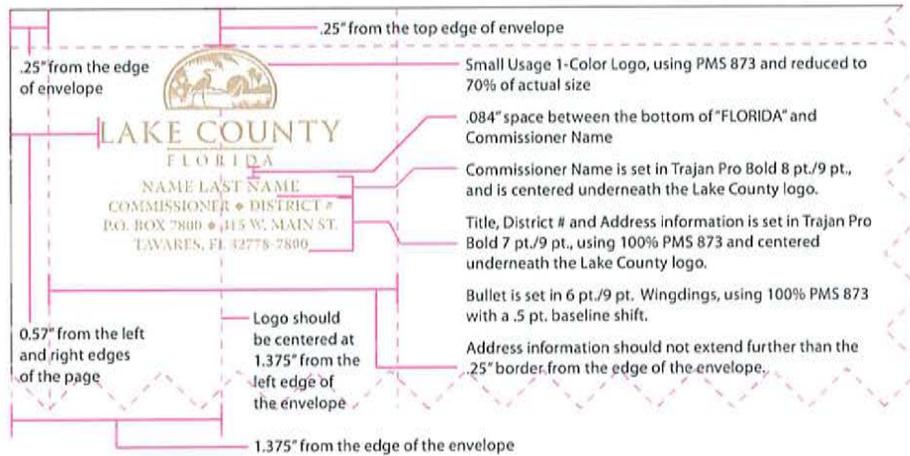
PAPER BRAND: Fox River, Capital Bond, 30% Recycled

PAPER TYPE: White, Writing, 24 lb., Light Cockle

SIZE: 9.5" x 4.25" (Executive), 7.5" x 3.875" (Monarch)

COLORS: 1/0 (PMS 873/0)

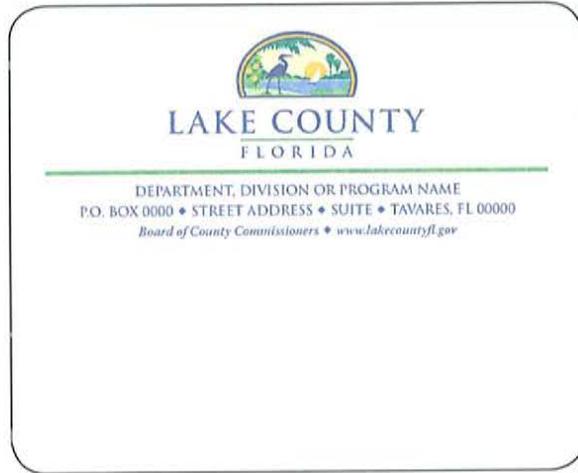
BLEEDS: No



BUSINESS PAPERS *(continued)*

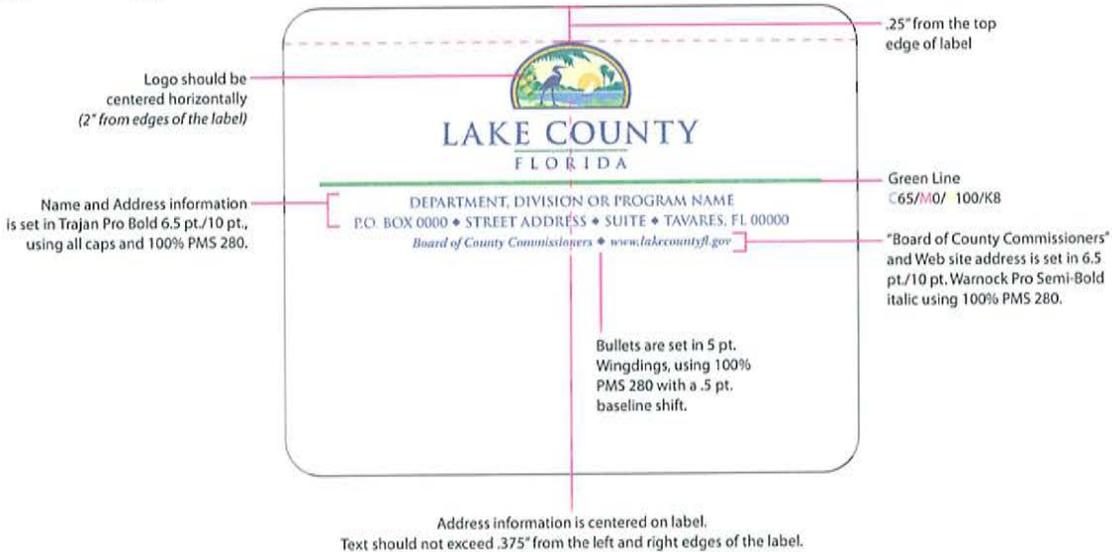
Mailing Labels

For large envelopes, mailing labels can be provided with departmental information on them. Below are the layout specifications for the County mailing label.



Print Specifications: Full Color Mailing Labels

- PAPER BRAND:** Gum Papers of America
PAPER: Crack & Peel, Multi-Print, High Bright Matte, 60 lb.
SIZE: 4" x 3.25"
COLORS: 5/0 (4-Color Process + PMS 280/0)
BLEEDS: No



Shipping Label Design — Logo Placement and Type Specifications

How to Order Stationary

No purchase of stationary will be authorized for departments or individuals if it is not from the County's approved contract printer.

No alterations of the approved layouts of the County's official stationary will be accepted. For design layout questions of any stationary, please contact the Office of Information Outreach at (352) 343-9603. If you have questions about the contracted vendor, call Procurement Services at (352) 343-9479.

To place an order, fill out a stationary order form, which can be found in the forms section of the County's intranet, and email it to proofs@lakecountyfl.gov. Once the order is placed and processed by the vendor, a proof will be sent to the contact person listed for final review and approval.

For letterhead, business cards and envelopes, contact:

PRIDE Enterprises

ADDRESS: 9544 County Road 476B, Bushnell, FL 33513

PHONE: 877-277-2208

FAX: 352-793-1396

E-MAIL: sumterprint@pride-enterprises.com

ORDER FORM: Can be downloaded from the County's Intranet - Forms section

Item	Units	Qty	Price Per Unit	Comments
Business Cards				
Business Cards (Full Color)	Box	500	\$22.50	Color business cards are limited to County Commissioners, County Manager, County Attorney, Department & Division Directors.
Business Cards (1-Color)	Box	500	\$17.50	Blue ink (PMS 280)
Letterhead				
Letterhead (Full Color)	Ream	500	\$27.95	Board of County Commissioners, County Attorney & Library Services
Letterhead, Executive (1-Color)	Ream	500	\$29.50	Gold Ink (PMS 873), limited to County Commissioners & County Attorney
Letterhead, Monarch (1-Color)	Ream	500	\$24.50	
Envelopes				
Envelopes, #10 (Full Color)	Box	500	\$57.25	Board of County Commissioners, County Attorney & Library Services
Envelopes, #10 (1-Color)	Box	500	\$31.23	Black ink
Envelopes, Executive #10 (1-Color)	Box	500	\$41.50	Gold Ink (PMS 873), limited to County Commissioners & County Attorney
Envelopes (Monarch)	Box	500	\$55.50	
Mailing Labels				
Mailing Labels (Full color)	Box	500	\$94.40	Board of County Commissioners

INTERNAL BUSINESS PAPERS

While we discourage the use of multiple identities, you can use program identities on brochures as long as the Lake County logo is presented on the brochure as well. Any new program identities or logos must be approved through Information Outreach and the County Manager's Office.

In keeping with the overall branding of the County, some internal templates have been created for your use. For use with official stationary, a layout template has been made for the letterhead, envelope, and mailing labels. the templates that can be printed without official stationary are a fax coversheet and memorandum. For presentations, some PowerPoint templates have also been provided.

The pre-made templates can be found under the "Graphic Templates" heading in the Forms section of the County's Intranet web site (http://bccnet.co.lake.fl.us/documents_forms.aspx).

Designing your own materials

When developing brochures or printed materials for the County, make sure your brochure exhibits a professional look and layout, is well written, and the printing is clear and easy to read.

Printed material, such as a brochure, is a marketing tool that can be helpful in advertising a particular service or product. When you design a brochure to sell or explain your products or services, you must remember that this brochure is going to represent not only your department, but also the County as a whole. It is extremely important to make sure that your brochure gets the correct message across, is clear and explains your product or service.

You **NEVER** want to copy or use content (*including clipart, pictures, text*) that is copyrighted unless you get written consent from the original author or copyright holder.

The following is some key points to remember when creating printed materials

- a) Anyone can write copy, but only a skilled copywriter can write easy-to-read, strong sentence structures that articulate the County's message. Keep in mind that someone should easily understand the content with a 5th grade reading level. When you write content for a brochure, have a fellow employee review it to make sure it is clear and understandable.
- b) If you do not need pictures to convey a message, then do not use them. Most of the time people are prone to use so many pictures in a brochure, they don't realize they are clouding their message and making their brochure ineffective. Pictures are great, especially when relevant, but they draw reader's eyes away from the copy. So, use pictures and clipart with taste and if at all possible, don't use them at all.
- c) The font you use can make or break a brochure. Stay away from fonts that take away from your message or are hard to read.
- d) Stay in tune with the County's official colors. This will help keep an overall brand image in tact as well as strengthen the brand. It is a good idea to stay away from too many colors, or bright text on colored backgrounds. You do not want to draw attention away from the message you are trying to present.

Imaginary County Department

Fantastic Programs!!!

Learn about butterflies, walking sticks, and other really cool insects!
Friday, November 5 at 3:30 p.m.

Teddy Bear Storytime
Wednesdays at 10:30 a.m.

MOVIE TIME at your library
Saturdays at Noon

CARTOONS!!!
Learn to draw your favorite cartoon characters.
Monday, November 18 at 3:00 p.m.

All year long the library offers **FUN FANTASTIC PROGRAMS** for you! Draw your favorite cartoons, watch movies, and see some really **COOL** stuff.

315 W. Main Street
Tavares, FL 32778
(352) 123-4567

LAKE COUNTY FLORIDA

Example A

Imaginary County Department

Fantastic Programs

Teddy Bear Storytime
Wednesdays at 10:30 a.m.

Movie Time at Your Library
Saturdays at 12:00 p.m.

All year long the library offers fun Fantastic Programs for you! Draw cartoons, watch movies, and see some really cool stuff.

Special Events
Friday, November 5 at 3:30 p.m.
Learn about butterflies, walking sticks, and other really cool insects!
Monday, November 18 at 3:00 p.m.
Learn to draw your favorite cartoon characters.

Imaginary County Department
315 W. Main Street
Tavares, FL 32778
(352) 123-4567

LAKE COUNTY FLORIDA

Example B

The examples above have the same content, but Example B is much easier to read. Internal Business Papers

VEHICLES AND SIGNS

Vehicles

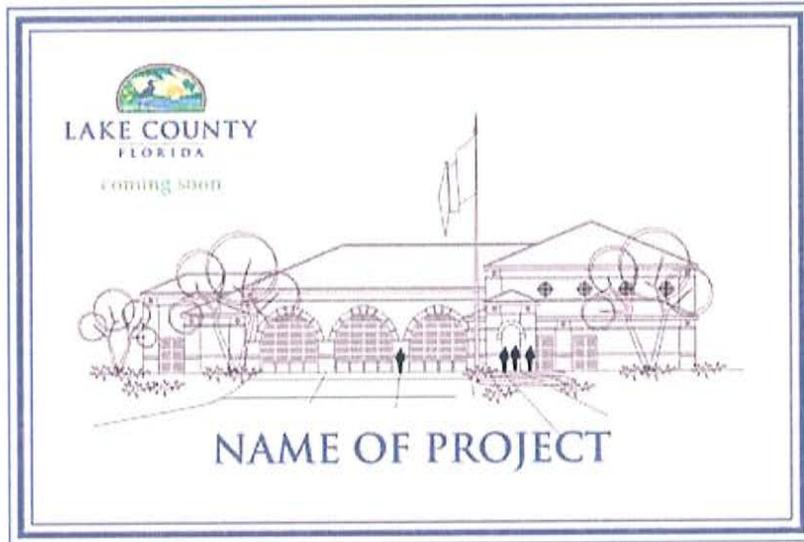
All County vehicles will have the official County logo displayed on both the driver and passenger side doors, along with the asset tag number. The names of certain functions within the organization, such as "Code Enforcement", "Building Services", "Public Works" and "Animal Services", will also be added below the logo on vehicles used for those functions. Because of the nature of these three divisions, it is acceptable to identify them separately on County vehicles. County Asset numbers will also be located below the County logo on both the driver and passenger side doors, as well as the rear of the vehicle. For more information regarding vehicle decals and their installation, contact the Fleet Management Division at 352-343-9852



Some examples of door decals

County building Signs

The County has adopted some standard guidelines for all construction signs erected for County structures in order to regulate the designs of these signs. Drawings of the signs required by a project shall be submitted to the Facilities Management and Development Department for approval. For more information on construction signs, contact the Department of Facilities Management & Development at 352-742-3810.



Street Signs

The following is an example of the design guidelines for the County maintained street signs. For more information regarding County street signs, contact the Department of Public Works, Road Operations Division – Traffic Operations at 352-742-1766.



UNIFORMS AND MARKETING MATERIALS

Lake County's new graphic identity system will be applied to a variety of media and materials, presenting many opportunities and challenges. From uniforms to pens, a multitude of everyday items will become the marketing for the County's brand.

Uniforms

Along with the County logo imprinted on the left side of uniforms, you have the option of printing the Department name and name of the employee on the right side of the shirt. When adding the employee name, The Department name must accompany it, and both the first and last name must be printed. No nicknames should be used. No division names should be used when ordering County uniforms. The only exception to this is Code Enforcement, Building Services, Aquatic Plant Management, Mosquito Management and Animal Services. Because of the nature of these five programs, it is acceptable to identify them separately on County uniforms. To order County uniforms, please use the approved Term & Supply contract vendor.



Shirt Embroidery Application — Full Color on Dark Background



Shirt Embroidery Application — One Color on Light Background

Marketing Materials

There will be times when the County logo will need to be used by vendors for presentations, or for promotional materials. All vendors must comply with the standards for design, writing, and production set in this document. Because some item imprint areas may be limited, in promotional items only, the text for Lake County may be used without the logo imagery. Most vendors will need the logo in a Vector format, which can be provided by contacting the Office of Information Outreach. Below are some examples of promotional materials and the usage of the logo on them. If you have any questions about what to forward to vendors for your particular project, please call Information Outreach at 343-9603.



Coffee Mug Application — 4-Color Logo



Small Item Application — Lettering Only — 1-Color



Backpack Embroidery Application — 4-Color Logo



Coffee Mug Application — 1-Color Logo



Cooler Embroidery Application — 1-Color Logo

GRAPHIC REQUESTS

The County's Office of Information Outreach is responsible for all requests dealing with graphic design, media relations and web development. If you have a project coming up that requires help in any of these categories, please call Kelly LaFollette, Information Outreach Director at 343-9603.

To place a request for a graphics project, fill out a Graphics Request Form (http://bccnet.co.lake.fl.us/documents/information_outreach/GraphicsStandardsManual.pdf) and return it via interoffice mail to Information Outreach, Historic Courthouse, fifth floor, or by fax at 343-9698.

Project Request Form		PAGE 1	
Lake County Board of County Commissioners • Information Outreach			
<p>Fill out form completely before submitting. <i>Incomplete forms may result in delays in processing your request and/or missed deadlines.</i></p> <p>Please include the following with completed form when submitting an advertisement request: <i>A copy of media kit/advertisement guide, a copy of invoice or contract, a copy of publication, as well as a copy of previous advertisements.</i></p>			
		FOR OFFICE USE ONLY	
		JOB NUMBER:	
		RECEIVED:	
		PREVIOUS JOB #:	
		APPROVED:	
		PRESS CHECK:	
		COMPLETED:	
PROJECT MANAGER		PHONE:	
NAME:		FAX:	
DEPARTMENT:		E-MAIL:	
ALTERNATE CONTACT		PHONE:	
NAME:		FAX:	
DEPARTMENT:		E-MAIL:	
PROJECT DETAILS		EVENT DETAILS	
PROJECT NAME:		EVENT TITLE:	
MATERIALS DUE DATE:		EVENT/PRINT DATE:	
MAIL OUT WITH PROOF: <input type="radio"/> YES <input type="radio"/> NO		EVENT LOCATION:	
PRINTER DETAILS: <input type="radio"/> DOCUMENT SERVICES <input type="radio"/> PLOTTER: <i>(please specify)</i> <input type="radio"/> OUTSIDE PRINTER		COMPANY NAME:	
		PHONE:	
		CONTACT PERSON:	
		E-MAIL:	
PROJECT TYPE: <i>(check all that apply)</i>		OTHER: <i>(please specify)</i>	
<input type="checkbox"/> ADVERTISEMENT		<input type="checkbox"/> EXHIBIT DISPLAY	
<input type="checkbox"/> ANNUAL REPORT		<input type="checkbox"/> FLYER	
<input type="checkbox"/> BROCHURE		<input type="checkbox"/> FORM	
<input type="checkbox"/> EVENT PROGRAM		<input type="checkbox"/> INVITATION	
<input type="checkbox"/> EVENT LOGO		<input type="checkbox"/> MASTHEADS	
<input type="checkbox"/> NEWSLETTER		<input type="checkbox"/> POSTER	
<input type="checkbox"/> POSTCARD		<input type="checkbox"/> POWERPOINT	
<input type="checkbox"/> RACK CARD		<input type="checkbox"/> REPORT COVER	
REQUESTED FILE FORMAT:		OTHER: <i>(please specify)</i>	
<input type="checkbox"/> EPS <i>(vector)</i>		<input type="checkbox"/> INDD	
<input type="checkbox"/> GIF		<input type="checkbox"/> PDF	
<input type="checkbox"/> JPG		<input type="checkbox"/> PSD	
<input type="checkbox"/> PPT		<input type="checkbox"/> TIF	
<input type="checkbox"/> TIFF			
WORK REQUESTED:		OTHER: <i>(please specify)</i>	
<input type="radio"/> NEW PROJECT			
<input type="radio"/> REVISE EXISTING PROJECT			
<input type="radio"/> CREATE PDF OF PROJECT			
DESIGN SPECIFICATIONS: <i>(circle applicable item)</i>		BLEED DETAILS:	
ORIGINAL SIZE:		<input type="radio"/> BLEEDS <input type="radio"/> NO BLEEDS	
<input type="radio"/> 4" x 6"		<input type="radio"/> COATED <input type="radio"/> UNCOATED	
<input type="radio"/> 8.5" x 11"		PAPER STOCK:	
<input type="radio"/> 8.5" x 14"		<input type="radio"/> YES <input type="radio"/> NO	
<input type="radio"/> 11" x 17"		ARTWORK PROVIDED:	
<input type="radio"/> OTHER: <i>(please specify)</i>		<input type="radio"/> YES <input type="radio"/> NO	
COLOR INFORMATION:		IMAGES PROVIDED:	
<input type="radio"/> FULL COLOR <input type="radio"/> BLACK & WHITE		<input type="radio"/> YES <input type="radio"/> NO	
		<input type="radio"/> ONE COLOR <input type="radio"/> TWO COLOR	

(continued on back)



LAKE COUNTY
FLORIDA

LAKE COUNTY BOARD OF COUNTY COMMISSIONERS
315 W. Main St., Tavares, Florida 32778 • www.lakecountyfl.gov

V/3-06/2012



LAKE COUNTY
DEPARTMENT OF PUBLIC WORKS
Parks & Trails Division

**PAVILION DONATED
IN MEMORY OF
CARL E. SANDE**

Specifications:

- 6' x 12' x 36" thick aluminum panel with applied vinyl graphics
- All powder coated Park Brown

LCPT-01



LAKE COUNTY
FLORIDA

Advertise Here!

352-253-4950

parksandtrails@lakecountyfl.gov

Specifications:

- 34" x 96" 13 oz. Banner, full color digitally printed graphics

LCPT-02



Specifications:

- 42" x 40" x 1/8" thick; PVC panel with full color graphics printed on graphics

LCPT-03



LAKE COUNTY
DEPARTMENT OF PUBLIC WORKS
Parks & Public Utilities



**SWIM AT YOUR OWN RISK
NADE A SU PROPIO RIESGO**

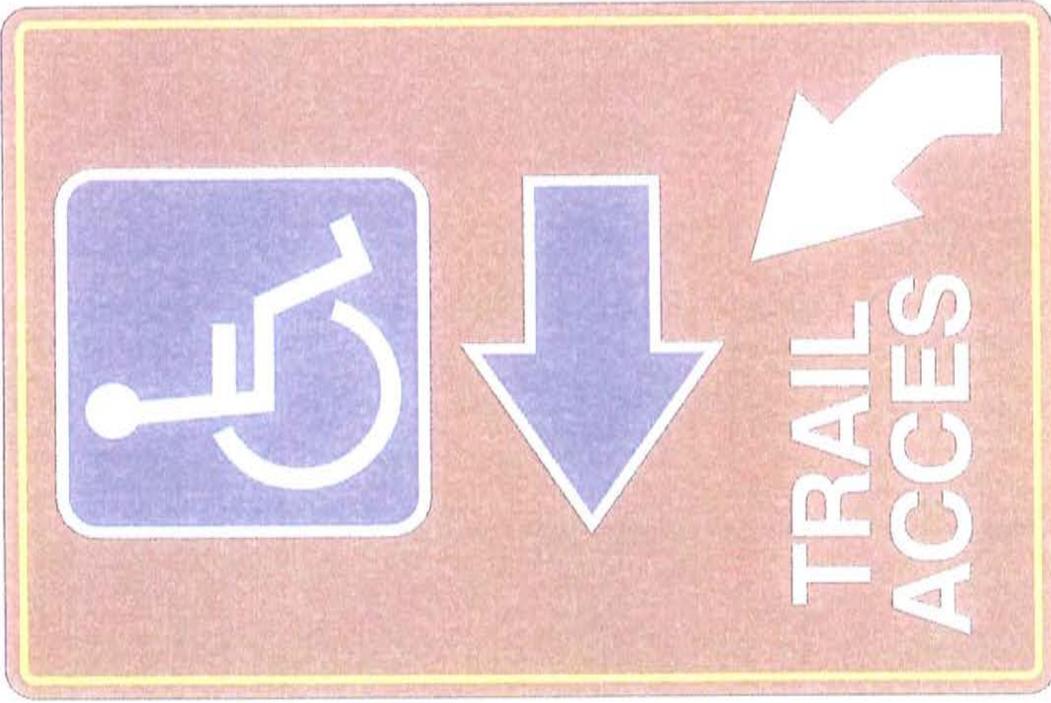


- **Warm Water Warning**
 - Bacteria and Other Harmful Organisms Such As Amoeba Thrive In Warm Water
 - Wear Nose Clips or Hold Your Nose When Jumping or Swimming to Reduce Your Risk
- **Be Water Safe**
 - Experienced Swimmers Only
 - Never Enter Water If A Storm Is In The Area
 - Supervise Children and Swim With A Partner
 - Seek Immediate Medical Attention If You Become Ill After Swimming
- **No Diving**
 - Diving In Shallow Water Can Cause Injury or Death
- **Do Not Feed or Harass Wildlife**
- **Aviso Sobre Aguas Calientes**
 - Bacterias y otros organismos dañinos tales como la ameba crecen en aguas calientes
 - Utilice un sujetador de nariz o sujete su nariz cuando este brincando o nadando para reducir su riesgo
- **Tenga precaución en el agua**
 - Nadadores con experiencia solamente
 - Nunca entre al agua si hay una tormenta en el área
 - Siempre supervise los niños y nade acompañado
 - Procure atención médica de inmediato si se enferma después de nadar
- **No Zambullirse**
 - Zambullirse en aguas pocas profundas puede causar lesiones o la muerte
- **No alimente o tenga contacto con la fauna**

Specifications:

- 28" x 36" x 1/8" thick aluminum panel with angled vinyl graphics
- all powder coated Park 300-40

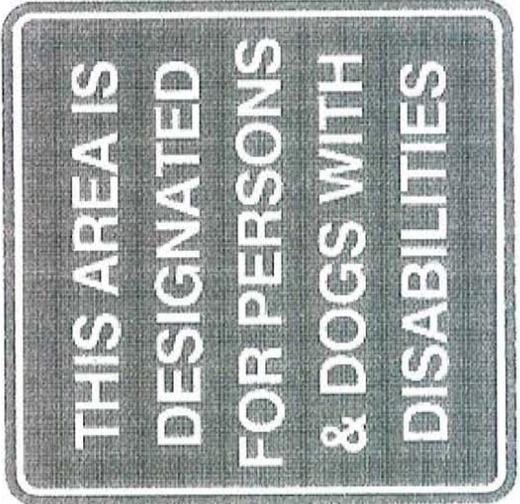
LCPT-04



Specifications:

- 11" x 10", .020 aluminum with vinyl graphics
- Powder Coated

LCPT-07



Specifications:

- 24" x 24" .080 Aluminum with vinyl graphics
- Powder Coated

LCPT-09

LAKE COUNTY
FLORIDA

These trails are here to provide recreational opportunities for residents and visitors of Lake County. Please remember for special trail users and help us keep our trails safe and enjoyable for all.

Equestrian Trail
Rules and Etiquette

- Equestrian Trails are open to all equestrians.
- Follow the Florida Equestrian Trail Association (FETA) Rules and Regulations.
- Use proper trail etiquette and be courteous to other riders.
- Use proper trail etiquette and be courteous to other riders.
- Use proper trail etiquette and be courteous to other riders.

LAKE COUNTY
FLORIDA

For more information, visit www.lakecountyfla.gov or call 352-321-1400.

LAKE COUNTY
FLORIDA

Use proper trail etiquette and be courteous to other riders. Follow the Florida Equestrian Trail Association (FETA) Rules and Regulations. Use proper trail etiquette and be courteous to other riders. Use proper trail etiquette and be courteous to other riders.

Boat Ramp
Rules and Etiquette

- Use proper trail etiquette and be courteous to other riders.
- Use proper trail etiquette and be courteous to other riders.
- Use proper trail etiquette and be courteous to other riders.

LAKE COUNTY
FLORIDA

For more information, visit www.lakecountyfla.gov or call 352-321-1400.

LAKE COUNTY
FLORIDA

PERMITTED USE AND ACTIVITIES

- NATURE OBSERVATION
- HIKING & BOWLING
- FOOT SAFETY - BE SAFE BY STAY IN DESIGNATED TRAILS
- BOATINGS

PROHIBITED USE AND ACTIVITIES

- SWIMMING
- HUNTING, TRAPPING AND BERRING
- WEEDS, TRAILERS AND MOTOZIZED DEVICES
- SMOKING
- BEERS
- LITTERING
- POSSESSION OR CONSUMPTION OF ALCOHOL
- INTRODUCTION OF ANY PLANT OR ANIMAL
- REMOVAL, HARM, DAMAGE, DESTRUCTION, OR HARASSMENT OF ANY ANIMAL OR PLANT
- FEES
- PUBLIC NOBILITY
- CAMPING
- SCULPTURE

LAKE COUNTY
FLORIDA

For more information, visit www.lakecountyfla.gov or call 352-321-1400.

LAKE COUNTY
FLORIDA

FERNDALE PRESERVE

This preserve is open to all visitors. Please remember for special trail users and help us keep our trails safe and enjoyable for all.

RULES AND ETIQUETTE

- DO NOT DISRUPT WILDLIFE
- DO NOT FEED WILDLIFE
- DO NOT FEED WILDLIFE
- DO NOT FEED WILDLIFE

PROHIBITED ACTIVITIES

- REMOVAL OF PLANTS, ANIMALS OR STRUCTURES
- FEEDING OR HARASSMENT OF WILDLIFE
- INTRODUCTION OF ANY PLANT OR ANIMAL
- REMOVAL, HARM, DAMAGE, DESTRUCTION, OR HARASSMENT OF ANY ANIMAL OR PLANT
- FEES
- PUBLIC NOBILITY
- CAMPING
- SCULPTURE

LAKE COUNTY
FLORIDA

For more information, visit www.lakecountyfla.gov or call 352-321-1400.

Specifications:

-36" x 48" .060 Aluminum with vinyl graphics

-Powder Coated

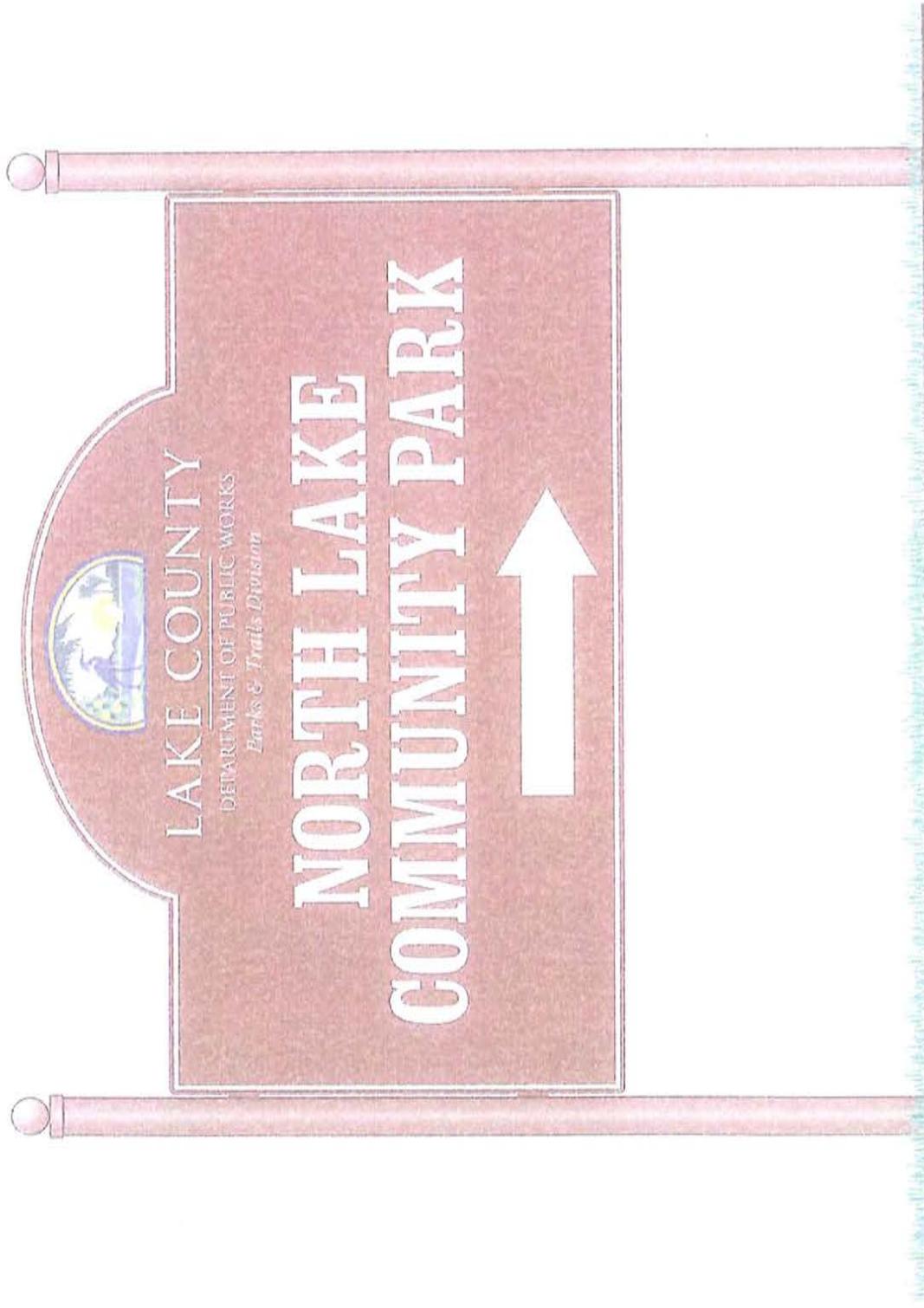
LCPT-10



Specifications:

- 4" x 8" x 1/8" thick aluminum panel with applied vinyl graphics, polished
- All powder coated Part Brown

LCPT-11



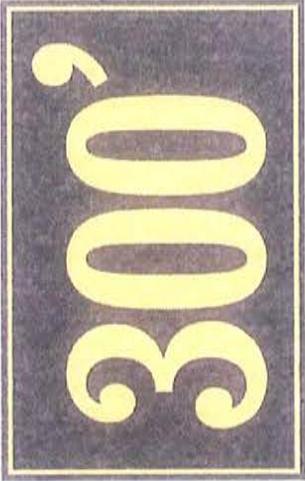
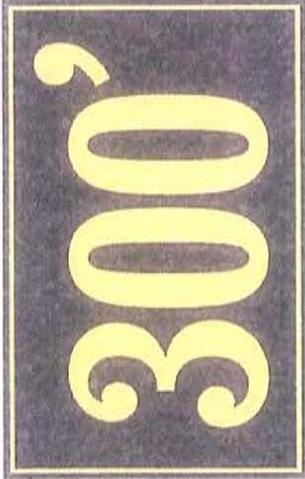
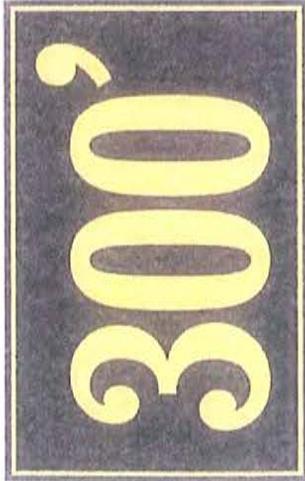
Specifications:

- 72" x 40" x 1/8" back aluminum panel with applied vinyl graphics
- 2" posts and aluminum brackets
- All powder coated Part: Brown

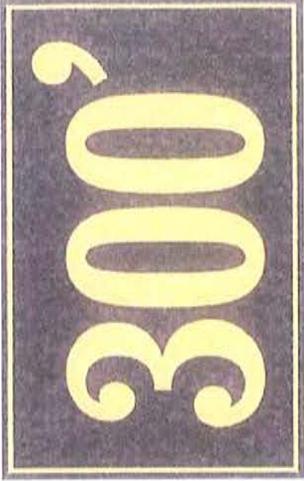
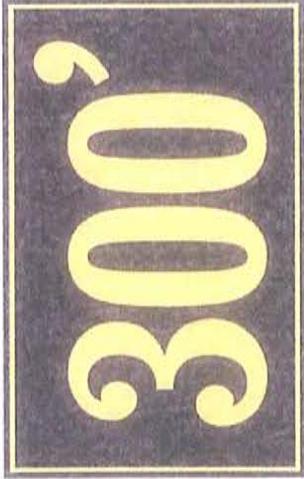
NLP-01

NORTH LAKE PARK DISTANCE MARKERS

48"



30"



Specifications:

- 36" x 24" x 1/2" thick aluminum rod/plates with applied vinyl graphics
- All powder coated black

NLP-03

LAKE COUNTY
TENNIS COURTS
 RULES AND REGULATIONS

OPEN COURT ONE (WEST LIGHT)
 * TENNIS SHOES ONLY
 * NO ALCOHOL OR TOBACCO
 * NO OPEN FLAMES OR CIGARETTES
 * NO PLAY EQUIPMENT OR TOYS
 * NO PLAY EQUIPMENT OR TOYS

THE FOLLOWING ARE PROHIBITED

- * PETS ON COURTS
- * BICYCLES, SKATEBOARDS, & STUNTS
- * FOOD
- * BEHAVIOR THAT IS RUDE OR OFFENSIVE

COURT 1: OPEN
 COURT 2: OPEN

LAKE COUNTY PARKS & RECREATION DEPARTMENT
 1000 W. WASHINGTON ST., SUITE 100
 OREM, UT 84401
 (801) 224-1500

LAKE COUNTY
TENNIS COURTS
 RULES AND REGULATIONS

OPEN COURT TWO (EAST LIGHT)
 * TENNIS SHOES ONLY
 * NO ALCOHOL OR TOBACCO
 * NO OPEN FLAMES OR CIGARETTES
 * NO PLAY EQUIPMENT OR TOYS
 * NO PLAY EQUIPMENT OR TOYS

THE FOLLOWING ARE PROHIBITED

- * PETS ON COURTS
- * BICYCLES, SKATEBOARDS, & STUNTS
- * FOOD
- * BEHAVIOR THAT IS RUDE OR OFFENSIVE

COURT 3: OPEN
 COURT 4: OPEN

LAKE COUNTY PARKS & RECREATION DEPARTMENT
 1000 W. WASHINGTON ST., SUITE 100
 OREM, UT 84401
 (801) 224-1500

LAKE COUNTY
TENNIS COURTS
 RULES AND REGULATIONS

OPEN COURT ONE (WEST LIGHT)
 * TENNIS SHOES ONLY
 * NO ALCOHOL OR TOBACCO
 * NO OPEN FLAMES OR CIGARETTES
 * NO PLAY EQUIPMENT OR TOYS
 * NO PLAY EQUIPMENT OR TOYS

THE FOLLOWING ARE PROHIBITED

- * PETS ON COURTS
- * BICYCLES, SKATEBOARDS, & STUNTS
- * FOOD
- * BEHAVIOR THAT IS RUDE OR OFFENSIVE

COURT 5: OPEN
 COURT 6: OPEN

LAKE COUNTY PARKS & RECREATION DEPARTMENT
 1000 W. WASHINGTON ST., SUITE 100
 OREM, UT 84401
 (801) 224-1500

LAKE COUNTY
SOCCER COURTS
 RULES AND REGULATIONS

OPEN COURT ONE (WEST LIGHT)
 * CHILDREN MUST BE SUPERVISED
 * LEAGUE PLAY REQUIRES RESERVATIONS
 * LEAGUE PLAY REQUIRES RESERVATIONS

THE FOLLOWING ARE PROHIBITED

- * PETS ON COURTS
- * BICYCLES, SKATEBOARDS, & STUNTS
- * FOOD
- * BEHAVIOR THAT IS RUDE OR OFFENSIVE

COURT 1: OPEN
 COURT 2: OPEN

LAKE COUNTY PARKS & RECREATION DEPARTMENT
 1000 W. WASHINGTON ST., SUITE 100
 OREM, UT 84401
 (801) 224-1500

LAKE COUNTY
VOLLEYBALL COURTS
 RULES AND REGULATIONS

OPEN COURT ONE (WEST LIGHT)
 * APPROPRIATE FOOTWEAR ONLY
 * CHILDREN MUST BE SUPERVISED
 * LEAGUE PLAY REQUIRES RESERVATIONS
 * LEAGUE PLAY REQUIRES RESERVATIONS

THE FOLLOWING ARE PROHIBITED

- * PETS ON COURTS
- * BICYCLES, SKATEBOARDS, & STUNTS
- * FOOD
- * BEHAVIOR THAT IS RUDE OR OFFENSIVE

COURT 1: OPEN
 COURT 2: OPEN
 COURT 3: OPEN
 COURT 4: OPEN

LAKE COUNTY PARKS & RECREATION DEPARTMENT
 1000 W. WASHINGTON ST., SUITE 100
 OREM, UT 84401
 (801) 224-1500

LAKE COUNTY
MULTI-USE FIELDS
 RULES AND REGULATIONS

OPEN FIELDS TWO (WEST LIGHT)
 * CHILDREN MUST BE SUPERVISED
 * LEAGUE PLAY REQUIRES RESERVATIONS

THE FOLLOWING ARE PROHIBITED

- * PETS ON FIELDS
- * BICYCLES
- * BICYCLES
- * GLASS CONTAINERS
- * FOOD

FIELD 1: OPEN

LAKE COUNTY PARKS & RECREATION DEPARTMENT
 1000 W. WASHINGTON ST., SUITE 100
 OREM, UT 84401
 (801) 224-1500

LAKE COUNTY
MULTI-USE FIELDS
 RULES AND REGULATIONS

OPEN FIELDS TWO (EAST LIGHT)
 * CHILDREN MUST BE SUPERVISED
 * LEAGUE PLAY REQUIRES RESERVATIONS

THE FOLLOWING ARE PROHIBITED

- * PETS ON FIELDS
- * BICYCLES
- * BICYCLES
- * GLASS CONTAINERS
- * FOOD

FIELD 2: OPEN

LAKE COUNTY PARKS & RECREATION DEPARTMENT
 1000 W. WASHINGTON ST., SUITE 100
 OREM, UT 84401
 (801) 224-1500

LAKE COUNTY
MULTI-USE FIELDS
 RULES AND REGULATIONS

OPEN FIELDS TWO (WEST LIGHT)
 * CHILDREN MUST BE SUPERVISED
 * LEAGUE PLAY REQUIRES RESERVATIONS

THE FOLLOWING ARE PROHIBITED

- * PETS ON FIELDS
- * BICYCLES
- * BICYCLES
- * GLASS CONTAINERS
- * FOOD

FIELD 3: OPEN

LAKE COUNTY PARKS & RECREATION DEPARTMENT
 1000 W. WASHINGTON ST., SUITE 100
 OREM, UT 84401
 (801) 224-1500

LAKE COUNTY
SOCCER FIELDS
 RULES AND REGULATIONS

OPEN FIELDS TWO (WEST LIGHT)
 * CHILDREN MUST BE SUPERVISED
 * LEAGUE PLAY REQUIRES RESERVATIONS

THE FOLLOWING ARE PROHIBITED

- * PETS ON FIELDS
- * BICYCLES
- * BICYCLES
- * GLASS CONTAINERS
- * FOOD

FIELD 1: OPEN

LAKE COUNTY PARKS & RECREATION DEPARTMENT
 1000 W. WASHINGTON ST., SUITE 100
 OREM, UT 84401
 (801) 224-1500

LAKE COUNTY
SOCCER FIELDS
 RULES AND REGULATIONS

OPEN FIELDS TWO (WEST LIGHT)
 * CHILDREN MUST BE SUPERVISED
 * LEAGUE PLAY REQUIRES RESERVATIONS

THE FOLLOWING ARE PROHIBITED

- * PETS ON FIELDS
- * BICYCLES
- * BICYCLES
- * GLASS CONTAINERS
- * FOOD

FIELD 2: OPEN

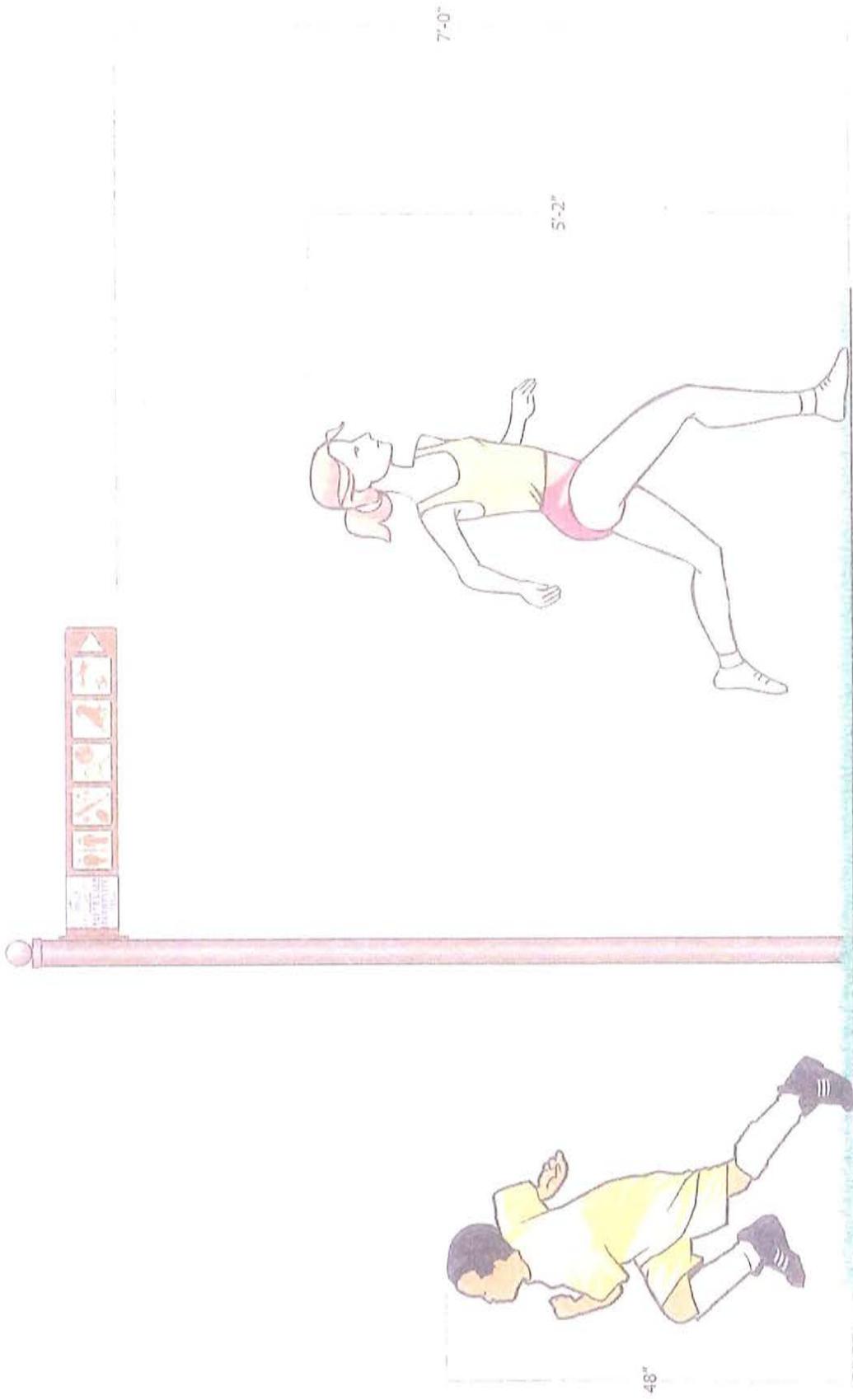
LAKE COUNTY PARKS & RECREATION DEPARTMENT
 1000 W. WASHINGTON ST., SUITE 100
 OREM, UT 84401
 (801) 224-1500

Specifications:

- 48" x 36" x 1/2" thick aluminum panel with applied vinyl graphics

- All powder coated Park Brown

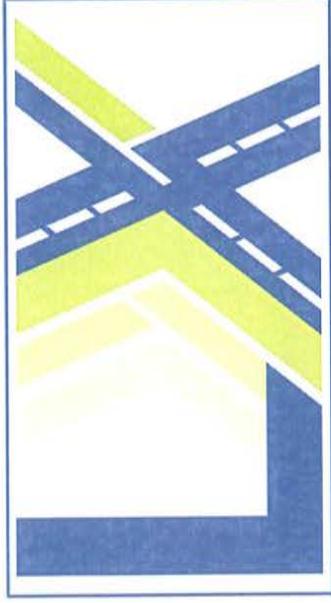
NLP-04



Specifications:

- 36" x 6" x 1/2" thick aluminum paddles with applied vinyl graphics
- 3" posts and aluminum brackets
- All powder coated Park Crown

NLP-05



LakeXpress

