



INVITATION TO BID (ITB)

Printing Services, Business Cards and Stationery

ITB Number:	<u>15-0427</u>	Contracting Officer:	<u>Sandra Rogers, CPPB</u>
Bid Due Date:	<u>March 25, 2015</u>	Pre-Bid Conf. Date:	<u>Not applicable</u>
Bid Due Time:	<u>3:00 PM</u>	ITB Issue Date:	<u>February 23, 2015</u>

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

At the date and time specified above, all bids that have been received in a timely manner will be opened, recorded, and accepted for consideration. The names of the bidders submitting bids will be read aloud and recorded. The bids will be available for inspection during normal business hours in the Office of Procurement Services thirty (30) calendar days after the official bid due date. When countersigned 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 ITB Document, and attach all other information requested in this ITB document (See Provision 1.13). Failure to sign the bid response, or to submit the bid response by the specified time and date, may be cause for rejection of the bid.

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 contract for the printing of County business cards, stationery, and related needs on an as-required basis.

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 bid due date.

Sandra Rogers, CPPB, 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 in the County's Best Interests

As the best interests of the County may require, the County reserves the right to make award(s) on a lowest price basis by individual item, group of items, all or none, or a combination thereof; with one or more vendor(s); to reject any and all offers or waive any minor irregularity or technicality in bids received. To be considered for award of any group, bidder must bid on every item in that group.

Section 1.4: Pre-Bid Conference / Site Visits

Not applicable to this solicitation

Section 1.5: Term of Contract – Twelve (12) Months

This contract 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 contingent upon the completion and submittal of all required pre-award documents. The initial contract term shall remain in effect for twelve (12) months, and then the contract will remain in effect until completion of the expressed and/or implied warranty period. The contract prices

resultant from this solicitation shall prevail for the full duration of the initial contract term unless otherwise indicated elsewhere in this document.

Section 1.6: Option to Renew for three (3) Additional One (1) Year Period(s) (With Price Adjustment)

Prior to, or upon completion, of the initial term of this contract, the County shall have the option to renew this contract for three (3) additional one (1) year period(s). Prior to completion of each exercised contract term, the County may consider an adjustment to price based on changes in the following pricing index: CPI. It is the vendor's responsibility to request in writing any pricing adjustment under this provision. The vendor's written request for adjustment should be submitted thirty (30) calendar days prior to expiration of the then current contract term. The vendor adjustment request must clearly substantiate the requested increase. The written request for adjustment should not be in excess of the relevant pricing index change. If no adjustment request is received from the vendor, the County will assume that the vendor has agreed that the optional term may be exercised without pricing adjustment. Any adjustment request received after the commencement of a new option period shall not be considered.

The County reserves the right to reject any written price adjustments submitted by the vendor and/or to not exercise any otherwise available option period based on such price adjustments. Continuation of the contract beyond the initial period, and any option subsequently exercised, is a County prerogative, and not a right of the vendor. This prerogative will be exercised only when such continuation is clearly in the best interest of the County.

Section 1.7: Method of Payment – Visa Purchasing Card

It is the intention of the County to pay for all purchases resulting from this solicitation using a Visa Purchasing Card. Vendors shall receive payment by the Visa Purchasing Card in the same manner as other Visa purchases. By submitting a bid in response to this solicitation, the vendor agrees that it will accept payment through use of the County's Purchasing Card program. Purchase orders will not be issued.

Section 1.8: Insurance

Not applicable to this solicitation.

Section 1.9: Bonding Requirements

Not applicable to this solicitation.

Section 1.10: Delivery Shall be Fourteen (14) Days After Date of Order

The vendor shall make deliveries of final product in final form within fourteen (14) calendar days after the date of the order, or date of proof approval, whichever situation applies to the specific order. All deliveries shall be made in accordance with good commercial practice and all required delivery timeframes shall be adhered to by the vendor(s), except in such cases where the delivery will be delayed due to acts of God, strikes, or other causes beyond the control of the

vendor. In these cases, the vendor shall notify the County of the delays in advance of the original delivery date so that a revised delivery schedule can be appropriately considered by the County.

Should the vendor(s) to whom the contract(s) is awarded fail to deliver the required goods or services under a specific order in the number of days stated above, the County reserves the right to cancel the specific order under the contract on a default basis after any back order period that has been specified in this contract has lapsed. If the specific order is so terminated, it is hereby understood and agreed that the County has the authority to purchase the goods elsewhere and to charge the incumbent vendor with any re-procurement costs. If the vendor fails to honor these re-procurement costs, the County may terminate the contract in its entirety for default.

Certain County employees may be authorized in writing to pick-up materials under this contract. Vendors shall require presentation of this written authorization. The vendor shall maintain a copy of the authorization. If the vendor is in doubt about any aspect of material pick-up, vendor shall contact the appropriate user department to confirm the authorization.

Section 1.10.1: Shipping Terms, F.O.B. Destination- Inside Delivery

The F.O.B. point for any product ordered as a result of this solicitation shall be **F.O.B.: DESTINATION – INSIDE DELIVERY**. The title for each item will pass from the contractor to the County only after the County receives AND accepts each item. Delivery will not be complete until the County has accepted each item. Delivery to a common carrier shall not constitute delivery to the County. Any transportation dispute shall be between the contractor and the carrier. The County will not consider any bid or proposal showing a F.O.B. point other than F.O.B.: Destination – Inside Delivery.

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 1.12: Back Orders Must be Filled Within Fourteen (14) Calendar Days

If the vendor cannot deliver an ordered item in accordance with the scheduled delivery date due to a current existing backorder of that item; the vendor shall insure that such back orders are filled within fourteen (14) calendar days from the initial scheduled delivery date for the item. The vendor shall not invoice the County for back ordered items until such back orders are delivered and accepted by the County's authorized representative. It is understood and agreed that the County may, at its discretion, verbally cancel back orders after the grace period identified in this paragraph has lapsed, seek the items from another vendor, and charge the incumbent vendor under this contract for any directly associated re-procurement costs. If the vendor fails to honor these re-procurement costs, the County may terminate the contract for default.

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 stated in 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 Invitation to Bid

Two (2) signed original bids and one (1) complete copies of the bid submitted by the vendor shall be sealed and delivered to the Office of Procurement Services no later than the official bid due date and time. Any bid 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 Bidder in responding to this ITB including, without limitation, costs for product and/or service demonstrations if requested.

When you submit your bid, you are making a binding offer to the County and are agreeing to all of the terms and conditions in this Invitation to Bid. Use only the form(s) provided in this document. If you make any change to the content or format of any form, the County may disqualify your offer. All information shall be legible and either written in ink or typewritten. If you make a correction or change on any document, the person signing the bid proposal must initial the change. The bid shall be manually signed in **BLUE INK** by an official authorized to legally bind the Bidder to its provisions.

COMPLETION OF BID PACKAGE: The vendor shall complete all required entries in Section 4 of the bid form such as, but not limited to, pricing pages, signature, certifications, references, and acknowledgement of any solicitation addenda. The vendor shall submit the entire solicitation with all Section 4 entries completed in the number of copies specified to the address specified in this solicitation. The vendor shall also submit any supporting documents (to include proof of insurability and provision of bid bonds as required), samples, and/or descriptive literature required by any of the provisions in Section 2 of the solicitation in a separate sealed envelope / package marked "Literature for Bid (Number)."
Do not indicate bid prices on literature.

Specific Completion Directions:

- Pricing shall be completed as directed within Section 4.
- Initial and date in **BLUE INK** the appropriate space(s) for each addendum you received for

this ITB.

- Insert any prompt payment discount that you will offer. Note payment is NET 30 DAYS otherwise.
- Complete all certifications included within Section 4 of the solicitation.
- Complete the reference information sheets (include at least three references) contained within the solicitation.
- Complete the vendor information, and sign the bid (IN BLUE INK) in the spaces provided in Section 4 of the solicitation.
- If insurance is required, submit either a certificate of insurance, or evidence of insurability, that is in compliance with the stated insurance requirements.

Section 1.14: Delivery Hours

There shall be no deliveries on Saturday, Sunday, or on County approved holidays except when such work is necessary for the proper care and protection of the work already performed, and when permission to do such work is secured from the County representative.

Section 1.15: 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 1.16: Minimum Wages

Under this contract, the wage rate paid to all laborers, mechanics and apprentices employed by the vendor for the work under the contract, shall not be less than the prevailing wage rates for similar classifications of work as established by the Federal Government and enforced by the U.S. Department of Labor, Wages and Hours Division, and Florida's Minimum Wage requirements in Article X, Section 24 (f) of the Florida Constitution and enforced by the Florida Legislature by statute or the State Agency for Workforce Innovation by rule, whichever is higher.

Section 1.17: 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. App interpretations of this specification shall be made upon the basis of this agreement.

Section 1.18: Over-Runs and Under-Runs

Over-runs and under-runs shall constitute an acceptable delivery provided that such over-runs or under-runs shall not exceed ten percent (10%) of the quantity ordered. Payment for these acceptable over-runs or under-runs shall be charged or credited to the County proportionately.

Section 1.19: Purchase of Other Items Not Listed Within this Solicitation Based on Price Quotes

While the County has listed all major items within this solicitation which are utilized by County departments in conjunction with their operations, there may be ancillary or similar items that must be purchased by the County during the term of this contract. Under these circumstances, a County representative will contact the primary vendor to obtain a price quote for the ancillary items. If there are multiple vendors on the contract, the County representative may also obtain price quotes from these vendors. The County reserves the right to award these ancillary items to the primary contract vendor, another contract vendor based on the lowest price quoted, or to acquire the items through a separate solicitation.

Section 1.20: 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.

SCOPE OF SERVICES

The purpose of this solicitation is to establish a contract for the printing of County business cards, stationery, and related needs on an as-required basis.

The selected vendor(s) shall be capable of delivering all printed items in final form and full ordered quantity within fourteen (14) calendar days after receipt of order, or receipt of proof approval, whichever situation applies to the specific order. Bidders who cannot meet the delivery requirements should not respond to this Invitation to Bid.

The vendor shall provide a proof, or otherwise respond to any inquiries, under any specific Lake County order within 2 business days (48 hours).

Orders shall be processed as they are received. Individual orders shall not be delayed in order to process with other like orders.

Artwork

Group I through IV templates in Adobe InDesign CC format will be provided to the awarded vendor for customizing the fields for individual orders. All updates to the artwork for individual orders will be made by the vendor. All artwork becomes the property of Lake County to be retained and maintained by the successful bidder(s). Any artwork charges shall be included in the prices quoted.

The County has the right to provide new templates at any time, as long as the overall print specifications do not change.

Ordering/Approval

When requesting the printing, the County personnel will order by the item number and the title of the form (i.e. item #1, Business Cards). Orders shall not be processed until the proof from the vendor is approved by both the County individual ordering the printing, as well as a representative from the County's Communications Department. This can be e-mail approval.

Business Papers Standards

In the interest of presenting a clear, consistent and professional identity, the official Lake County Board of County Commissioner's logo and the Library Services' logo are the only two (2) brand identities that can be printed on the business papers.

The County has an approved Graphics Standards Manual that refers to the proper use of the logo (Attachment 2) that shall be adhered to. Adobe PDF mock-ups have been provided (Attachment 3) for reference.

If the paper stock specified in the bid is discontinued for any reason, the vendor will work with the County on selection of an alternative.

3.1 DEFINITIONS

Addenda: A written change to a solicitation.

Bid: Shall refer to any offer(s) submitted in response to this ITB.

Bidder: Refers to any entity that submitted a bid under an ITB.

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

Contractor: The vendor to which award has been made.

County: Shall refer to Lake County, Florida.

Invitation to Bid (ITB): Shall mean this solicitation document, including any and all addenda. An ITB contains well-defined terms, conditions, and specifications, and is awarded to the lowest priced responsive and responsible bidder.

Modification: A written change to a contract.

Responsible: Refers to a bidder that has the capacity and capability to perform the work required under an Invitation to Bid, and is otherwise eligible for award.

Responsive: Refers to a bidder that has taken no exception or deviation from the terms, conditions, and specifications in an ITB.

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 that the words “shall”, “must”, or “will” are equivalent within this ITB and indicate a mandatory requirement which shall not be waived by the County.

3.2 INSTRUCTIONS TO BIDDERS**A. Bidder 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 bids. 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 upon request 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 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 bid due date. Such inquiries shall contain the requester’s name, address, and telephone number. The Procurement Services Office

may issue an addendum in response to any inquiry received, prior to bid opening, which changes, adds to, or clarifies the terms, provisions, or requirements of the solicitation. The bidder should not rely on any 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 bidder’s responsibility to ensure receipt and to acknowledge all addenda and any accompanying documentation. Failure to acknowledge each addendum may prevent the bid from being considered for award

D. Contents of Solicitation and Bidders’ Responsibilities

It is the responsibility of the bidder to become thoroughly familiar with the requirements, terms, and conditions of this solicitation. Stated unawareness of contractual terms and conditions will not be accepted as a basis for varying the requirements of the County or the amount to be paid to the vendor.

E. Restricted Discussions

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

F. Change to, Withdrawal of, or Mistake in, Bid

Changes to Bid - Prior to bid opening, a bidder may change its bid by submitting a new bid with notice on the firm’s letterhead, signed by an authorized agent, stating that the new submittal replaces the original submittal. The new submittal shall contain all information as required for submitting the original bid.

Withdrawal of Bid - A bid may be withdrawn, either physically or by written notice, at any time prior to the bid due date. If withdrawn by written notice, that notice must be addressed to, and received by, the designated procurement representative prior to the bid due date and time. A bid may also be withdrawn after expiration of the specified bid acceptance period, and prior to award, by submitting a letter to the designated procurement representative. The withdrawal letter must be on company letterhead and signed by an authorized agent of the bidder.

Mistake in Bid - Any allegation of mistake in Bid shall be treated on a case-by-case basis. It is to be assumed that any alteration in bid price after receipt of bids will be exceptional in nature, and will be allowed only when substantiated by current legal precedence.

G. Conflicts within the Solicitation

Where there appears to be a conflict between contractual terms and conditions, the technical specifications, the pricing section, or any addendum issued, the order of precedence shall be: last addendum issued, the pricing section, the technical specifications, the special, and then general conditions. It is incumbent upon the vendor to identify such conflicts prior to the bid response 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 bidder may offer cash discounts for prompt payments; however, such discounts will not be considered in determining the lowest price during bid evaluation. Bidders are requested to provide prompt payment terms in the space provided on the signature page of the solicitation.

3.3 PREPARATION OF BIDS

- A. The Pricing Section of this solicitation defines the goods or services to be purchased, and must be completed and submitted with the bid. Use of any other form or alteration of the form may result in the rejection of the bid.
- B. The bid submitted must be legible, and completed using typewriter, computer or ink. Any entry change 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 bidder's firm must sign the bid. **FAILURE TO SIGN THE BID MAY RENDER THE BID NON-RESPONSIVE.**
- D. The bidder may be considered non-responsive if bids are conditioned to modifications, changes, or revisions to the terms and conditions of this solicitation.
- E. The bidder may submit alternate bid(s) for the same solicitation provided that such offer is allowable under the terms and conditions. The alternate bid must meet or exceed the minimum requirements and be submitted as a separate bid marked "Alternate Bid".
- F. When there is a discrepancy between the unit prices and any extended prices, the unit prices will prevail.
- G. Any bid received after the stipulated bid due date and time through no fault of the County will be considered late, and except under the most exceptional circumstances, not be considered for award.
- H. Unless otherwise specified in the solicitation, prices quoted shall be F.O.B. Destination.

3.4 COLLUSION

Where two (2) or more related parties, as defined herein, each submit a bid for the same contract, or evidence any prior understanding, agreement, or connection in such regard, such bids shall be presumed to be collusive. Related parties shall mean bidder or principals thereof that have a direct or indirect ownership interest in another bidder for the same contract or in which a parent company or the principals thereof of one bidder have a direct or indirect ownership interest in another bidder for the same contract. Bids found to be collusive shall be rejected. Bidders which have been found to have engaged in collusion may be considered non-responsive, 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 solicitation does not commit the County to award nor be responsible for any cost or expense which may be incurred by any bidder in preparing or submitting a bid, or any cost or expense incurred prior to the execution of a purchase order or contract. By submitting a bid, the bidder also agrees that the County bears no responsibility for any costs of the bidder associated with any administrative or judicial proceedings resulting from this solicitation process.

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 needed to fulfill contractual obligations with the County, nor is any vendor authorized to use the County Tax Exemptions for such purchases.

3.9 PROPRIETARY/CONFIDENTIAL INFORMATION

Bidders are hereby notified that all information submitted as part of a bid will be available for public inspection in compliance with

Chapter 119 of the Florida Statutes (the "Public Record Act."). The bidder should not submit any information which the bidder considers proprietary or confidential. The submission of any information to the County in connection with any solicitation shall be deemed conclusively to be a waiver of any protection 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 Invitation to Bid when it is in the best interest of the County.

3.11 AWARD

- A. Unless otherwise allowed by statute or ordinance, award will be made to the lowest priced responsive and responsible bidder. The County reserves the right to reject any and all bids, to waive non-material 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 bids 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. The County reserves the right to negotiate prices with the low bidder, provided that the scope of work is not amended.
- E. Award will only be made to firms that satisfy all legal requirements to do business with the County. The County may conduct a pre-award inspection of the bidder's site or conduct a pre-award qualification meeting to determine the responsibility and capacity of the bidder to perform. Award may be predicated on compliance with and submittal of all required documents as stipulated in the solicitation.
- F. The bidder's performance as prime or subcontractor on previous County contracts shall be taken into account in evaluating the responsibility of a responding bidder.
- G. All tie bids will be resolved in consonance with current written procedure in that regard.
- H. A vendor wishing to protest any award decision resulting from this solicitation shall do as provided for 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 Procurement Services Manager.

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 bidder'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 effect 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 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 the vendor to submit to an audit by any auditor of the County's choosing. The 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. The vendor shall retain all records pertaining to this Agreement and upon request make them available to the County for a minimum of three (3) years, or as required by Florida law, whichever is longer, following expiration of the Agreement. The vendor 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

Pursuant to Section 119.0701, Florida Statutes, the awarded contractor shall comply with the Florida Public Records' laws, and shall: 1. Keep and maintain public records that ordinarily and necessarily would be required by the County in order to perform the services identified herein. 2. Provide the public with access to public records on the same terms and conditions that the County would provide the records and at a cost that does not exceed the cost provided for by law. 3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law. 4. Meet all requirements for retaining public records and transfer, at no cost, to the County all public records in possession of the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the County in a format that is compatible with the information technology systems of the County. Failure to comply with this section shall be deemed a breach of the contract and enforceable as set forth in Section 119.0701, Florida Statutes.

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 ITB 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 ITB 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 successful performance of 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 each contract that exceeds One Hundred Ninety Five Thousand dollars (\$195,000.00), any organization awarded a contract must 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. Any contract requiring this certificate shall contain a provision that the original contract price and any additions shall be adjusted to exclude any significant sums by which the County determines the contract price was increased due to inaccurate, incomplete, or non-current wage rates and other factual unit costs. All such contract adjustments shall be made within one (1) year following the end of the contract.

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.

3.38 TOBACCO PRODUCTS

Due to the acknowledged hazards arising from exposure to tobacco products, and to protect the public and employees' health, safety, comfort and environment, tobacco use is prohibited on any County owned building and property. Tobacco products include both smoking and smokeless tobacco.

ITB TITLE: Printing Services

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

PRICING SECTION

The quantities listed herein are **estimated** annual requirements **only** and are given to allow for preparation of your bid proposal. **NO QUANTITIES ARE GUARANTEED FROM THIS INVITATION TO BID.** Any contract entered into will be an indefinite quantity type. The contract shall deliver such quantities as may be ordered, and the contract shall be binding only for the actual quantities ordered during the contract period. Orders will be issued throughout the contract period as needs are determined. No bid will be considered which stipulates that Lake County shall guarantee to order a specific quantity of any item.

GROUP I – Business Cards					
1	Business Cards (Full-color):	Qty	Unit	Cost	Extended Cost
	5/0 (4C Process + PMS 280/0), full-bleed, 3 ½" x 2" 500 cards per box Manufacturer: Fox River, Capital Bond or equivalent (<i>must specify if a different paper is quoted</i>) Type: Bright white recycled, 80 lb. cover Special Notes: There is a main template design for business cards, but there could be slight variations that do not affect the size or print specs. Variations in design will be made by BCC, and provided to selected vendor when orders are placed.	30	box	\$	\$
2	Business Cards (One-color):				
	1/0 (PMS 280/0), full-bleed, 3 ½" x 2" 500 cards per box Manufacturer: Fox River, Capital Bond or equivalent (<i>must specify if a different paper is quoted</i>) Type: Bright white recycled, 80 lb. cover Special Notes: There is a main template design for business cards, but there could be slight variations that do not affect the size or print specs. Variations in design will be made by BCC, and provided to selected vendor when orders are placed.	80	box	\$	\$
TOTAL BID GROUP I					\$

Delivery after receipt of order: _____ calendar days (not-to-exceed time frame in scope of work)

GROUP II - Envelopes					
1	Number 10 envelopes (One-color):	Qty	Unit	Cost	Extended Cost
	<p>1/0 (100% K (black)/0), no bleeds, 9.5" x 4.125" 500 envelopes per box</p> <p>Manufacturer: Fox River, Capital Bond or equivalent (<i>must specify if a different paper is quoted</i>)</p> <p>_____</p> <p>Type: Bright white recycled, 24 lb. writing – light cockle</p> <p>Special Notes: There is a main template design for envelopes, but there could be slight variations that do not affect the size or print specs. Variations in design will be made by BCC, and provided to selected vendor when orders are placed.</p>	35	box	\$	\$
2	Number 10 Left Window envelopes (One-color):				
	<p>1/0 (100% K (black)/0), no bleeds, 9.5" x 4.125" 500 envelopes per box</p> <p>Manufacturer: Fox River, Capital Bond or equivalent (<i>must specify if a different paper is quoted</i>)</p> <p>_____</p> <p>Type: 24 lb. Standard white</p> <p>Special Notes: There is a main template design for envelopes, but there could be slight variations that do not affect the size or print specs. Variations in design will be made by BCC, and provided to selected vendor when orders are placed.</p>	20	box	\$	\$
3	Number 10 envelopes (Full-color):				
	<p>4/0 (4C Process/0), no bleeds, 9.5" x 4.125" 500 envelopes per box</p> <p>Manufacturer: Fox River, Capital Bond or equivalent (<i>must specify if a different paper is quoted</i>)</p> <p>_____</p> <p>Type: Bright white recycled, 24 lb. writing – light cockle</p>	20	box	\$	\$

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 15-0427

	Special Notes: There is a main template design for envelopes, but there could be slight variations that do not affect the size or print specs. Variations in design will be made by BCC, and provided to selected vendor when orders are placed.				
4	Number 10 envelopes (Executive):				
	1/0 (PMS 873/0), no bleeds, 9.5” x 4.125” 500 per box Manufacturer: Fox River, Capital Bond or equivalent (<i>must specify if a different paper is quoted</i>) Type: Bright white recycled, 24 lb. writing – light cockle	5	box	\$	\$
5	Monarch envelopes:				
	1/0 (PMS 873/0), no bleeds, 7.5” x 3.875” 500 per box Manufacturer: Fox River, Capital Bond or equivalent (<i>must specify if a different paper is quoted</i>) Type: Bright white recycled, 24 lb. writing – light cockle	5	box	\$	\$
TOTAL BID GROUP II					\$

Delivery after receipt of order: _____ calendar days (not-to-exceed time frame in scope of work)

GROUP III – Letterhead					
1	Letterhead stationary (Full-color)	Qty	Unit	Cost	Extended Cost
	5/0 (4C Process + PMS 280/0) 8.5” x 11”, w/full-bleed 500 sheets per pack Manufacturer: Fox River, Capital Bond or equivalent (<i>must specify if a different paper is quoted</i>) Type: Bright white, 24 lb. writing – light cockle Special Notes: There is a main template design for letterhead, but there could be slight variations that do not affect the size or print specs. Variations in design will be made by BCC, and provided to selected vendor when orders are placed.	30	pk	\$	\$

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 15-0427

2	Letterhead stationery (one-color)				
	<p>1/0 (4C Process + PMS 280/0) 8.5” x 11”, w/full-bleed</p> <p>500 sheets per pack</p> <p>Manufacturer: Fox River, Capital Bond or equivalent (<i>must specify if a different paper is quoted</i>)</p> <p>_____</p> <p>Type: Bright white, 24 lb. writing – light cockle</p> <p>Special Notes: There is a main template design for letterhead, but there could be slight variations that do not affect the size or print specs. Variations in design will be made by BCC, and provided to selected vendor when orders are placed.</p>	30	pk	\$	\$
3	Letterhead Stationery (Executive)				
	<p>1/0 (PMS 873/0), 8.5” x 11”, w/full-bleed</p> <p>500 sheets per pack</p> <p>Manufacturer: Fox River, Capital Bond or equivalent (<i>must specify if a different paper is quoted</i>)</p> <p>_____</p> <p>Type: Bright white, recycled, 24 lb. writing – light cockle</p>	5	pk	\$	\$
4	Monarch letterhead Stationery (Executive)				
	<p>1/0 (PMS 873/0), 7” x 10”, w/full-bleed</p> <p>500 sheets per pack</p> <p>Manufacturer: Fox River, Capital Bond or equivalent (<i>must specify if a different paper is quoted</i>)</p> <p>_____</p> <p>Type: Bright white, recycled, 24 lb. writing – light cockle</p>	5	pk	\$	\$
	TOTAL BID GROUP III				\$

Delivery after receipt of order: _____ calendar days (not-to-exceed time frame in scope of work)

GROUP IV - Labels					
1	Mailing Labels	Qty	Unit	Cost	Extended Cost
	4" x 3.25", 5/0 (4C Process + PMS 280/0, no bleeds Manufacturer: Avery, Fasson, Pressure Sensitive Paper or equivalent, <i>(must specify if a different paper is quoted)</i> Type: Crack'n Peel, multi-print, white matte, 60 lb. 500 per pack	10	pk	\$	\$
TOTAL BID GROUP IV					\$

Delivery after receipt of order: _____ calendar days (not-to-exceed time frame in scope of work)

By Signing this Bid the Bidder 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 bidder hereby certifies that it understands all requirements of this solicitation, and that the undersigned individual is duly authorized to execute this bid 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)

Certification Regarding Acceptance of County VISA-based Payment System

Vendor will accept payment through the County VISA- based payment system: Yes No

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): _____
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:

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 Bid Signature:	
Firm Name:	_____
Street Address:	_____
Mailing Address (if different):	_____
Telephone No.:	_____ Fax No.:
	_____ E-mail: _____
FEIN No. _____ - _____	Prompt Payment Terms: _____ % _____ days, net _____
Signature: _____	Date: _____
Print Name: _____	Title: _____
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.	
Vendor awarded as:	
<input type="checkbox"/> Sole vendor	<input type="checkbox"/> Pre-qualified pool vendor based on price
<input type="checkbox"/> Pre-qualified pool vendor (spot bid)	<input type="checkbox"/> Primary vendor for items: _____
<input type="checkbox"/> Secondary vendor for items: _____	<input type="checkbox"/> Other status: _____
Signature of authorized County official: _____	Date: _____
Printed name: _____	Title: _____

THE FOLLOWING DOCUMENTS ARE ATTACHED

Attachment 1: Work References

Attachment 2: Graphics Standards Manual

Attachment 3: Adobe PDF Mark ups

WORK REFERENCES

Agency	
Address	
City,State,ZIP	
Contact Person	
Telephone	
Date(s) of Service	
Type of Service	
Comments:	

Agency	
Address	
City,State,ZIP	
Contact Person	
Telephone	
Date(s) of Service	
Type of Service	
Comments:	

Agency	
Address	
City,State,ZIP	
Contact Person	
Telephone	
Date(s) of Service	
Type of Service	
Comments:	

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

Graphics Standards Manual



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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.

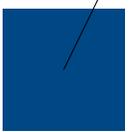
LOGO *(continued)*

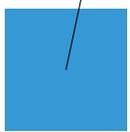
Official Colors

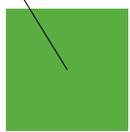
The official color for Lake County is a Deep Blue, Pantone Matching System (*PMS #280.*) Accent colors of Light Blue (*PMS #2925*), Green (*PMS #396*), Black and White can be used to compliment the official color. We recommend that these colors be incorporated into use in brochures, pamphlets, presentations,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

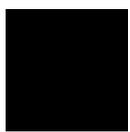


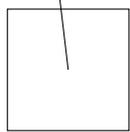
LAKE COUNTY
FLORIDA

	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.

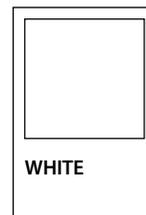
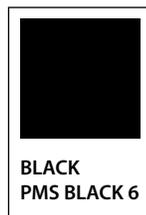
4-Color logo:

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

The descriptive copy is set in Trajan Pro Bold, and should be 1/2 of the height of "A."

B

LAKE COUNTY

A — **FLORIDA**

LAKES. HILLS. HORIZONS.

Where the best comes into view

The tagline is set in Warnok Pro Semibold Italic and should be the same height as the height as the descriptive copy.

Distance between the descriptive copy and the logotype is equal to "B."

The width of the descriptive copy should line up with the width of the green line, the edges of "FLORIDA" and the bottom of the graphic.

LAKE COUNTY

FLORIDA

LAKES. HILLS. HORIZONS.

Where the best comes into view

The width of the tagline should be equal to 1 1/2 the width of "B."

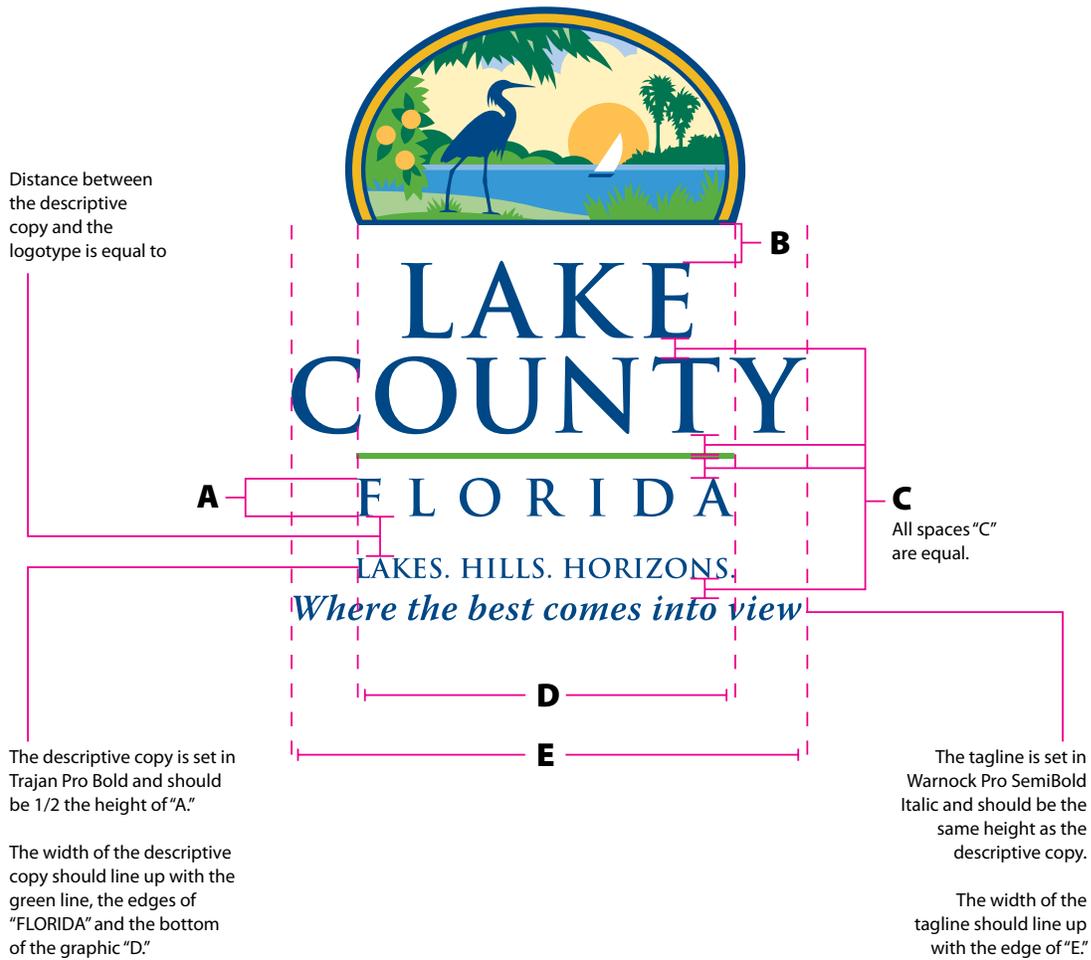
B

A

All spaces "A" are equal.

TECHNICAL SPECIFICATIONS *(continued)*

Vertical Logo with Descriptive Copy and Tagline



Horizontal Logo with Tagline Only

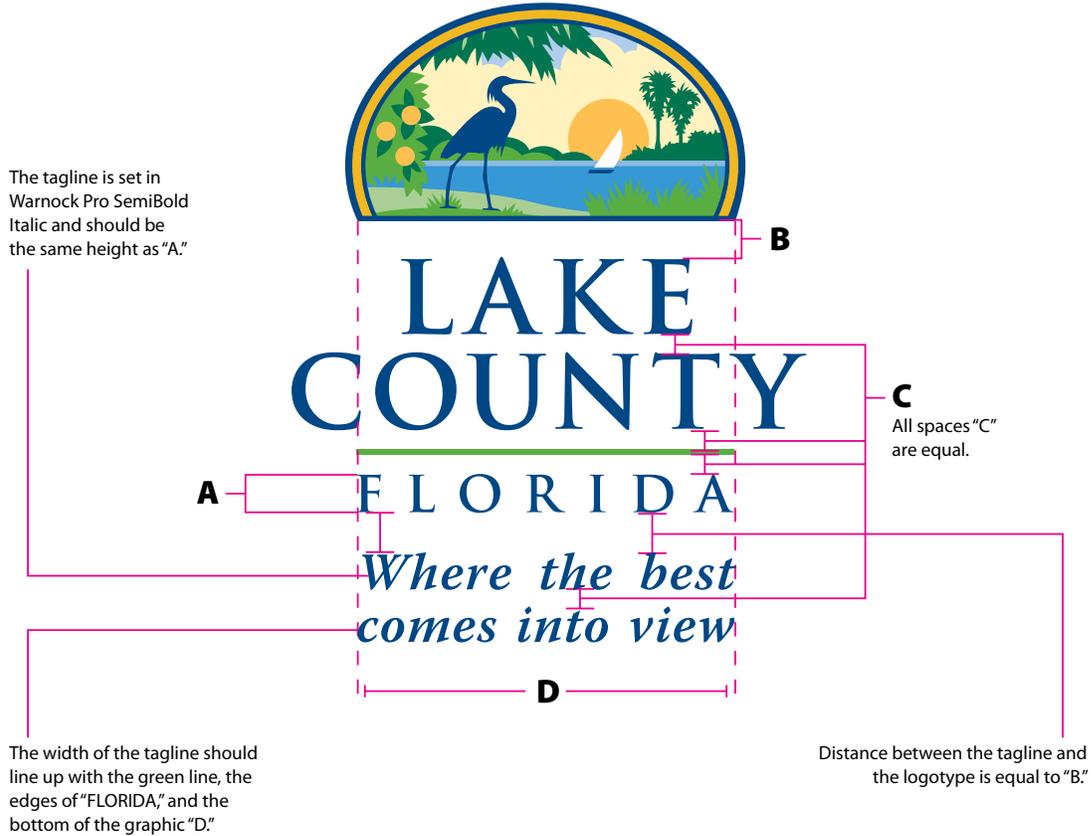


Distance between the tagline and the logotype is equal to "B."

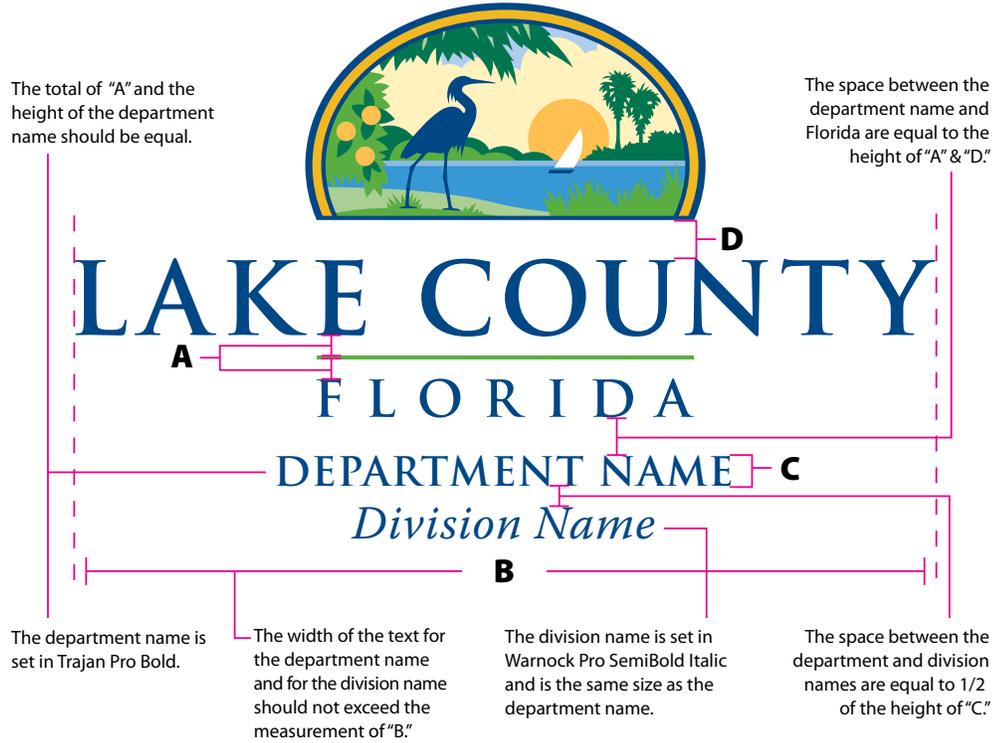
The tagline is set in Warnok Pro Semibold Italic and should be the same height as "A," and tracked to line up with the edge of "LAKE COUNTY."

TECHNICAL SPECIFICATIONS *(continued)*

Vertical logo with tagline only

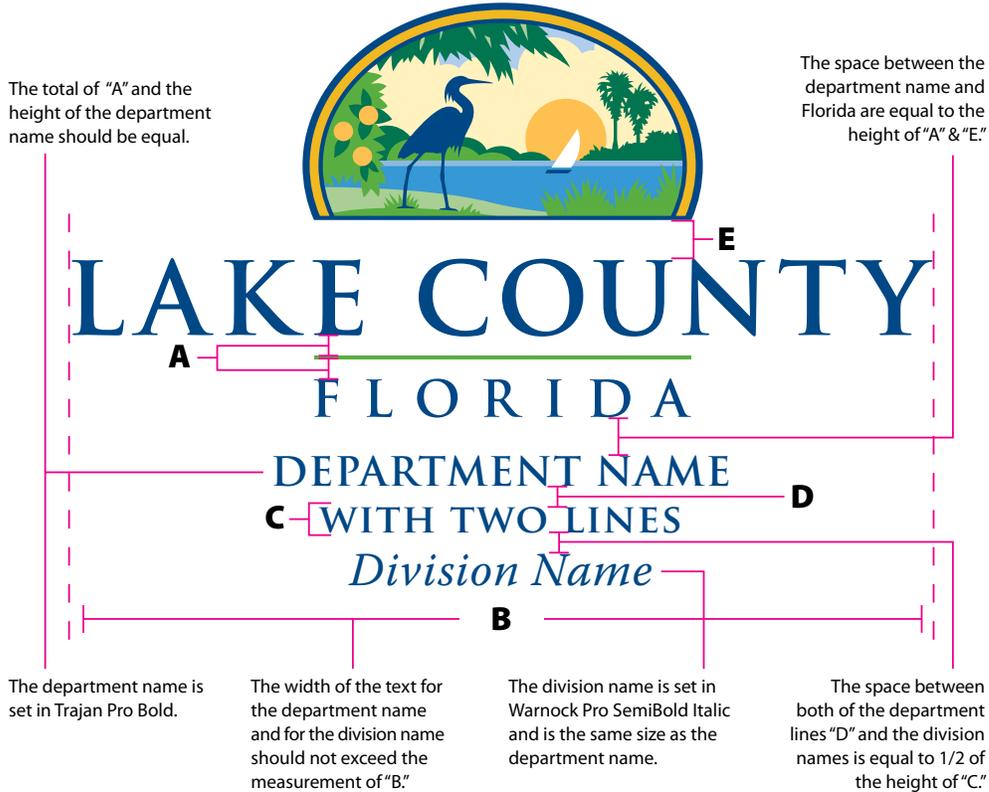


Horizontal Logo with One-line Department and Division Names

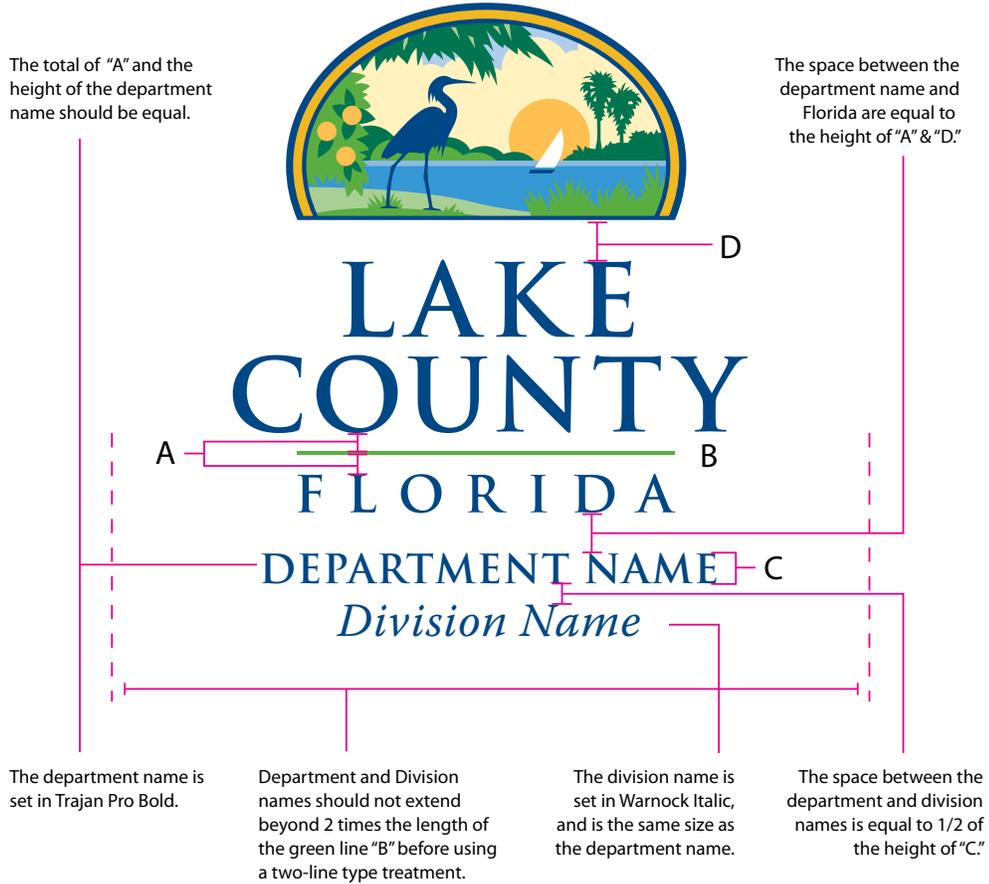


TECHNICAL SPECIFICATIONS *(continued)*

Horizontal Logo with Two-Line Department Name and Division Name

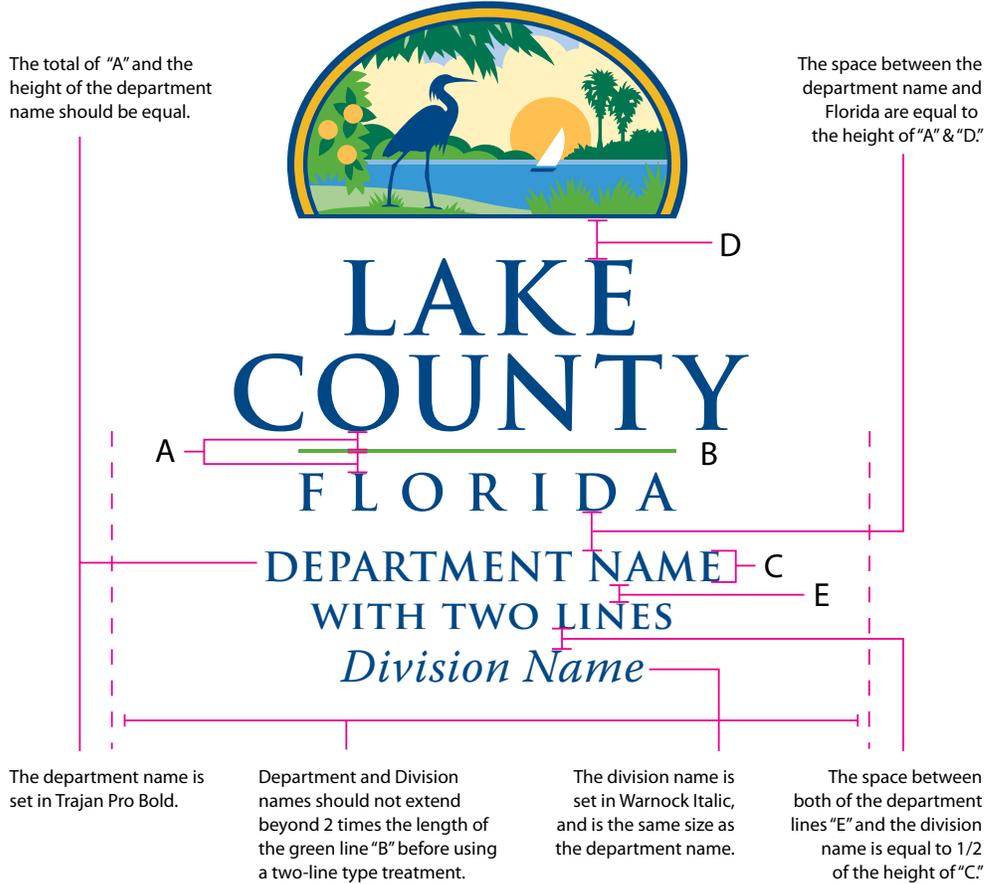


Vertical Logo with One-line Department and Division Names



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 ½" 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/Y100/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/Y0/K0. "Board of County Commissioners" and Web address set in Warnock Pro, Semi-bold Italic, 6.5 pt, using C0/M0/Y0/K0. Bullet is set in 6 pt. Wingdings, using C0/M0/Y0/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 ½" x 2"

COLORS: 1/0 (PMS 280/0)

BLEEDS: Yes



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

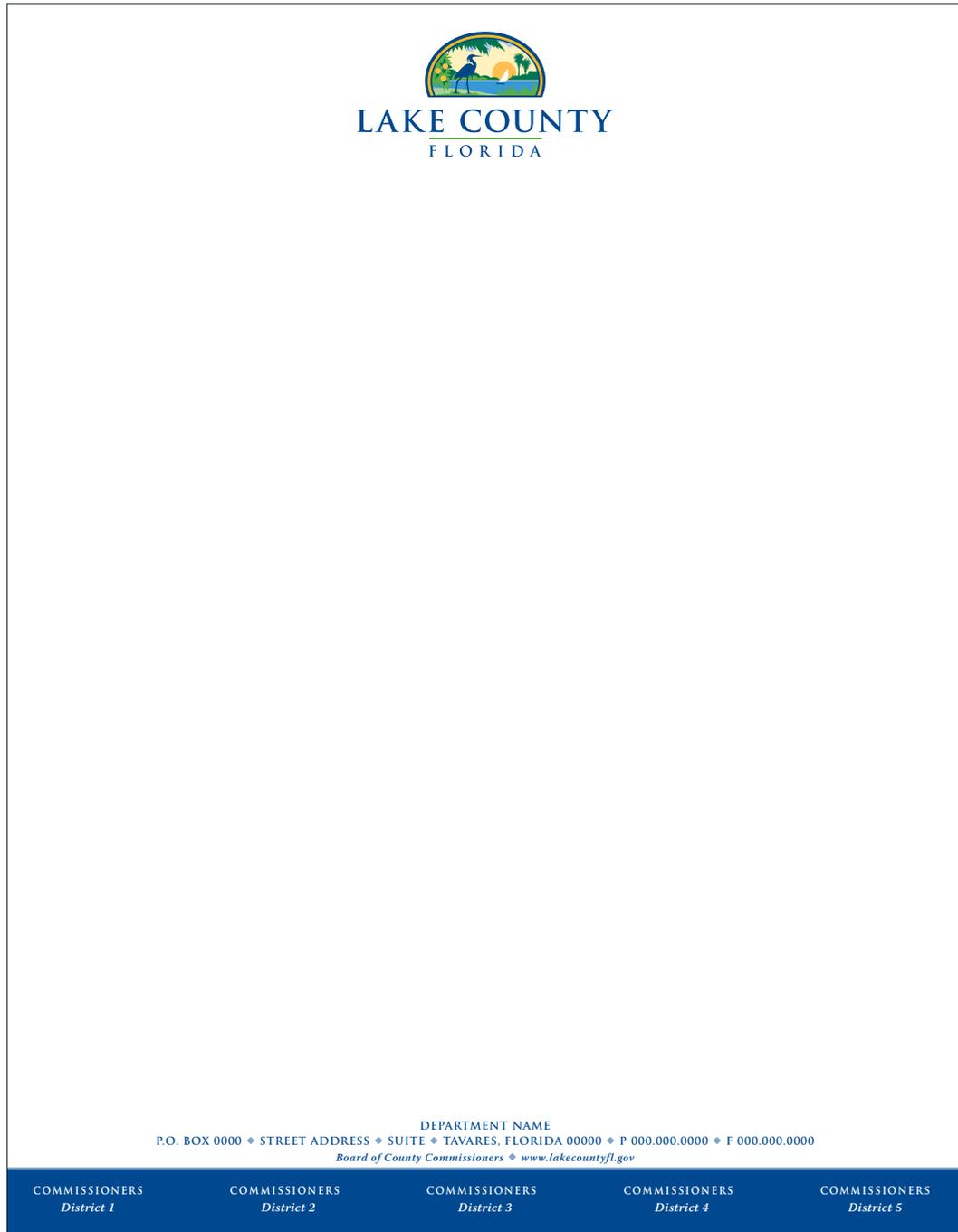
Address information should always be centered, set in Trajan Pro Bold, 6.5 pt., All Caps, using C0/M0/Y0/K0. "Board of County Commissioners" and Web address set in Warnock Pro, Semi-bold Italic, 6.5 pt, using C0/M0/Y0/K0. Bullet is set in 6 pt. Wingdings, using C0/M0/Y0/K0.

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

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

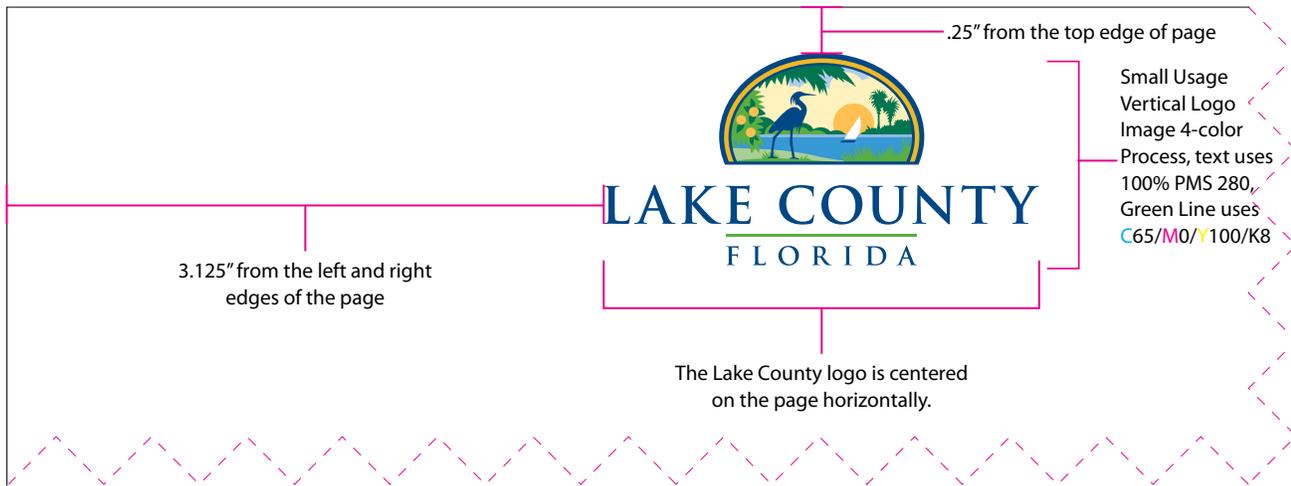
PAPER BRAND: Fox River, Capital Bond, 30% Recycled

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

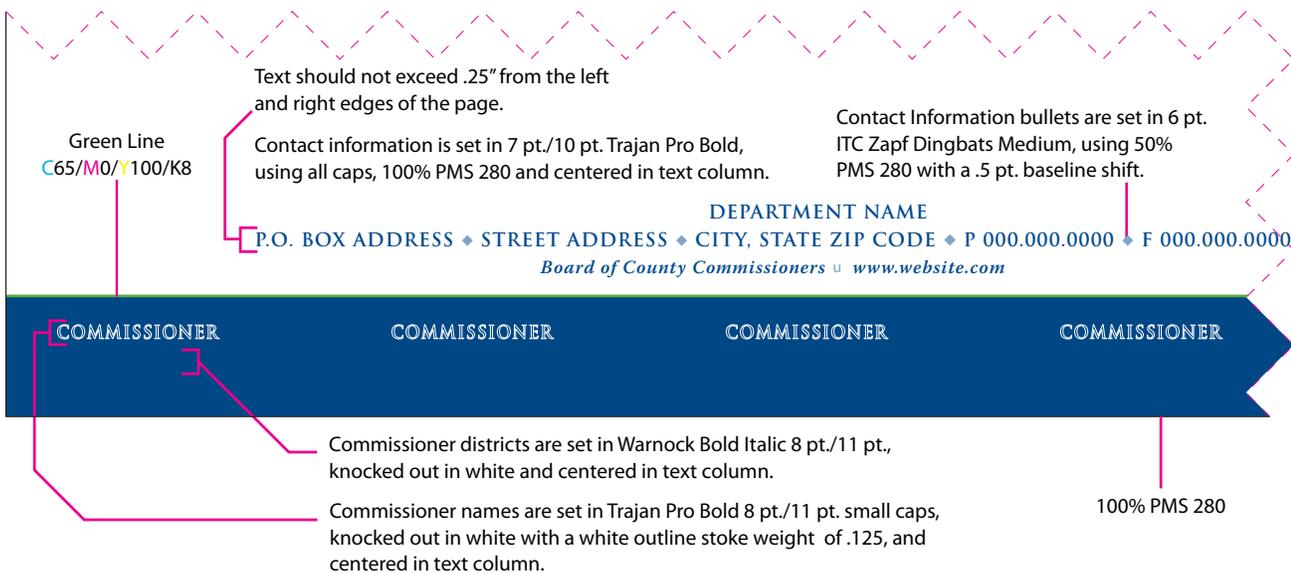
SIZE: 8.5" x 11"

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>

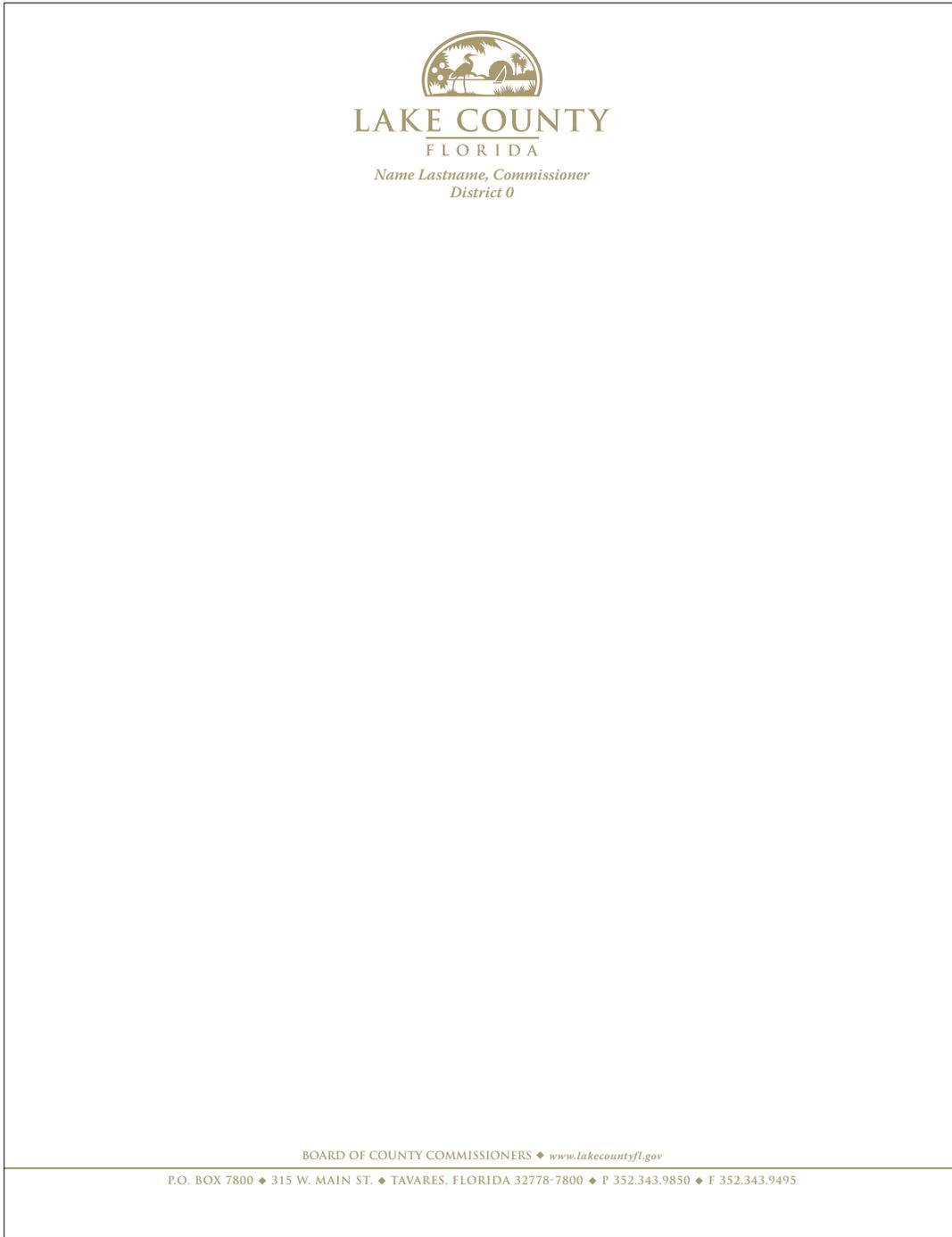
Program-level Letterhead

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)

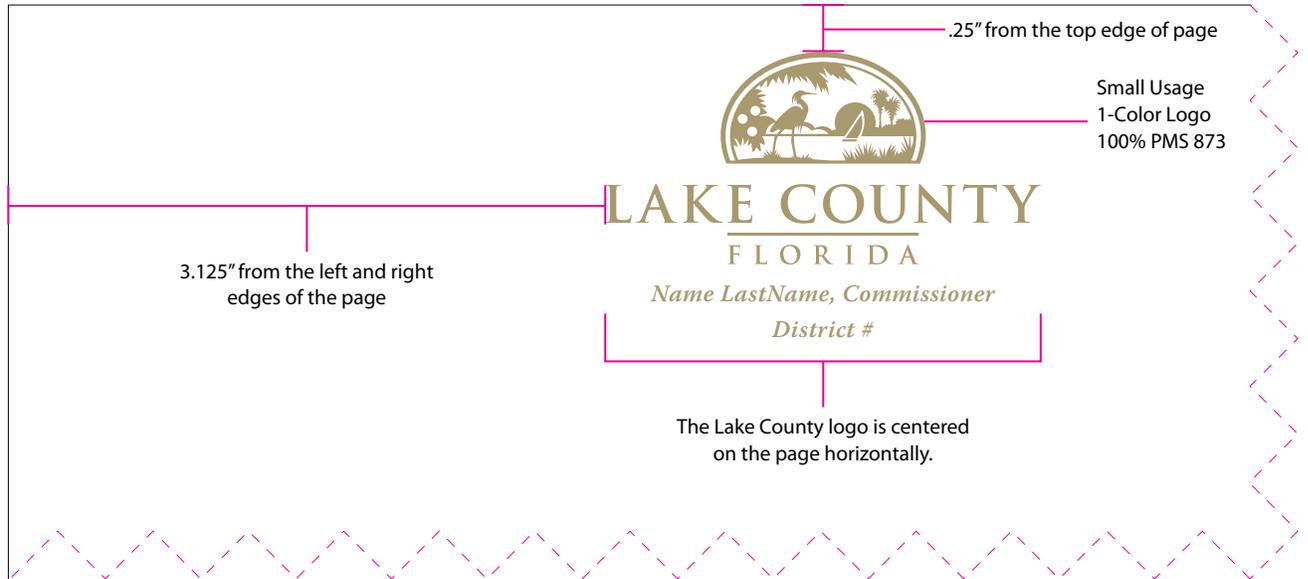
PAPER BRAND: Fox River, Capital Bond, 30% Recycled

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

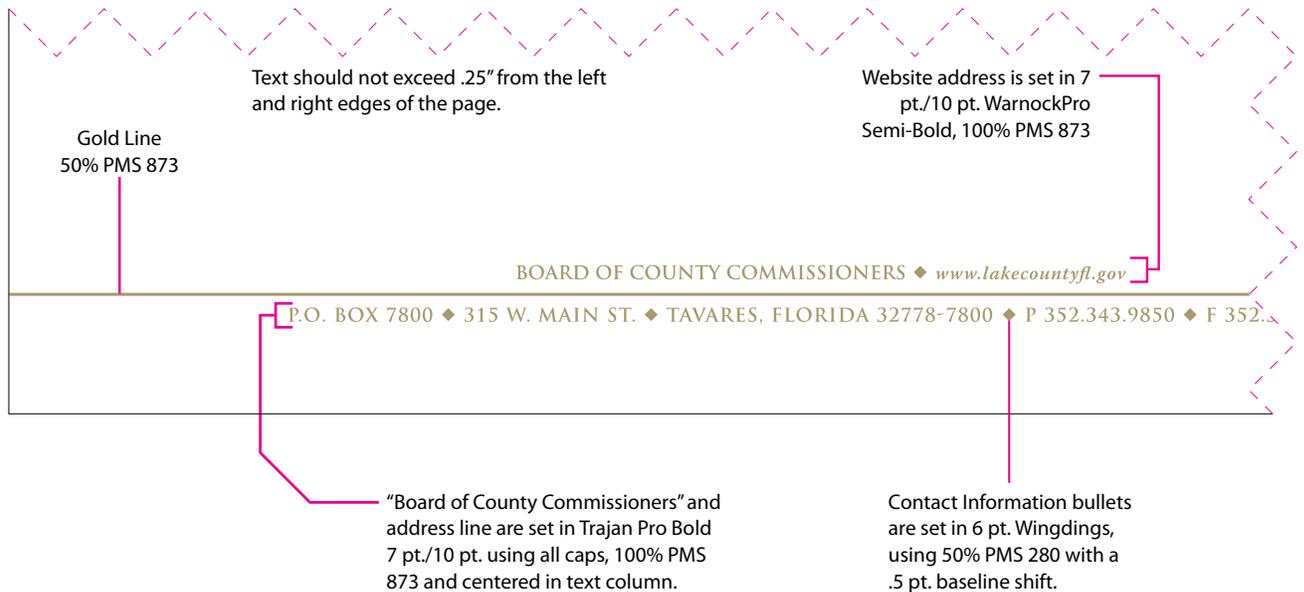
SIZE: 8.5" x 11"

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)



LAKE COUNTY
FLORIDA

*Name LastName, Commissioner
District #*

BOARD OF COUNTY COMMISSIONERS ♦ www.lakecountyfl.gov

P.O. BOX 7800 ♦ 315 W. MAIN ST. ♦ TAVARES, FLORIDA 32778-7800 ♦ P 352.000.0000 ♦ F 352.000.0000

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

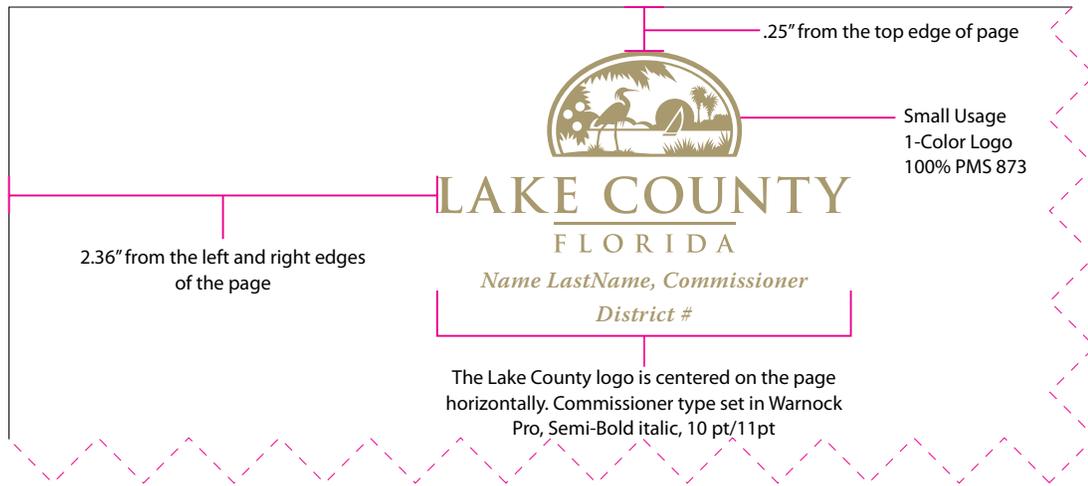
PAPER BRAND: Fox River, Capital Bond, 30% Recycled

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

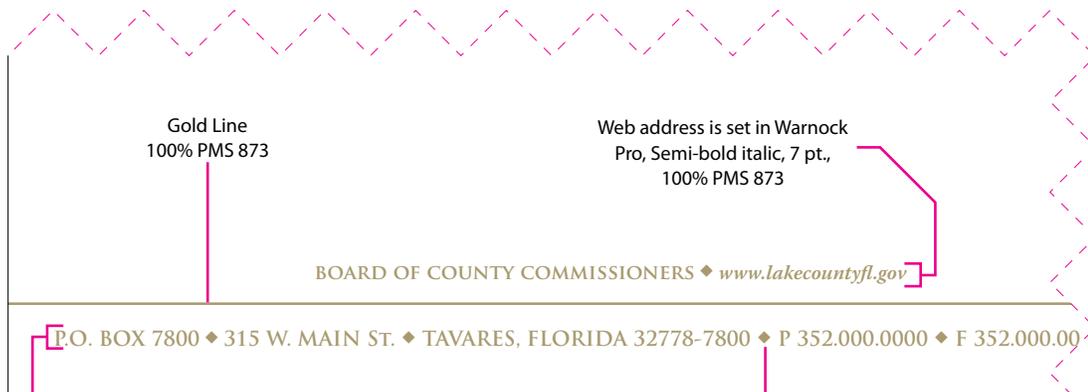
SIZE: 7" x 10"

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.



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

NAME LASTNAME
District 1

NAME LASTNAME
District 2

NAME LASTNAME
District 3

NAME LASTNAME
District 4

NAME LASTNAME
District 5

Print Specifications: Full Color Standard Letterhead (Library System)

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

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

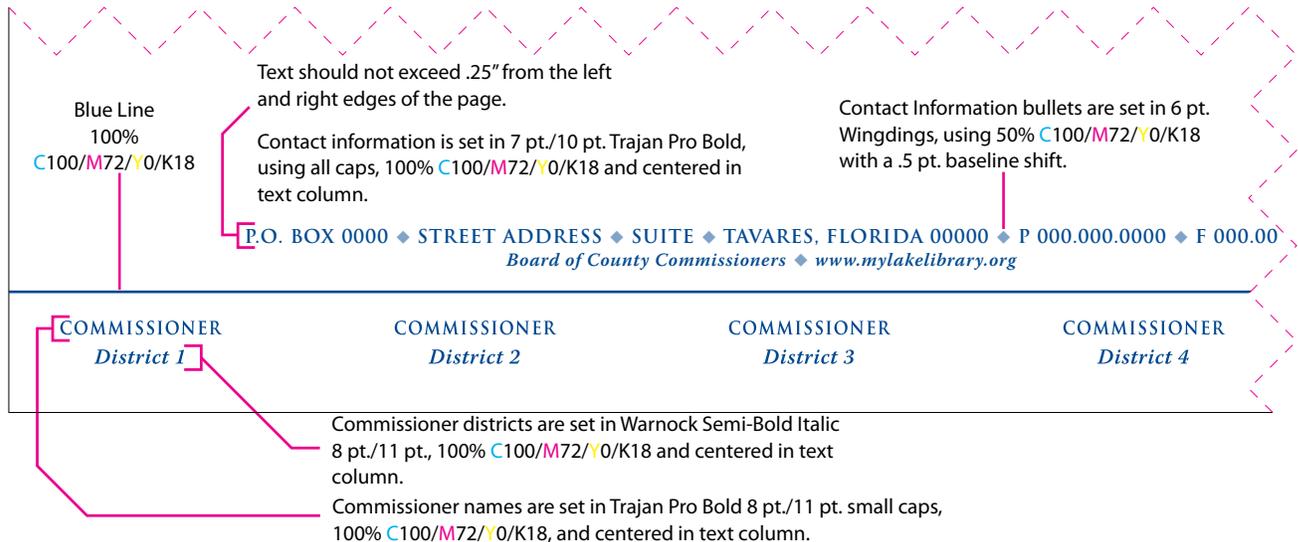
SIZE: 8.5" x 11"

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

BLEEDS: Yes



Standard Library System Letterhead Design — Logo Placement Specifications



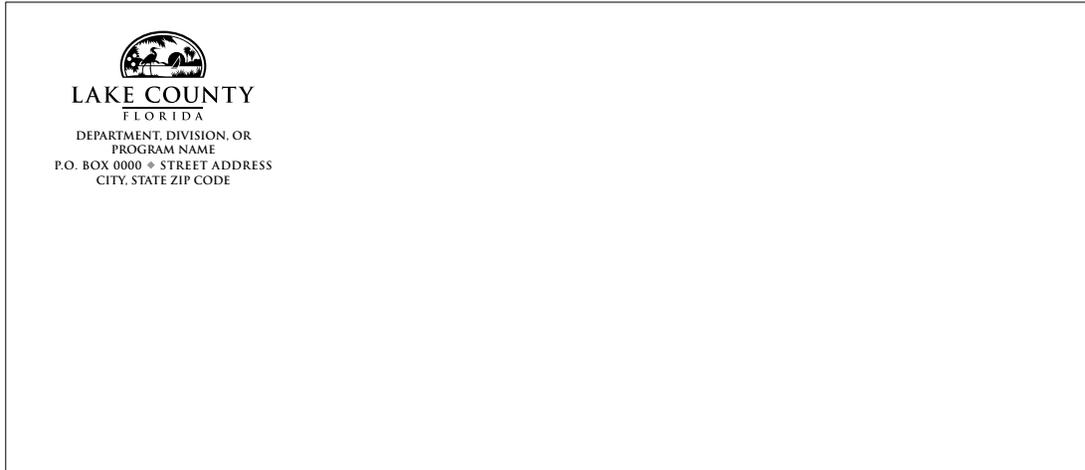
Standard Library System Letterhead Design — Type Treatment

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

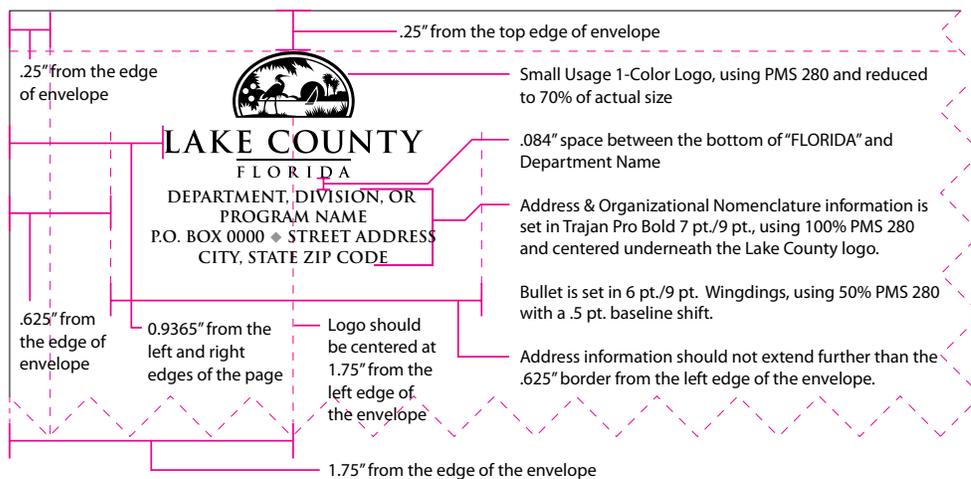
PAPER BRAND: Fox River, Capital Bond, 30% Recycled

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

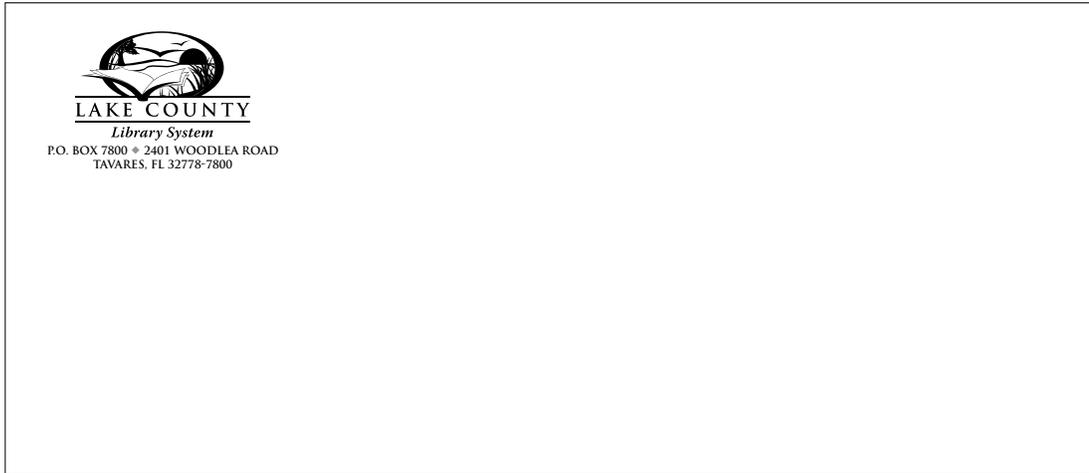
SIZE: 9.5" x 4.125"

COLORS: 1/0 (PMS 280/0)

BLEEDS: No

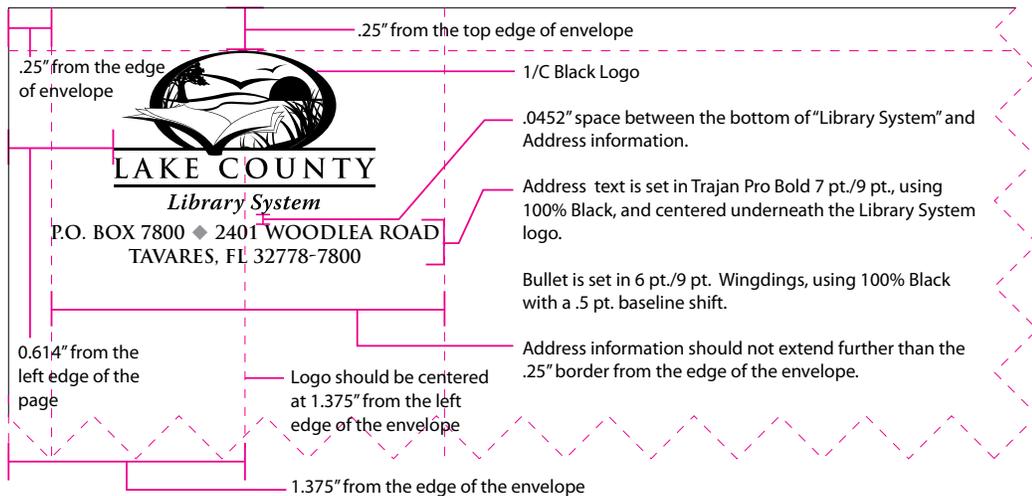


#10 Envelopes, Library Services - 1-color (Black)



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

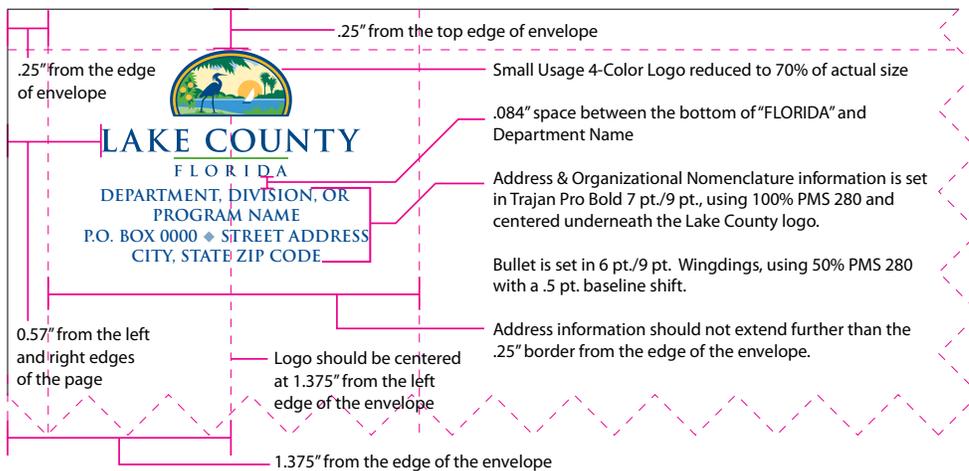
PAPER BRAND: Fox River, Capital Bond, 30% Recycled

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

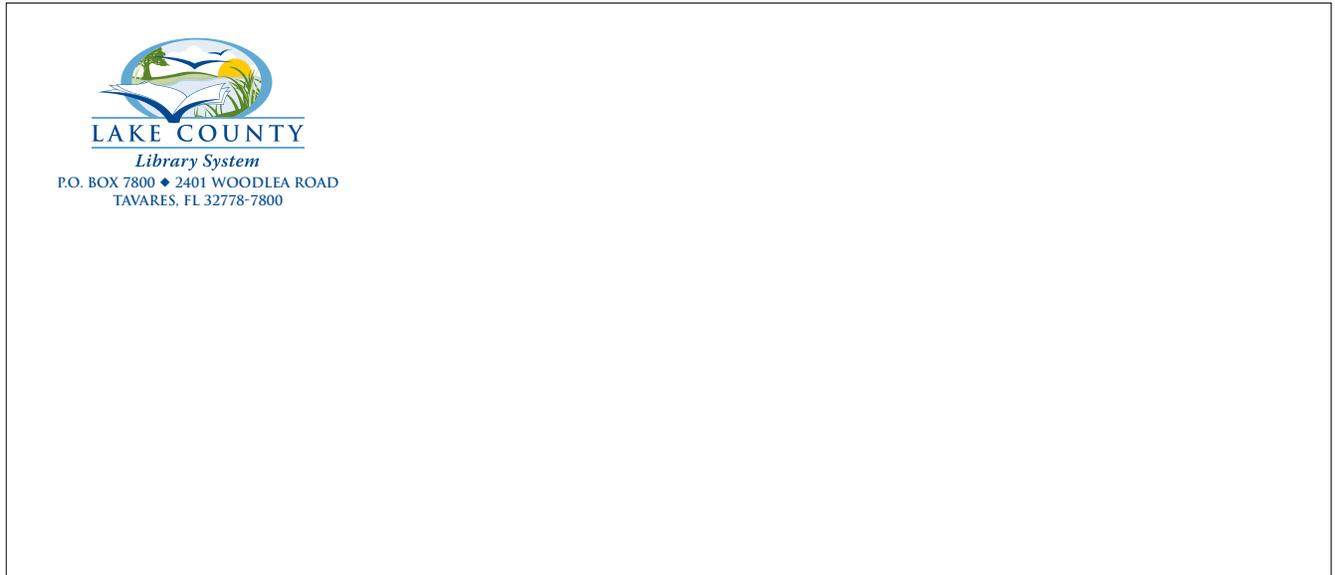
SIZE: 9.5" x 4.125"

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)

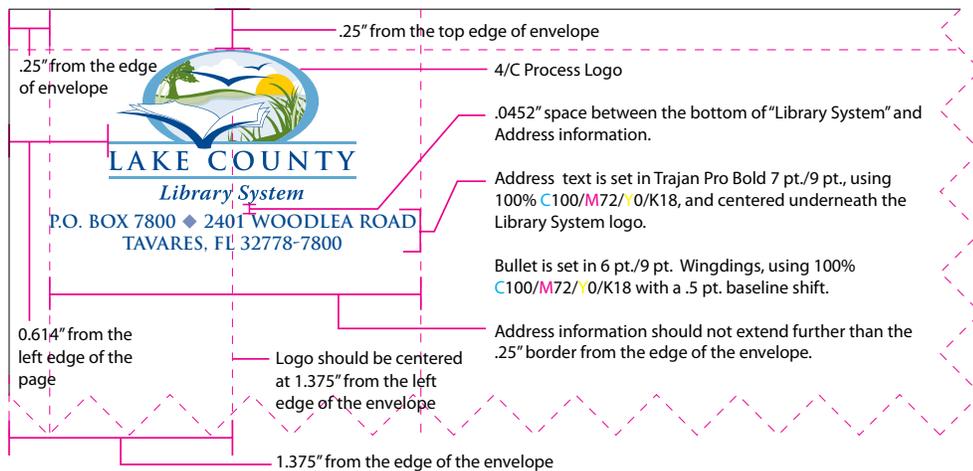
PAPER BRAND: Fox River, Capital Bond, 30% Recycled

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

SIZE: 7.5" x 3.875"

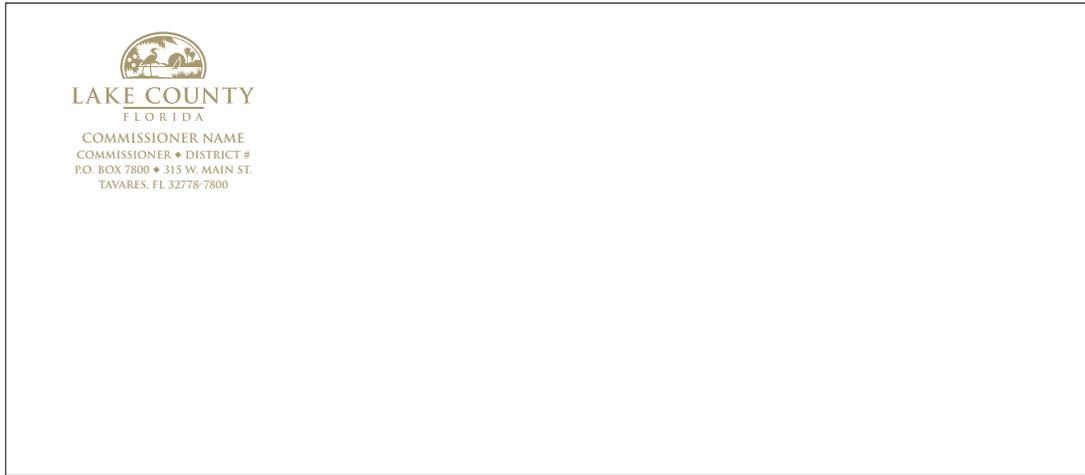
COLORS: 4/0 (4-Color Process/0)

BLEEDS: No

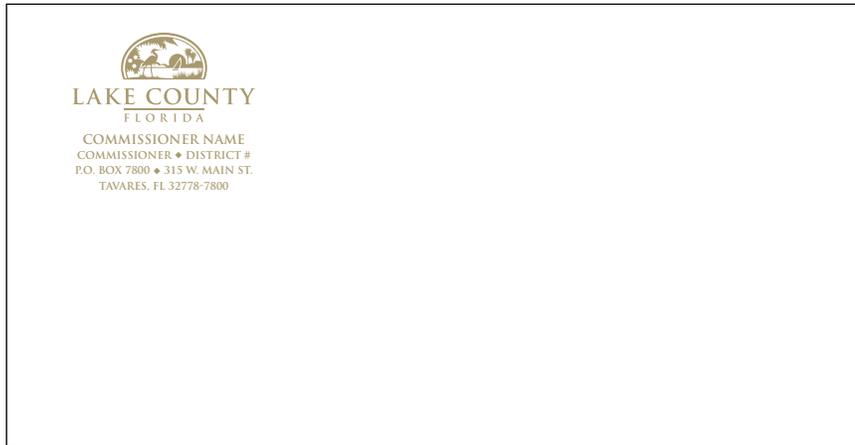


BUSINESS PAPERS *(continued)*

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



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



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

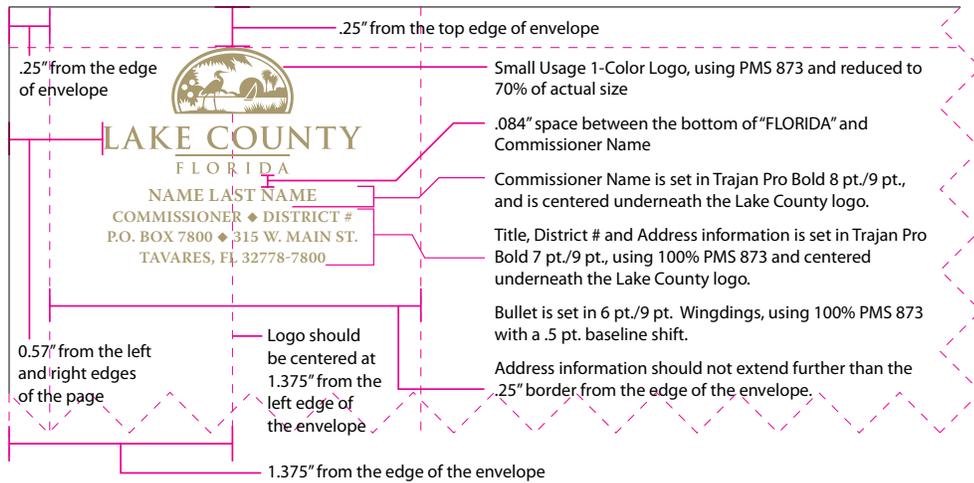
PAPER BRAND: Fox River, Capital Bond, 30% Recycled

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)

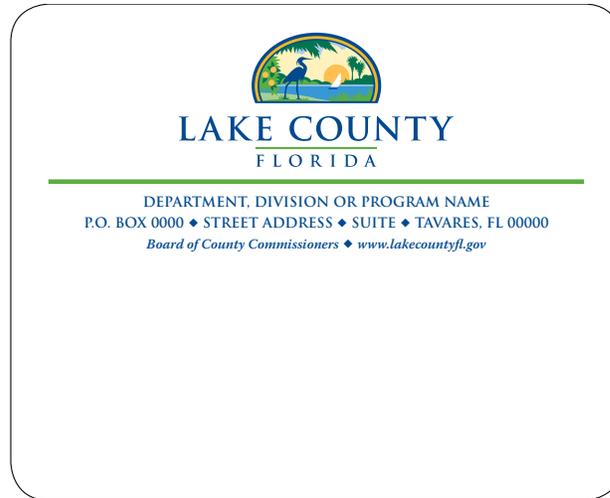
BLEEDS: No



BUSINESS PAPERS *(continued)*

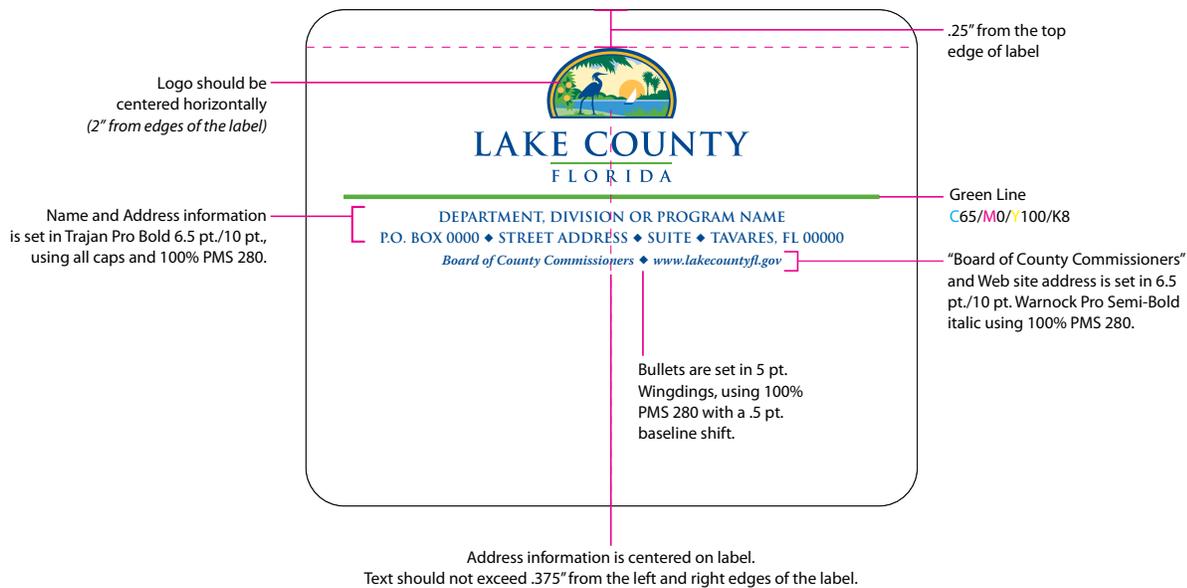
Mailing Labels

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



Example A



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



LAKE COUNTY
FLORIDA
BUILDING SERVICES
123456



LAKE COUNTY
FLORIDA
CODE ENFORCEMENT
123456



LAKE COUNTY
FLORIDA
ANIMAL SERVICES
123456

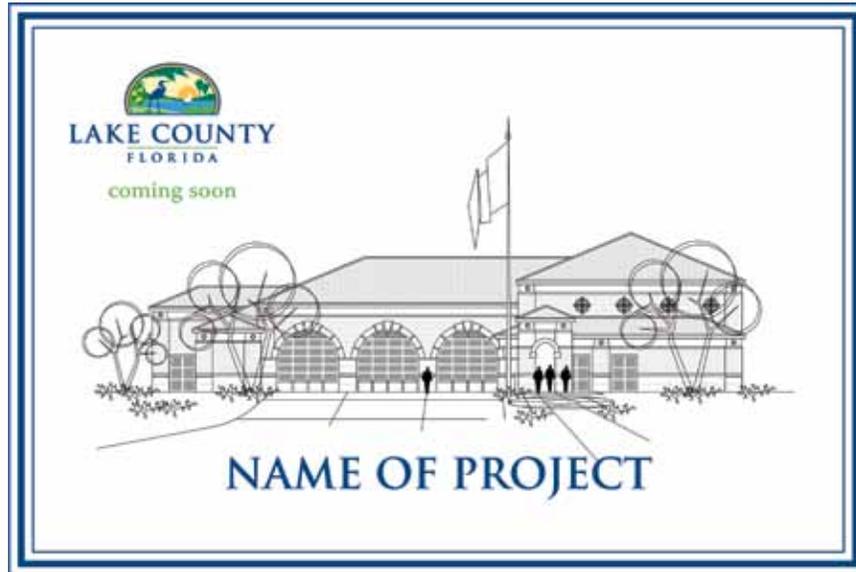


LAKE COUNTY
FLORIDA
AQUATIC PLANT MANAGEMENT
123456

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 graphic identity can be applied to a variety of media and materials, presenting many opportunities to help market Lake County, and the services provided to residents. From uniforms to pens, a multitude of items can contain the County’s logo, and therefore, certain standards must be in place to ensure consistency in its use.

Uniforms

The County logo must be imprinted on all County-issued uniforms. For polo-type uniform shirts, the logo will be placed on the left-hand side, and will have no other markings or lettering to accompany it. Also required, is the employee’s department or division name on the right-hand side of the shirt. Department and division names will be based on the most current organizational chart approved by the Lake County Board of County Commissioners.

Optional items that can be included on uniforms are the first name of the employee on the right side of the shirt, above the department or division name. The name used must be the employee’s official name – no nicknames (i.e. – “Bubba”).

Exceptions to the information stated above must be made by the Communications Department and approved by the County Manager. To order County uniforms, 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

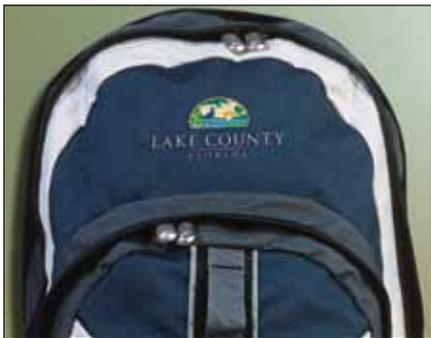
There will be times when the County logo will need to be used by vendors for presentations, or for promotional materials. All vendors must comply with the standards for design, writing, and production set in this document. Because some item imprint areas may be limited, in promotional items only, the 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

Lake County Board of County Commissioners • Information Outreach PAGE 1

Fill out form completely before submitting.
Incomplete forms may result in delays in processing your request and/or missed deadlines.

Please include the following with completed form when submitting an advertisement request:
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.

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> <input type="checkbox"/> ADVERTISEMENT <input type="checkbox"/> EXHIBIT DISPLAY <input type="checkbox"/> EVENT LOGO <input type="checkbox"/> POSTER <input type="checkbox"/> OTHER: <i>(please specify)</i> <input type="checkbox"/> ANNUAL REPORT <input type="checkbox"/> FLYER <input type="checkbox"/> MASTHEADS <input type="checkbox"/> POWERPOINT <input type="checkbox"/> BROCHURE <input type="checkbox"/> FORM <input type="checkbox"/> NEWSLETTER <input type="checkbox"/> RACK CARD <input type="checkbox"/> EVENT PROGRAM <input type="checkbox"/> INVITATION <input type="checkbox"/> POSTCARD <input type="checkbox"/> REPORT COVER																					
REQUESTED FILE FORMAT: <input type="checkbox"/> EPS <i>(vector)</i> <input type="checkbox"/> INDD <input type="checkbox"/> PDF <input type="checkbox"/> PSD <input type="checkbox"/> OTHER: <i>(please specify)</i> <input type="checkbox"/> GIF <input type="checkbox"/> JPG <input type="checkbox"/> PPT <input type="checkbox"/> TIFF																					
WORK REQUESTED: <input type="radio"/> NEW PROJECT <input type="radio"/> OTHER: <i>(please specify)</i> <input type="radio"/> REVISE EXISTING PROJECT <input type="radio"/> CREATE PDF OF PROJECT																					
DESIGN SPECIFICATIONS: <i>(circle applicable item)</i> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">FINAL SIZE:</td> <td><input type="radio"/> 8.5" x 11"</td> <td style="width: 25%;">BLEED DETAILS:</td> <td><input type="radio"/> BLEEDS <input type="radio"/> NO BLEEDS</td> </tr> <tr> <td><input type="radio"/> 4" x 6"</td> <td><input type="radio"/> 8.5" x 14"</td> <td>PAPER STOCK:</td> <td><input type="radio"/> COATED <input type="radio"/> UNCOATED</td> </tr> <tr> <td><input type="radio"/> 5.5" x 8.5"</td> <td><input type="radio"/> 11" x 17"</td> <td>ARTWORK PROVIDED:</td> <td><input type="radio"/> YES <input type="radio"/> NO</td> </tr> <tr> <td><input type="radio"/> OTHER: <i>(please specify)</i></td> <td></td> <td>IMAGES PROVIDED:</td> <td><input type="radio"/> YES <input type="radio"/> NO</td> </tr> <tr> <td>COLOR INFORMATION:</td> <td><input type="radio"/> FULL COLOR <input type="radio"/> BLACK & WHITE</td> <td><input type="radio"/> ONE COLOR <input type="radio"/> TWO COLOR</td> <td></td> </tr> </table>	FINAL SIZE:	<input type="radio"/> 8.5" x 11"	BLEED DETAILS:	<input type="radio"/> BLEEDS <input type="radio"/> NO BLEEDS	<input type="radio"/> 4" x 6"	<input type="radio"/> 8.5" x 14"	PAPER STOCK:	<input type="radio"/> COATED <input type="radio"/> UNCOATED	<input type="radio"/> 5.5" x 8.5"	<input type="radio"/> 11" x 17"	ARTWORK PROVIDED:	<input type="radio"/> YES <input type="radio"/> NO	<input type="radio"/> OTHER: <i>(please specify)</i>		IMAGES PROVIDED:	<input type="radio"/> YES <input type="radio"/> NO	COLOR INFORMATION:	<input type="radio"/> FULL COLOR <input type="radio"/> BLACK & WHITE	<input type="radio"/> ONE COLOR <input type="radio"/> TWO COLOR		
FINAL SIZE:	<input type="radio"/> 8.5" x 11"	BLEED DETAILS:	<input type="radio"/> BLEEDS <input type="radio"/> NO BLEEDS																		
<input type="radio"/> 4" x 6"	<input type="radio"/> 8.5" x 14"	PAPER STOCK:	<input type="radio"/> COATED <input type="radio"/> UNCOATED																		
<input type="radio"/> 5.5" x 8.5"	<input type="radio"/> 11" x 17"	ARTWORK PROVIDED:	<input type="radio"/> YES <input type="radio"/> NO																		
<input type="radio"/> OTHER: <i>(please specify)</i>		IMAGES PROVIDED:	<input type="radio"/> YES <input type="radio"/> NO																		
COLOR INFORMATION:	<input type="radio"/> FULL COLOR <input type="radio"/> BLACK & WHITE	<input type="radio"/> ONE COLOR <input type="radio"/> TWO COLOR																			

(continued on back)



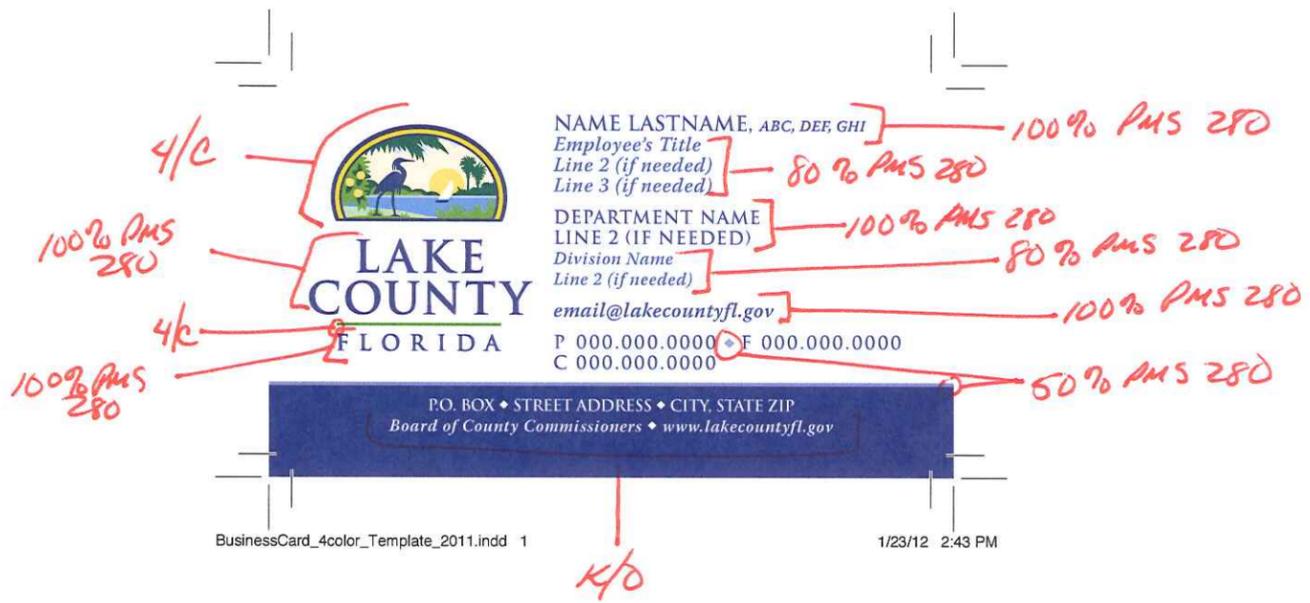
LAKE COUNTY
FLORIDA

LAKE COUNTY BOARD OF COUNTY COMMISSIONERS

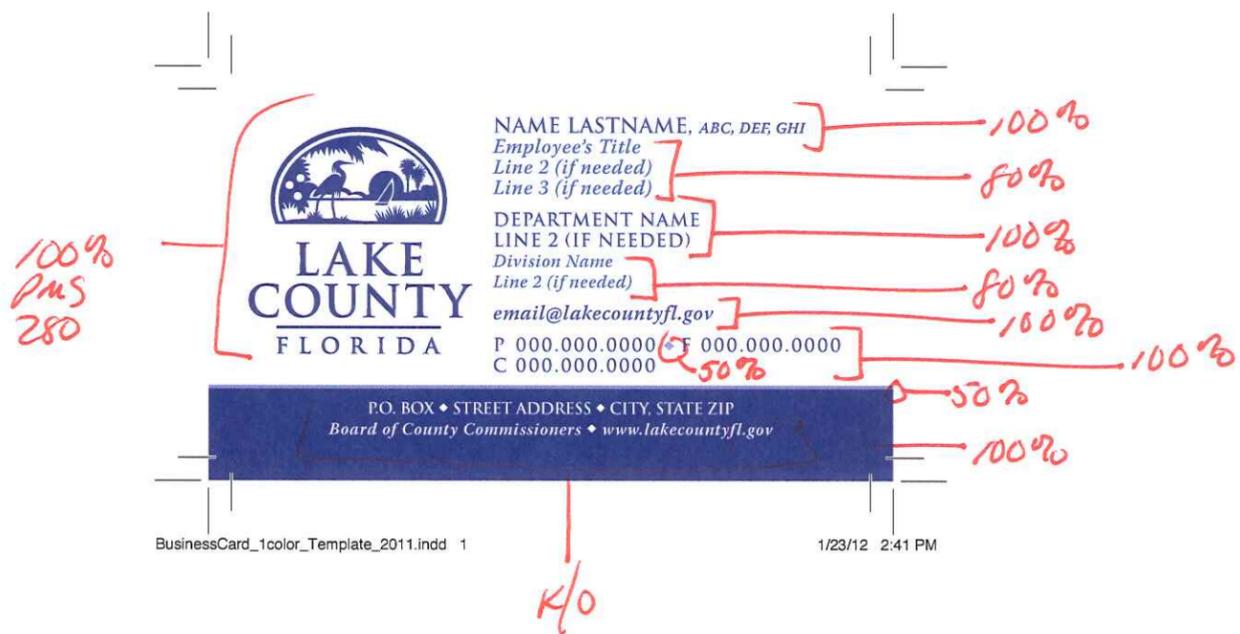
315 W. Main St., Tavares, Florida 32778 • www.lakecountyfl.gov

V/4-09/2013

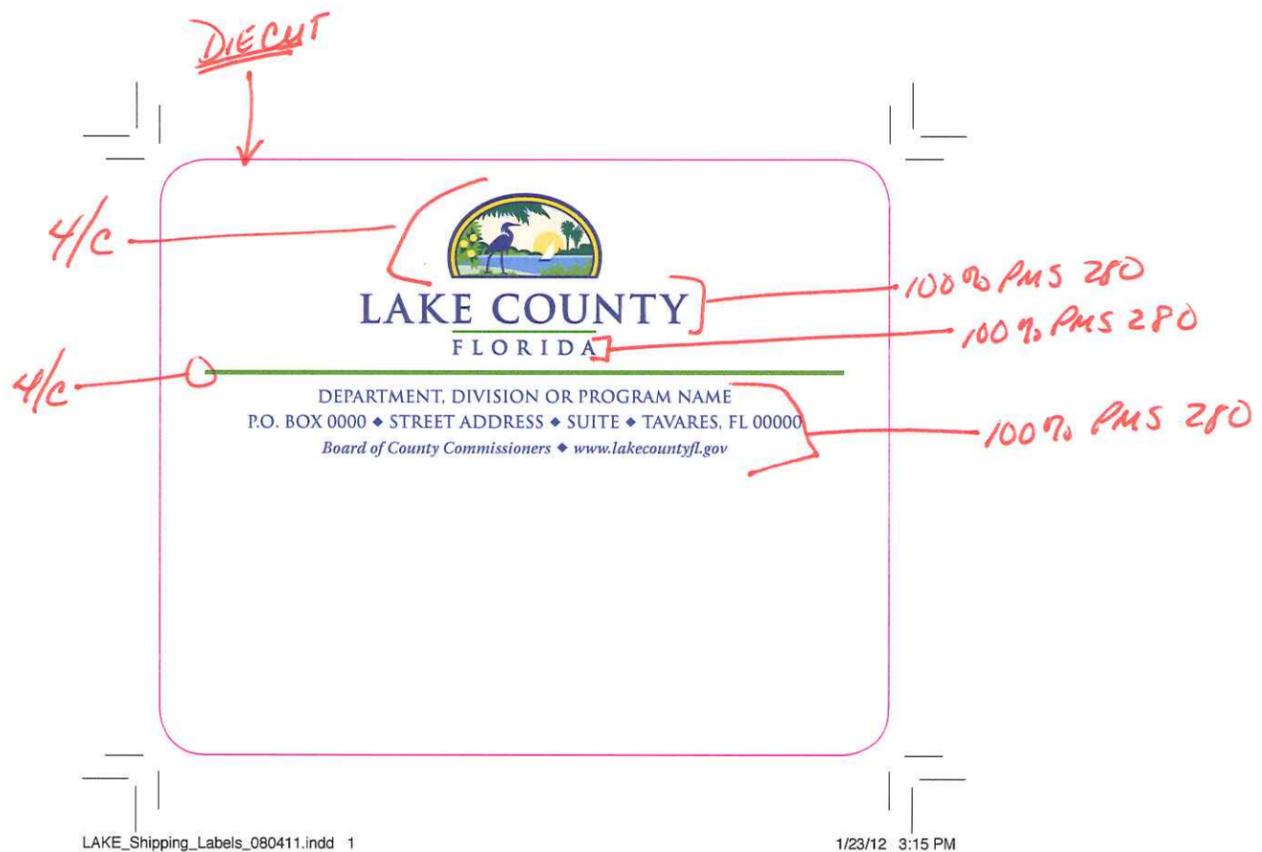
Business Cards (Full Color)



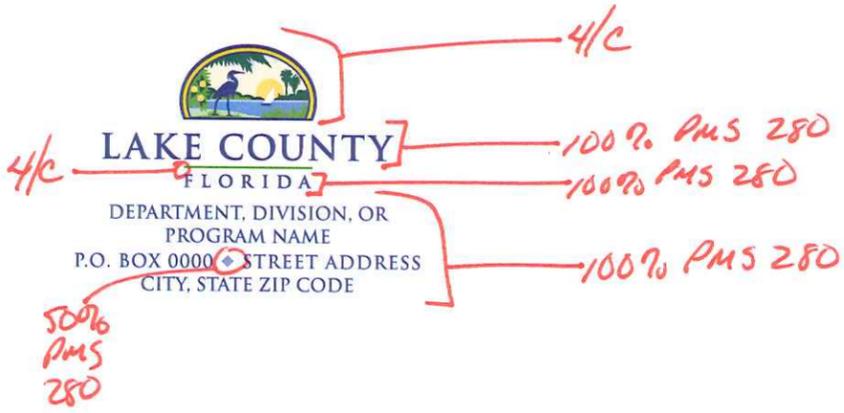
Business Cards (One-Color)



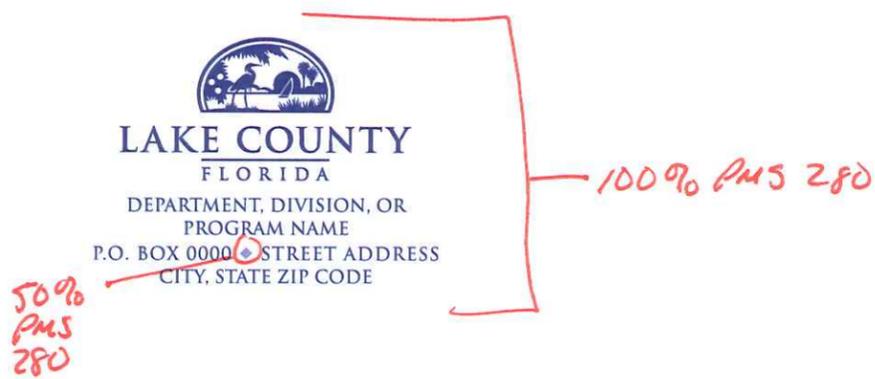
Mailing Labels



Number 10 envelopes (Full color)
[regular and with window]



Number 10 envelopes (One-color)
[regular and with window]



Number 10 envelopes (Executive)



LAKE COUNTY
FLORIDA
COMMISSIONER NAME
COMMISSIONER ♦ DISTRICT #
P.O. BOX 7800 ♦ 315 W. MAIN ST.
TAVARES, FL 32778-7800

100% PMS 873

Monarch envelopes



LAKE COUNTY
FLORIDA
COMMISSIONER NAME
COMMISSIONER ♦ DISTRICT #
P.O. BOX 7800 ♦ 315 W. MAIN ST.
TAVARES, FL 32778-7800

100% PMS 873

Letterhead stationary (Full color)



50% PMS 280

DEPARTMENT NAME
P.O. BOX 0000 STREET ADDRESS SUITE TAVARES, FLORIDA 00000 P 000.000.0000 F 000.000.0000
Board of County Commissioners www.lakecountyfl.gov

100% PMS 280

50% PMS 280

JENNIFER HILL District 1	SEAN M. PARKS, AICP, QEP District 2	JIMMY CONNER District 3	LESLIE CAMPIONE District 4	WELTON G. CADWELL District 5
-----------------------------	--	----------------------------	-------------------------------	---------------------------------

100% PMS 280

copy: K/U

Letterhead stationary (One-color)



100% PMS 280

P.O. BOX 0000 ♦ STREET ADDRESS ♦ SUITE ♦ TAVARES, FLORIDA 00000 ♦ P 000.000.0000 ♦ F 000.000.0000
Board of County Commissioners ♦ www.lakecountyfl.gov

100% PMS 280

JENNIFER HILL District 1	SEAN M. PARKS, AICP, QEP District 2	JIMMY CONNER District 3	LESLIE CAMPIONE District 4	WELTON G. CADWELL District 5
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100% PMS 280

50% PMS 280

copy: 1/0

Letterhead stationary (Executive)



100% PMS 873

BOARD OF COUNTY COMMISSIONERS ♦ www.lakecountyfl.gov

P.O. BOX 7800 ♦ 315 W. MAIN ST. ♦ TAVARES, FLORIDA 32778-7800 ♦ P 352.343.9850 ♦ F 352.343.9495

100%
PMS
873

Letterhead stationary (Monarch)



100% PMS 873

BOARD OF COUNTY COMMISSIONERS ♦ www.lakecountyfl.gov

P.O. BOX 7800 ♦ 315 W. MAIN ST. ♦ TAVARES, FLORIDA 32778-7800 ♦ P 352.343.9850 ♦ F 352.343.9495

100%
PMS
873