



Request For Proposals For Sumter County

Professional Planning Services to Develop
a Wayfinding Signage Master Plan

RFP # 003-0-2012/AT



Creative Impressions has developed a unique ability to successfully communicate the conceptual interests of our clients into highly praised products. From design to installation, we look for every opportunity to continue our growth as a leader in the signage industry. Drawing on a multitude of experience, commitment to our clients, creative use of materials, and attention to detail; we eagerly seek out new challenges. These principles have been the basis of our success, and we look forward to continuing this success with Sumter County.

As a county way-finding project, there will be inherent difficulties, not limited to; correspondence with local and state agencies, successfully incorporating all design features into a quality product that will draw positive attention to the county's highlighted amenities. Creative Impressions will be determined to provide the highest level of service throughout the projects various stages. As owner of Creative Impressions, I will have a regular and active participation in this project. In addition, Brian Smay, our principle Artistic Director, and Steven Welch, will be assigned to the day to day communication and coordination of the project.

We look forward to frequent visits, agenda/progress meetings and correspondences with the county, that will receive our fervent attention. In-house production meetings will be held weekly to insure that we remain on schedule. It will be our determination to create an open line of communication.

As both a design firm and fabricator, we have real-life experience with designing aesthetically appealing signage that can be realistically constructed. It also gives us the ability to keep the overall budget of the project consistent with our clients needs.

We are confident that our resources, experience, and determination will result in a successful signage way-finding master plan for Sumter County. We will commit all of the necessary resources to ensure all of your signage needs are abundantly cared for.

David Weisser
Creative Impressions



When planning the design of a project, facility or community, two of the most important elements to be considered are FORM and FUNCTION. Few other elements included in any undertaking bring these elements together more visibly than signage.

Architectural signage serves a fundamental role in shaping a workplace or environment achieving the function and aesthetic needs of today's fast-paced lifestyle. Signage is communication, it is the written language that should effectively cross the verbal and /or sightless language barrier. Pictograms, symbols, tactile and braille graphics composed in a way that informs, directs and identifies while not eroding the aesthetic theme.

This is best achieved when all the elements that make up this effort (form, color, font, symbols, materials) are combined to produce a unique sense of place. For this to be effectively accomplished, signage must both complement and seamlessly integrate into the environment, while at the same time be functionally designed for change and expansion.

CREATIVE IMPRESSIONS is up to that challenge. With almost 30 years experience in the sign industry we have established a reputation for innovative and reliable sign design and fabrication.

We provide a comprehensive and cost effective approach to your project. With a hands-on philosophy towards the design of your signage, we confidently provide fabricators with reliable plans resulting in the desired product.

We offer the following services:

- Design consultation
- Complete sign and graphic design
- Sign fabrication
- Oversight of all production and installation

We look forward to being of service.



Company Profile

Name: Creative Impressions
Home Office: Norcross, Georgia
Owner: David Weisser
Years Incorporated: Since 1991

Medical Facilities:

Northside Hospital Tower Interior, Exterior & Parking Deck- Atlanta, GA
Alpharetta Pediatrics Center Interior & Exterior - Atlanta, GA
St. Lukes Cypress Woods Interior & Exterior - Houston ,TX

Educational and Commercial Facilities:

University of Louisville Campus Way-Finding - Louisville, KY
Town of Bluffton, Historical District Way-Finding - Bluffton, SC
Gordon College Campus Way-Finding - Barnesville, GA
Gordon College Dormitory Additions Interior & Exterior - Barnesville , GA
West Georgia University Campus Way-Finding - Douglasville, GA
Crystal River, City Way Finding Project -Atlanta, GA
Shaw Industries Industrial Campus Way-Finding - Dalton, GA
Macon State College Interior - Macon, GA
Pinnacle Office Bldg & Parking Deck - Atlanta, GA
Two Live Oak Office & Parking Deck - Atlanta, GA
Mirant Trading Center Office Bldg. & Parking Deck - Atlanta, GA

Apartment Projects:

The Seasons at Texas State - San Marcos, TX
Hill Street Lofts - Atlanta, GA
Oxford Ridge - Jonesboro, GA
Oxford Summit - Cumming, GA
Oxford Walk - Tampa, FL
Oxford Gateway -West Chester, PA
Alta Lofts - Houston,TX
Alta Crescent - Greer, SC
Alta Verde - Raliegh, NC
Post Peachtree - Atlanta, GA
Post Paseo - Pasedena, CA
Alta Bay Apt. - Duram, NC
Post Addison Circle - Houston TX
North 38 - Durham, NC
Alta Oakridge - Richmond, VA
Lafayette Estates - Lafayette, LA
Perimeter Station - Charlotte, NC

Hotel, Restaurants & Sports Venues:

Von Braun Center - Interior Arena Way-Finding - Huntsville, AL
The Mansion on Peachtree - Exterior and Interior - Atlanta, GA
Craft Restaurant- Exterior and Interior - Atlanta, GA
Turner Stadium Coke Field - Painted Graphics -Atlanta, Ga.
1996 Olympic Stadium - Painted Graphics -Atlanta, Ga.
1996 Olympic Venues (Nike, Coke) - Painted Graphics - Atlanta, GA
Four Seasons Hotel and Lumiere Casino Resort - Specialty Interior Way-Finding System - St. Louis, MO



Company Profile

Principle Staff

Owner/ Director of Sales and Marketing: David Weisser David@ci-signs.com

David Weisser is the new owner of Creative Impressions with 20+ year of management experience in a Fortune 100 company. David's leadership experience is helping to grow and expand Creative Impressions into challenging new roles in the signage and way finding industry. His positive and engaging management style has enabled the quick development of a capable, creativity, and knowledgeable team. The depth of experience on the Creative Impressions team is leading to faster solutions to challenging problems. David's results orientated approach to project management and a proven history of on-time delivery is helping to exceed customer's expectations on every new project. His sales and marketing leadership is helping to push Creative Impressions into new areas of creativity and expansion.

Creative Director and Lead Project Manager: Brian N. Smay Brian@ci-signs.com

Atlanta College of Art alumnus with 30+ years of architectural signage design and fabricating experience. Original founder of Creative Impressions and principle artistic director. Brian has brought innovation and creativity to the signage industry by combing complex design themes together with simplistic fabrication methods.

Sales and Project Management: Steven Welch Steven@ci-signs.com

10 Years of experience in sales, including 5 years in the design and fabrication of architectural signage. Steven has adopted a unique balance of creativity and resourcefulness that has proved to build solid relationships between Creative Impressions and their clients. His energetic and dedicated approach has served Creative Impressions and their clients equally well.

Marketing/Design/Production: Kevin Dean (Kevin@ci-signs.com) & Michael Corchran (Michael@ci-signs.com)

With over a combined 15 years of experience these two gentlemen are the glue that keep Creative Impressions moving forward. Through their experience in various technologies and machineries they keep Creative Impressions at the cutting edge of the signage industry, and are able to communicate design into functioning products. Their hard work and dedication to details keep Creative Impressions clients satisfied.



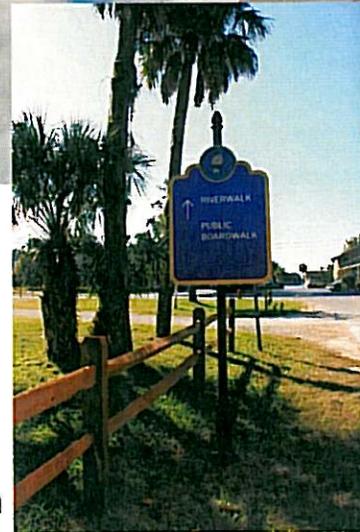
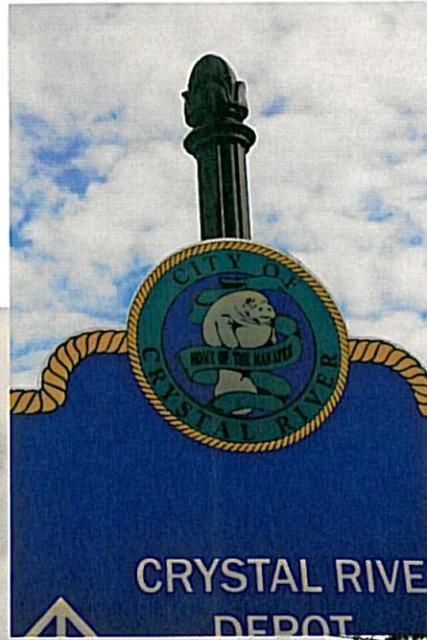
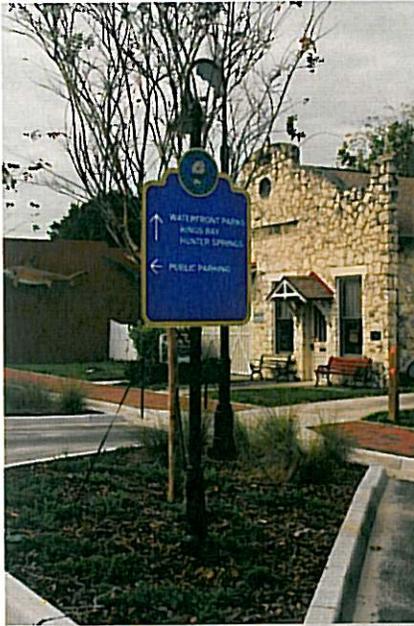
Our approach to this project will remain consistent with our past formula for success. We will begin with a hands on, in-depth, research of Sumter County. Research will consist of an evaluation of the main attractions/features of the county, current architectural design aspects that will be incorporated into the signage, traffic analysis to determine most traveled roads, inventory of all current signage and locations, principle locations for monument/gateway signs, and all other research needed to complete a comprehensive design. We will analyze the roadways, points of entry, and destinations most frequented by tourist. Our project manager will spend considerable time in Sumter County, familiarizing himself with the particulars of the area. This will help to create a composite design that will satisfy the county board, citizens, and visitors alike.

Our design will focus on a balance of functional and creative elements that will both attract and blend with the surroundings. We will be focused on all Federal/State/County guidelines for roadway/ highway signage to ensure compliance. We will develop 3 design charrettes for the counties review. The designs will be tiered according to the counties proposed budget for phase II (implementation), each with an estimated fabrication cost analysis.

As a design firm and fabricator, we have the ability to integrate desired design features with realistic production techniques. Our conceptual designs will ensure clear communication to any fabricator that will be contracted to implement phase II.

We are prepared to allocate all of the necessary resources to accommodate the deliverables stated within the RFP. We have recently completed projects nearby in Crystal River and Tampa, and have enjoyed working in the area. It would be our pleasure to partner with Sumter county on this project. Our proposed cost for the Sumter County Wayfinding Signage Master Plan:

\$18,000.00



Historic City Center Wayfinding Project - Crystal River, FL

Project consisted of street names signs, vehicular directionals, and parking directionals. Basis of design was patterned after the cities decorative street lamp poles, which created a cohesive design aspect. Much attention was given to directing visitors to Crystal Rivers historic fixtures, and their unique habitat of Manatees.

Scope of project included:

- 9- Street blade signs
- 11- Large vehicular directional signs
- 2- Small vehicular directional signs
- 3- Parking directional signs



Historic Old Town Wayfinding Project - Bluffton, SC

Project consisted of street names signs, vehicular directionals, and pedestrian kiosks. The intent of the wayfinding plan was to direct visitors to the heart of Bluffton's historic town center, primarily Calhoun St. Vehicular directionals were placed strategically at the town's extremities to draw them to the town, while the pedestrian kiosks were placed at the town's historic locations. All of the street blade signs within the historic district were replaced to match the directionals and kiosk signs.

Scope of project included:

- 48- Street blade signs
- 5- Vehicular directional signs (11 additional Vehicular Directionals pending production)
- 12- Pedestrian kiosk signs



Gordon College Wayfinding Project - Barnesville, GA

Original campus wayfinding project completed by Creative Impressions in 1998. As college expanded and additional signs needed, a new design was released for bid. Upon successful bid we worked once again alongside Richard Vereen (Facilities Director) to create an extensive wayfinding plan that would service the campus for years to come.

Scope of project included:

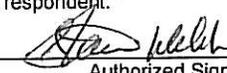
- 4- Campus Gateways
- 6- Vehicular Directionals
- 15- Campus Directories
- 6- Pedestrian Directionals
- 26- Building Identification- Ground Mounted
- 17- Parking Lot Identifications
- Over 700 Interior signs for all campus buildings

**PART 4
PROPOSALS DOCUMENTS**

PROPOSALS COVER PAGE

Name of Firm, Entity or Organization: Weisser Enterprises LLC DBA - Creative Impressions
Federal Employer Identification Number (FEIN): 45-3027819
State of Florida License Number (If Applicable):
Name of Contact Person: Steven Welch
Title: Project Manager
E-Mail Address: Steven@ci-signs.com
Mailing Address: 4708 S. Old Peachtree Rd Suite 500 B
Street Address (if different):
City, State, Zip: Norcross, GA 30071
Telephone: (770) 582-9936 Fax: (678) 421-0932
Organizational Structure – Please Check One: Corporation <input checked="" type="checkbox"/> Partnership <input type="checkbox"/> Proprietorship <input type="checkbox"/> Joint Venture <input type="checkbox"/> Other <input type="checkbox"/>
If Corporation: Date of Incorporation: 1991 State of Incorporation: Georgia
States Registered in as Foreign Corporation:
Authorized Signature: Print Name: Steven Welch Signature:  Title: Project Manager Phone: (770) 582-9936
<i>This document must be completed and returned with your Submittal.</i>

PROPOSER'S CERTIFICATION

Submit To: Sumter County Board of County Commissioners 7375 Powell Road Wildwood, Florida, 34785 Phone 352-689-4400 Fax 352-689-4401		SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS REQUEST FOR PROPOSALS (RFP) CERTIFICATION AND ADDENDA ACKNOWLEDGMENT		
DUE DATE: February 13, 2012		DUE TIME: 2:00 p.m.		RFP # 003-0-2012/AT
TITLE: MISDEMEANOR PROBATION SERVICES				
VENDOR NAME: <i>Creative Impressions</i>		PHONE NUMBER: <i>(770) 542-9936</i>		
VENDOR MAILING ADDRESS: <i>4709 S. Old Peachtree Rd Suite 500B</i>		FAX NUMBER: <i>(678) 421-0932</i>		
CITY/STATE/ZIP: <i>Norcross, GA 30071</i>		E-MAIL ADDRESS: <i>Steven@ci-signs.com</i>		
<p>"I, the undersigned, certify that I have reviewed the addenda listed below (list all addenda received to date). I understand that timely commencement will be considered in award of this RFP and that cancellation of award will be considered if commencement time is not met, and that untimely commencement may be cause for termination of contract. I further certify that the services will meet or exceed the RFP requirements. I, the undersigned, declare that I have carefully examined the RFP, specifications, terms and conditions as applicable for this Request, and that I am thoroughly familiar with all provisions and the quality and type of coverage and services specified. I further declare that I have not divulged, discussed, or compared this RFP with any other Offeror and have not colluded with any Offerors or parties to an RFP whatsoever for any fraudulent purpose."</p>				
<u> </u> Addendum #	<u> </u> Addendum #	<u> </u> Addendum #	<u> </u> Addendum #	<u> </u> Addendum #
<p>"I certify that this quote is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an RFP for the same material, supplies, equipment or services and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this RFP and certify that I am authorized to sign this response and that the offer is in compliance with all requirements of the RFP, including but not limited to certification requirements. In conducting offers with an agency for Sumter County Board of County Commissioners (BOCC), respondent agrees that if this Proposals is accepted, the respondent will convey, sell, assign, or transfer to the Sumter County BOCC all rights, title and interest in and to all causes of action it may now or hereafter acquire under the anti-trust laws of the United States for price fixing relating to the particular commodities or services purchased or acquired by the COUNTY. At the Sumter County BOCC discretion, such assignment shall be made and become effective at the time the purchasing agency renders final payment to the respondent."</p>				
<u>Steven Welch</u> <u>Project Manager</u> Authorized Agent Name, Title (Print)		 Authorized Signature		<u>2-10-12</u> Date
<i>This form must be completed and returned with your Submittal</i>				

PROPOSALS FORM FOR BOARD OF SUMTER COUNTY COMMISSIONERS



Name of Firm Submitting Proposal Creative Impressions

Name of Person Submitting Proposal Steven Welch

PROPOSER ACKNOWLEDGMENT

"The undersigned hereby declares that he/she has informed himself/herself fully in regard to all conditions to the work to be done, and that he/she has examined the RFP and Specifications for the work and comments hereto attached. The Vendor proposes and agrees, if this submission is accepted, to contract with the Board of Sumter County Commissioners, to furnish all necessary materials, equipment, labor and services necessary to complete the work covered by the RFP and Contract Documents for this Project. The Vendor agrees to accept in full compensation for each item the prices named in the schedules incorporated herein."

CONSULTANT'S FEE SCHEDULE MUST BE ATTACHED TO THIS PROPOSAL


Signature

2/10/2012
Date

[] Check if exception(s) or deviation(s) to Specifications. Attach separate sheet(s) detailing reason and type for the exception or deviation.

This document must be completed and returned with your Submittal

STATEMENT OF TERMS AND CONDITIONS

This document must be completed and returned with your Submittal

PUBLIC ENTITY CRIME: 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 Proposals/Bid on a contract to provide any goods or services to a public entity, for the construction or repair of a public building or public work, may not submit Proposals/Bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
INDEMNIFICATION: The Contractor agrees to indemnify and hold harmless Board of Sumter County Commissioners, and their elected officials, employees and volunteers from and against all claims, losses and expenses, including legal costs, arising out of or resulting from, the performance of this contract, provided that any such claims, damage, loss of expenses is attributed to bodily injury, sickness, disease, personal injury or death, or to injury to or destruction of tangible property including the loss or loss of use resulting there from and is caused in whole or in part by any negligent act or omission of the tenant.
PROHIBITION OF LOBBYING: During the black out period which is, the period between the time the submittals for Invitation to Bid or the Request for Proposals, or Qualifications, or information, as applicable, are received at Contracts / Purchasing and the time the Board awards the contract, no proposer, no lobbyist, principal, or other person may lobby, on behalf of a competing party in a particular procurement matter, any member of the Board, or any Board employee other than the Financial Services Manager. Violation of this provision may result in disqualification of violating party. All questions regarding this Request for Proposals (RFP) or Invitation to Bid (IBID) must be submitted in writing to the Board's Financial Services Manager.
ANTI TRUST LAWS: By submission of a signed RFP or BID, the successful Vendor acknowledges compliance with all antitrust laws of the United States and the State of Florida, in order to protect the public from restraint of trade, which illegally increases prices.
CONFLICT OF INTEREST: The award of the contract hereunder is subject to the provisions of Chapter 112 of the Florida Statutes. Vendors shall disclose the name of any Officer, Director, Partner, Associate, or Agent who is also an Officer, Appointee, or Employee of any of the Boards at the time of the RFP or BID, or at the time of occurrence of the Conflict of Interest thereafter.
INTERPRETATION, CLARIFICATIONS AND ADDENDA: No oral interpretations will be made to any vendor as to the meaning of the RFP/IBID Contract Documents. Any inquiry or request for interpretation received by the Financial Services Manager before the date listed herein will be given consideration. All such changes or interpretations will be made in writing in the form of an addendum and, if issued, will be distributed at or after the Pre-Proposals/Pre-Bid Conference, mailed or sent by available or electronic means to all attending prospective Submitters prior to the established RFP/IBID opening date. Each Vendor shall acknowledge receipt of such addenda in the space provided. In case any Proposer/Bidder fails to acknowledge receipt of such addenda or addendum, his offer will nevertheless be construed as though it had been received and acknowledged and the submission of his bid will constitute acknowledgment of the receipt of same. All addenda are a part of the RFP/IBID FORMS and each Proposer/Bidder will be bound by such addenda, whether or not received by him. It is the responsibility of each proposer/bidder to verify that he has received all addenda issued before RFP's/IBID's are opened. In the case of unit price items, the quantities of work to be done and materials to be furnished under this RFP/IBID Contract are to be considered as approximate only and are to be used solely for the comparison of RFP's/IBID's received. The Board and/or his CONSULTANT do not expressly or by implication represent that the actual quantities involved will correspond exactly therewith; nor shall the Vendor plead misunderstanding or deception because of such estimate or quantities of work performed or material furnished in accordance with the Specifications and/or Drawings and other Proposals/Bid Documents, and it is understood that the quantities may be increased or diminished as provided herein without in any way invalidating any of the unit or lump sum prices bid.
GOVERNING LAWS AND REGULATIONS: The vendor is required to be familiar with and shall be responsible for complying with all federal, state and local laws, ordinances, rules and regulations that in any manner affect the work.
PROPRIETARY/CONFIDENTIAL INFORMATION: Vendors are hereby notified that all information submitted as part of, or in support of RFP's/IBID's, will be available for public inspection ten days after opening of the RFP's/IBID's or until a short list is recommended whichever comes first, in compliance with Chapter 119, and 287 of the Florida Statutes. Any person wishing to view the RFP's/IBID's must make an appointment by calling the Financial Services Manager at (352) 793-0200. All RFP's/IBID's submitted in response to this solicitation become the property of the Board. Unless information submitted is proprietary, copy written, trademarked, or patented, the Board reserves the right to utilize any or all information, ideas, conceptions, or portions of any RFP/IBID, in its best interest.
TAXES: The Board of Sumter County Commissioners is exempt from any taxes imposed by the State and/or Federal Government. Exemption certificates will be provided upon request.
NON-COLLUSION DECLARATION: By signing this RFP/IBID, all Vendors shall affirm that they shall not collude, conspire, connive or agree, directly or indirectly, with any other Proposer, firm, or person to submit a collusive or sham Proposals in connection with the work for which their RFP/IBID has been submitted; or to refrain from Bidding in connection with such work; or have in any manner, directly or indirectly, sought by person to fix the price or prices in the RFP/IBID or of any other Bidder, or to fix any overhead, profit, or cost elements of the RFP/IBID price or the RFP/IBID price of any other Bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against any other Bidder, or any person interested in the proposed work.
PROPOSER RESPONSIBILITY: Invitation by the Boards to vendors is based on the recipient's specific request and application to DemandStar by Onvia at www.DemandStar.com [(800) 711-1712] or as the result of response by the public to the legal advertisements required by State law. Firms or individuals submit their responses on a voluntary basis, and therefore are not entitled to compensation of any kind.
OWNERSHIP OF SUBMITTALS: All responses, inquiries or correspondence relating to or in reference to this RFP/IBID, and all other reports, charts, displays, schedules, exhibits and other documentation submitted by the vendors will become the property of the Board. Reference to literature submitted with a previous RFP/IBID will not relieve the Bidder from including any required documents with this RFP/IBID.
EXAMINATION OF BID DOCUMENTS: Each Bidder shall carefully examine the RFP/IBID Document to ensure all pages have been received, all drawings and/or Specifications and other applicable documents are included, and shall inform himself thoroughly regarding any and all conditions and requirements that may in any manner affect cost, progress or performance of the work to be performed under the Contract. Ignorance on the part of the CONTRACTOR will in no way relieve him of the obligations and responsibilities assumed under the Contract.
VENDOR RESPONSIBILITY: Vendors are fully and completely responsible for the labeling, identification and delivery of their submittals. The Financial Services Manager will not be responsible for any mislabeled or misdirected submissions, nor those handled by delivery persons, couriers, or the US Postal Service.
DRUG FREE WORKPLACE: All Proposers/Bidders shall submit the enclosed, duly signed and notarized form entitled "Drug Free Workplace Certificate". The Drug Free Workplace Vendor shall have the burden of demonstrating that his program complies with Section 287.087 of the Florida Statutes, and any other applicable state law.

BOARD OF SUMTER COUNTY COMMISSIONERS, are political subdivisions of the State of Florida, and reserve the right to reject any and/or all submittals, reserve the right to waive any informalities or irregularities in the examination process, and reserve the right to award contracts and/or in the best interest of the Boards. Submittals not meeting stated minimum terms and qualifications may be rejected by the Boards as non-responsive. The Boards reserve the right to reject any or all submittals without cause. The Boards reserves the right to reject the submission of any Vendor in arrears or in default upon any debt or contract to the Boards, or who has failed to perform faithfully any previous contract with the Boards or with other governmental agencies.
PUBLIC RECORDS LAW: Correspondence, materials and documents received pursuant to this RFP/IBID become public records subject to the provisions of Chapter 119, Florida Statutes.
VERIFICATION OF TIME: Nextel time is hereby established as the Official Time of the Boards.
PREPARATION OF PROPOSALS/IBIDS:
Signature of the Bidder: The Bidder must sign the RFP/IBID FORMS in the space provided for the signature. If the Proposer/Bidder is an individual, the words 'doing business as _____,' must appear beneath such signature. In the case of a partnership, the signature of at least one of the partners must follow the firm name and the words, 'Member of the Firm' should be written beneath such signature. If the Proposer/Bidder is a corporation, the title of the officer signing the RFP/IBID on behalf of the corporation must be stated and evidence of his authority to sign the RFP/IBID must be submitted. The Proposer/Bidder shall state in the RFP/IBID FORMS the name and address of each person interested therein.
Basis for Bidding: The price proposed for each item shall be on a lump sum or unit price basis according to specifications on the RFP/IBID FORM. The proposed prices shall remain unchanged for the duration of the Contract and no claims for cost escalation during the progress of the work will be considered, unless otherwise provided herein.
Total Proposed Price/Total Contract Sum Proposed: If applicable, the total price bid for the work shall be the aggregate of the lump sum prices proposed and/or unit prices multiplied by the appropriate estimated quantities for the individual items and shall be stated in figures in the appropriate place on the RFP/IBID FORM. In the event that there is a discrepancy on the RFP/IBID FORM due to unit price extensions or additions, the corrected extensions and additions shall be used to determine the results of the opening of this RFP/IBID are to submit a self-addressed, stamped business size (No. 10) envelope, prominently marked on the front lower left side, with the RFP identification. Tabulation requested by telephone, fax or electronic media will not be accepted.
OBLIGATION OF WINNING BIDDER: The contents of the RFP/IBID of the successful proposer/bidder will become contractual obligations if acquisition action ensues. Failure of the successful Proposer/Bidder to accept these obligations in a contract may result in cancellation of the award and such vendor may be removed from future participation.
AWARD OF BID: It is the Boards' intent to select a vendor within sixty (60) calendar days of the deadline for receipt of Proposals/IBIDs. However, Proposals/IBIDs must be firm and valid for award for at least ninety (90) calendar days after the deadline for receipt of the RFP/IBID.
ADDITIONAL REQUIREMENTS: The firms shall furnish such additional information as the Boards may reasonably require. This includes information which indicates financial resources as well as ability to provide the services. The Boards reserve the right to make investigations of the qualifications of the firm as it deems appropriate.
PREPARATION COSTS: The Boards shall not be obligated or be liable for any costs incurred by Proposers/Bidders prior to issuance of a contract. All costs to prepare and submit a response to this RFP/IBID shall be borne by the Proposer/Bidder.
TIMELINESS: All work will commence upon authorization from the Boards' representative (Financial Services Manager). All work will proceed in a timely manner without delays. The Contractor shall commence the work UPON RECEIPT OF NOTICE TO PROCEED and/or ORDER PLACED (PURCHASE ORDER PRESENTED), and shall deliver in accordance to the terms and conditions outlined and agreed upon herein.
DELIVERY: All prices shall be FOB Destination, Sumter County, Florida, inside delivery unless otherwise specified.
ADDITIONAL SERVICES/PURCHASES BY OTHER PUBLIC AGENCIES ("PIGGY-BACK"): The Vendor by submitting a Bid acknowledges that other Public Agencies may seek to "Piggy-Back" under the same terms and conditions, during the effective period of any resulting contract – services and/or purchases being offered in this Bid, for the same prices and/or terms proposed. Vendor has the option to agree or disagree to allow contract Piggy-Backs on a case-by-case basis. Before a Public Agency is allowed to Piggy-Back any contract, the Agency must first obtain the vendor's approval – without the vendor's approval, the seeking Agency cannot Piggy-Back.
PLANS, FORMS & SPECIFICATIONS: Bid Packages are available from the Financial Services Manager. These packages are available for pickup or by mail. If requested to mail, the Proposer/Bidder must supply a courier account number (UPS, FedEx, etc). Proposers/Bidders are required to use the official RFP/IBID FORMS, and all attachments itemized herein, are to be submitted as a single document. Any variation from the minimum specifications must be clearly stated on the RFP/IBID FORM and/or Exceptions/Deviations Sheet(s). Only one set of plans, forms, and specifications will be furnished each company or corporation interested in submitting a Proposals/bid. RFP/IBID FORM documents for this project are free of charge and are available on-line and are downloadable (vendor must pay any DemandStar fees or any shipping).
MANUFACTURER'S NAME AND APPROVED EQUIVALENTS: Any manufacturer's names, trade names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition unless otherwise indicated. The Proposer/Bidder may offer any brand for which he is an authorized representative, which meets or exceeds the RFP/IBID specification for any item(s). If RFP's/IBID's are based on equivalent products, indicate on the RFP/IBID FORM the manufacturer's product name and literature, and/or complete specifications. Reference to literature submitted with a previous RFP/IBID will not satisfy this provision. The Proposer/Bidder shall explain in detail the reason(s) why the proposed equivalent will meet the specifications and not be considered an exception thereto. RFP's/IBID's which do not comply with these requirements are subject to rejection. RFP's/IBID's lacking any written indication of intent to quote an alternate brand will be received and considered in complete compliance with the specifications as listed on the RFP/IBID FORM. The Financial Services Manager is to be notified, in writing, of any proposed changes in materials used, manufacturing process, or construction. However, changes shall not be binding upon the Boards unless evidenced by a Change Notice issued and signed by the Financial Services Manager, or designated representative.
QUANTITIES: The quantities as specified in this RFP/IBID are estimates only and are not to be construed as guaranteed minimums.
SAMPLES: Samples of items, when called for, shall be furnished free of expense, and if not destroyed may, upon request, be returned at the Proposer's/Bidder's expense. Each sample shall be labeled with the Proposer's/Bidder's name, manufacturer brand name and number, RFP/IBID number and item reference. Samples of successful Proposer's/Bidder's items may remain on file for the term of the contract. Request for return of samples shall be accompanied by instructions which include shipping authorization and must be received at time of opening. Samples not returned may be disposed of by the Boards within a reasonable time as deemed appropriate.
DOCUMENT RE-CREATION: Vendor may choose to re-create any document(s) required for this solicitation, but must do so at his own risk. All required information in the original Board format must be included in any re-created document. Submittals may be deemed non-responsive if required information is not included in any re-created document.
ACKNOWLEDGED:

Signature and Date: [Handwritten Signature] 2/10/2012

REFERENCE OF SIMILAR PROJECT EXPERIENCE

Owner / Business Name: Crystal River		
Project Location / Address: 123 NW HWY 19		
City: Crystal River	State: FL	Zip Code: 34428
Point of Contact: Jackie Gorman	Dates of Work: 8-1-2011 / 10-15-2011	
Phone Number: (352) 795-4216	Fax Number: (352) 795-6351	
E-mail Address: Jgorman@crystalriverfl.org		
Project Name: Crystal River Historic District Way-Finding		
Brief Description of Project: Coordinated, fabricated, and installed wayfinding architectural signage in historic area of city.		

Owner / Business Name: Town of Bluffton		
Project Location / Address: 20 Bridge St.		
City: Bluffton	State: SC	Zip Code: 29910
Point of Contact: Laura Budak	Dates of Work: 5-1-2011 / 3-16-2012	
Phone Number: (843) 706-4547	Fax Number: (843) 706-4503	
E-mail Address: Lbudak@townofbluffton.com		
Project Name: Old town wayfinding + Monument Refurbish		
Brief Description of Project: 2 projects currently scheduled to be completed 0 3-16-2012. Projects consist of wayfinding signage throughout Old town Bluffton and design/fabrication monument Refurbishment		

Owner / Business Name: Gordon College		
Project Location / Address: 419 College Dr.		
City: Barnesville	State: GA	Zip Code: 30204
Point of Contact: Richard Vereen	Dates of Work: 8-1-2011 / 3-1-2012	
Phone Number: (678) 359-6103	Fax Number:	
E-mail Address: Richard@gdn.edu		
Project Name: Campus Wayfinding		
Brief Description of Project: Complete campus redesign and implementation of new wayfinding Signage.		

This document must be completed and returned with your Submittal

CONTRACTOR'S AFFIDAVIT

State of Florida GEORGIA
County of GWINNETT

Before me personally appeared STEVE WELCH who is (title) PROJECT MANAGER of (the company described herein) CREATIVE IMPRESSIONS being duly sworn, deposes and says that the foregoing statements are a true and accurate statement of the position of said organization as of the date thereof, and, that the statements and answers to the foregoing experience questionnaire are correct and true as of the date of this affidavit; and, that he/she understands that intentional inclusion of false, deceptive, or fraudulent statements of this application constitutes fraud; and, agrees to furnish any pertinent information requested by The Sumter County Board of County Commissioner deemed necessary to verify the statements made in this application or regarding the ability, standing and general reputation of the applicant.

Personally Known _____ or Produced Identification GA LICENSE

Sworn to and subscribed before me this 9 day of FEBRUARY, 2012

Teresa McReynolds
NOTARY PUBLIC - STATE OF FLORIDA
(Signature of Notary Public)

TERESSA MCREYNOLDS
(Print Name of Notary Public)

(seal)



This document must be completed and returned with your Submittal

DRUG FREE WORKPLACE CERTIFICATE

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that,

Creative Impressions
(print or type name of firm)

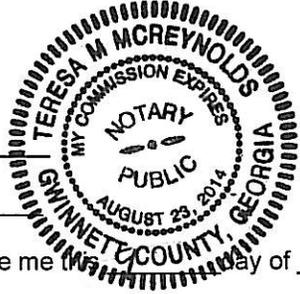
- Publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace named above, and specifying actions that will be taken against violations of such prohibition.
- Informs employees about the dangers of drug abuse in the work place, the firm's policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
- Gives each employee engaged in providing commodities or contractual services that are under Proposals or bid, a copy of the statement specified above.
- Notifies the employees that as a condition of working on the commodities or contractual services that are under Proposals or bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, plea or guilty or nolo contendere to, any violation of Chapter 1893, or of any controlled substance law of the State of Florida or the United States, for a violation occurring in the work place, no later than five (5) days after such conviction, and requires employees to sign copies of such written (*) statement to acknowledge their receipt.
- Imposes a sanction on, or requires the satisfactory participation in, a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
- Makes a good faith effort to continue to maintain a drug free work place through the implementation of the drug free workplace program.
- "As a person authorized to sign this statement, I certify that the above named business, firm or corporation complies fully with the requirements set forth herein".

[Signature]
Authorized Signature

2/10/2012
Date Signed

State of: GEORGIA

County of: Gwinnett



Sworn to and subscribed before me on this FEBRUARY day of 2012

Personally known _____ or Produced Identification GA LICENSE
(Specify Type of Identification)

[Signature]
Signature of Notary

My Commission Expires AUGUST 23, 2014

(seal)

This document must be completed and returned with your Submittal

**STATEMENT OF “NO PROPOSALS”
RFP # 003-0-2012/AT**

If you do not intend to submit a Proposal for this project, please complete and return this form prior to date shown for receipt of Proposals to: Sumter County BOCC, 7375 Powell Road, Wildwood, Florida 34785. Attn: Mrs. Amanda Taylor.

We, the undersigned, have declined to submit a Proposal for your **RFP # 003-0-2012/AT Professional Planning Services to Develop a Wayfinding Signage Master Plan** for the following reasons:

- _____ Specifications are too “tight”, i.e. geared toward one brand or manufacturer only (please explain reason below)
- _____ Insufficient time to respond to Request for Proposals.
- _____ We do not offer this product/s or equivalent.
- _____ Remove us from your vendor’s list for this commodity or service.
- _____ Our product schedule would not permit us to perform to specifications.
- _____ Unable to meet specifications.
- _____ Unable to meet insurance requirements.
- _____ Specifications unclear (please explain below).
- _____ Competition restricted by pre-approved owner standards.
- _____ Other (please specify below or attach a separate sheet).

Remarks:

“We understand that if this “No Proposals” letter is not executed and returned, our name may be deleted from the list of qualified proposers for the owner for future projects or commodities.”

Company Name: Creative Impressions

Address: 4709 S. Old Peachtree Rd Suite 500B, Norcross, GA 30071

Signature and Title:

[Signature] Project Manager

Telephone Number (770) 662-9936 Date 2/8/2012

COST PROPOSAL

Task Area	Staff Assignment	Estimated Hours	\$ Cost/ Hour	Total Cost
Research & Development	Project Manager	80	55	\$ 4400.00
Research & Development	Project Assistant	80	40	\$ 3200.00
Creative Design	Graphic Designer	120	50	\$ 6000.00
Creative Design	Project Manager	80	55	\$ 4400.00
Design Presentation	Project Manager / Assistant	30	0	0
GRAND TOTAL		390		\$ 18,000.00

This form must be submitted with your proposal.