

ORIGINAL

# THE AMERICAN INSTITUTE OF ARCHITECTS

## AIA Document A310 Bid Bond

KNOW ALL MEN BY THESE PRESENTS, THAT WE Creative Mailbox Designs, LLC dba Creative Sign Designs  
12801 Commodity Place, Suite 200, Tampa, FL 33626

as Principal, hereinafter called the Principal, and Travelers Casualty and Surety Company of America  
One Tower Square, Hartford, CT 06183

a corporation duly organized under the laws of the State of CT

as Surety, hereinafter called the Surety, are held and firmly bound unto City of Venice FL

401 W Venice Ave, Venice, FL 34285

as Obligee, hereinafter called the Obligee, in the sum of Five Percent of Amount Bid

Dollars (\$ 5% of amt bd ),

for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for Wayfinding Signage Construction, Phase I, Project No. ITB 2990-14

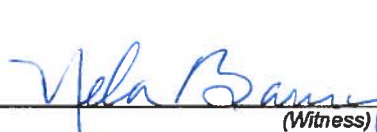
NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and materials furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this 23rd day of July, 2014

  
(Witness)

Creative Mailbox Designs, LLC dba Creative Sign Designs  
 (Principal) (Seal)

By:   
 (Title)

  
(Witness)

Travelers Casualty and Surety Company of America  
 (Surety) (Seal)

By:   
 Attorney-in-Fact and Florida Licensed Resident Agent (Title)  
 Eileen C. Heard



## POWER OF ATTORNEY

Farmington Casualty Company  
Fidelity and Guaranty Insurance Company  
Fidelity and Guaranty Insurance Underwriters, Inc.  
St. Paul Fire and Marine Insurance Company  
St. Paul Guardian Insurance Company

St. Paul Mercury Insurance Company  
Travelers Casualty and Surety Company  
Travelers Casualty and Surety Company of America  
United States Fidelity and Guaranty Company

Attorney-In Fact No. 226764

Certificate No. 005860058

**KNOW ALL MEN BY THESE PRESENTS:** That Farmington Casualty Company, St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company are corporations duly organized under the laws of the State of Connecticut, that Fidelity and Guaranty Insurance Company is a corporation duly organized under the laws of the State of Iowa, and that Fidelity and Guaranty Insurance Underwriters, Inc., is a corporation duly organized under the laws of the State of Wisconsin (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint

David H. Carr, Anett Cardinale, Linda Horn, Margaret A. Ginem, Carol H. Hermes, and Eileen C. Heard

of the City of Tampa, State of Florida, their true and lawful Attorney(s)-in-Fact, each in their separate capacity if more than one is named above, to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed and their corporate seals to be hereto affixed, this 9th day of April, 2014.

Farmington Casualty Company  
Fidelity and Guaranty Insurance Company  
Fidelity and Guaranty Insurance Underwriters, Inc.  
St. Paul Fire and Marine Insurance Company  
St. Paul Guardian Insurance Company

St. Paul Mercury Insurance Company  
Travelers Casualty and Surety Company  
Travelers Casualty and Surety Company of America  
United States Fidelity and Guaranty Company



State of Connecticut  
City of Hartford ss.

By: Robert L. Raney  
Robert L. Raney, Senior Vice President

On this the 9th day of April, 2014, before me personally appeared Robert L. Raney, who acknowledged himself to be the Senior Vice President of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

In Witness Whereof, I hereunto set my hand and official seal.  
My Commission expires the 30th day of June, 2016.



Marie C. Tetreault  
Marie C. Tetreault, Notary Public

## **HOW DO I DETERMINE "LOCAL PREFERENCE"**

The following questions will help you determine local preference for your company.  
Please answer questions 1 through 4 **FIRST**. If you answer **NO** to any questions 1 through 4, local preference does **NOT** apply.  
**ONLY** if you answer **YES** to questions 1 through 4, may you proceed to question 5.  
If you answer **YES** to any questions 5 through 7, local preference applies.  
If you are unsure of how to answer any questions, please contact the City of Venice's Purchasing Department at 941-486-2626.

### **Questions 1 – 4**

1. Have you paid a local business tax either to Sarasota, DeSoto or Charlotte County (Manatee County does not have a local business tax) authorizing your company to provide goods or services described in this solicitation?

YES ☐ If "yes", proceed to question 2.

NO ☒ If "no", **STOP, local preference does not apply.**

\* If the name on the local business tax receipt is not the same as the name on the bid/solicitation submittal, local preference does not apply.

2. Does your company maintain a permanent physical business address located within the limits of Sarasota, Manatee, DeSoto or Charlotte County?

YES ☐ If "yes", proceed to question 3.

NO ☒ If "no", **STOP, local preference does not apply.**

3. Does your local business office (identified in question 2) have a least one full time employee?

YES ☐ If "yes", proceed to question 4.

NO ☒ If "no", **STOP, local preference does not apply.**

4. Do at least fifty percent (50%) of your company employees who are based in the local business location (identified in question 2) reside within Sarasota, Manatee, DeSoto or Charlotte County?

YES ☐ If "yes", proceed to question 5.

NO ☒ If no, **STOP, local preference does not apply.**

### **Questions 5 – 7**

5. Is your local business office (identified in question 2) the primary location (headquarters) of your company?

YES ☐ If "yes", **STOP, local preference applies.**

NO ☐ If "no", proceed to question 6.

***THIS PAGE MUST BE COMPLETED & SUBMITTED WITH OFFER***

6. If the local business office (identified in question 2) is not the primary location of your company, are at least ten percent (10%) of your company's entire full-time employees based at the local office location?

**YES** ☐ If "yes", STOP, local preference applies

**NO** ☐ If "no", proceed to question 7

7. If your local business office is not the primary location of your company, does at least one corporate officer, managing partner or principal owner of the company reside in Sarasota, Manatee, DeSoto or Charlotte County?

**YES** ☐ If "yes", STOP, local preference applies

**NO** ☐ If "no", local preference does not apply.

***THIS PAGE MUST BE COMPLETED & SUBMITTED WITH OFFER***

---

## QUALIFICATIONS STATEMENT

The undersigned certifies under oath the truth and correctness of all statements and all answers to questions made hereinafter:

**SUBMITTED TO:**

CITY OF VENICE  
Procurement- Finance Department  
401 W. Venice Avenue  
Venice, Florida 34285

**CHECK ONE:**

- ☒ Corporation  
☐ Partnership  
☐ Individual  
☐ Joint Venture  
☒ Other LLC

**SUBMITTED BY:**

NAME:

ADDRESS:

PRINCIPLE OFFICE:

CREATIVE MAILBOX DESIGNS, LLC  
DBA: CREATIVE SIGN DESIGNS  
12801 COMMODITY PLACE, TAMPA FL 33626  
" " " " " "

State the true, exact, correct and complete legal name of the partnership, corporation, trade or fictitious name under which you do business and the address of the place of business.

The correct name of the Offeror is:

CREATIVE MAILBOX DESIGNS, LLC DBA: CREATIVE SIGN DESIGNS

The address of the principal place of business is:

12801 COMMODITY PLACE, TAMPA, FL 33626

If the Offeror is a corporation, answer the following:

- a. Date of Incorporation: 1986
- b. State of Incorporation: FLORIDA
- c. President's Name: JAMIE HARDEN
- d. Vice President's Name: JEFF CROSKY
- e. Secretary's Name: KELLY CARROLL
- f. Treasurer's Name: PAUL WILBUR
- g. Name and address of Resident Agent: JAMES GOODMAN, 201 N. FRANKLIN ST. STE 2000 TAMPA FL 33602

If Offeror is an individual or partnership, answer the following:

- a. Date of Organization: \_\_\_\_\_
- b. Name, address and ownership units of all partners:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- c. State whether general or limited partnership: \_\_\_\_\_

If Offeror is other than an individual, corporation partnership, describe the organization and give the name and address of principals:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
If Offeror is operating under fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute.

How many years has your organization been in business under its present business name?

9 years

a. Under what other former names has your organization operated?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ACKNOWLEDGEMENT**

State of Florida

County of Hillsborough

} SS.

On this the 22<sup>nd</sup> day of July, 2014, before me, the undersigned Notary Public of the State of Florida, personally appeared James Harden and (Name(s) of individual(s) who appeared before notary) whose name(s) is/are Subscribed to the within instrument, and he/she/they acknowledge that he/she/they executed it.



Mary A. Magaraci

NOTARY PUBLIC, STATE OF Florida

Mary A. Magaraci

(Name of Notary Public: Print, stamp, or type as commissioned)

☒ Personally known to me, or ☐ Produced Identification: \_\_\_\_\_

☐ DID take an oath, or ☒ DID NOT take an oath



FLORIDA DEPARTMENT OF STATE  
DIVISION OF CORPORATIONS[Home](#)[Contact Us](#)[E-Filing Services](#)[Document Searches](#)[Forms](#)[Help](#)[Previous on List](#) [Next on List](#) [Return to List](#)[Filing History](#)[Fictitious Name Search](#)

## Fictitious Name Detail

### Fictitious Name

CREATIVE SIGN DESIGNS

### Filing Information

Document Number	G05279700069
Status	ACTIVE
Filed Date	10/06/2005
Expiration Date	12/31/2010
Current Owners	1
County	MULTIPLE
Total Pages	3
Events Filed	1
FEI Number	NONE

### Mailing Address

12801 COMMODITY PLACE  
TAMPA, FL 33626

### Owner Information

CREATIVE MAILBOX DESIGNS, LLC  
300 MEARS BLVD  
OLDSMAR, FL 34677  
FEI Number: 20-2975242  
Document Number: L05000057502

### Document Images

10/06/2005 -- REGISTRATION [View image in PDF format](#)07/28/2008 -- EVENT FILING [View image in PDF format](#)**Note:** This is not official record. See documents if question or conflict.[Previous on List](#) [Next on List](#) [Return to List](#)[Filing History](#)[Fictitious Name Search](#)

[Home](#) [Contact us](#) [Document Searches](#) [E-Filing Services](#) [Forms](#) [Help](#)  
[Copyright and Privacy Policies](#)  
Copyright © 2007 State of Florida, Department of State.

## COOPERATIVE PROCUREMENT WITH OTHER JURISDICTIONS

The Offeror, by submitting a bid, authorizes other Public Agencies to "Piggy-Back" or purchase equipment or services being proposed in this invitation to bid at prices bid unless otherwise noted on the proposal sheet.


Yes X No \_\_\_\_\_

### AUTHORIZED SIGNATURE

By submission of the ITB, the undersigned certifies that:

1. It has not paid or agreed to pay any fee or commission, or any other thing of value contingent upon the award of this contract, to any City of Venice, Florida employee or official or to any current consultant to the City of Venice, Florida;
2. It has not paid or agreed to pay any fee or commission or any other thing of value contingent upon the award of this contract to any broker or agent or any other person;
3. The prices contained in this proposal have been arrived at independently and without collusion, consultation, communication or agreement intended to restrict competition.
4. He/She has the full authority of the Offeror or to execute the proposal and to execute any resulting contract awarded as the result of, or on the basis of, the proposal.

Authorized Representative: JAMIE HARDEN

Signature: 

Title: PRESIDENT

Company Name: CREATIVE MAILBOX DESIGNS LLC DBA: CREATIVE SIGN DESIGNS

Address: 12801 COMMODITY PLACE

City, State, ZIP: TAMPA, FL 33626

Telephone Number: 813 818-7100

Fax Number: 813 749-2311

E-mail address: BRIAN@CREATIVESIGNDESIGNS.COM



# FORM 3A INTEREST IN COMPETITIVE BID FOR PUBLIC BUSINESS

LAST NAME — FIRST NAME — MIDDLE INITIAL			OFFICE / POSITION HELD
MAILING ADDRESS			AGENCY
CITY	ZIP	COUNTY	ADDRESS OF AGENCY

## WHO MUST FILE THIS STATEMENT

Sections 112.313(2) and 112.313(7), Florida Statutes, prohibit certain business relationships on the part of public officers and employees, their spouses, and their children. See Part III, Chapter 112, Florida Statutes, and/or the brochure entitled "A Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees" for more details on these prohibitions. However, Section 112.313(12), Florida Statutes, provides certain limited exemptions to the above-referenced prohibitions, including one where the business is awarded under a system of sealed, competitive bidding; the public official has exerted no influence on bid negotiations or specifications; AND where disclosure is made, prior to or at the time of the submission of the bid, of the official's or his spouse's or child's interest and the nature of the intended business. This form has been promulgated by the Commission on Ethics for such disclosure, *if and when applicable* to a public officer or employee.

## INTEREST IN COMPETITIVE BID FOR PUBLIC BUSINESS (Required by § 112.313(12)(b), Fla. Stat.)

1. The competitive bid to which this statement applies has been / will be (strike one) submitted to the following government agency:		
2. The person submitting the bid is:	NAME ▼	POSITION ▼
3. The business entity with which the person submitting the bid is associated is:		
4. My relationship to the person or business entity submitting the bid is as follows:		
5. The nature of the business intended to be transacted in the event that this bid is awarded is as follows:		
a. The realty, goods, and / or services to be supplied specifically include: _____ _____ b. The realty, goods, and / or services will be supplied for the following period of time: _____ c. Will the contract be subject to renewal without further competitive bidding? <input type="checkbox"/> Yes <input type="checkbox"/> No. If so, how often?		
6. Additional comments:		
7. SIGNATURE	DATE SIGNED	DATE FILED

## FILING INSTRUCTIONS

If you are a state officer or employee required to disclose the information above, please file this form with the Department of State in Room 316, R.A. Gray Building, 500 South Bronough Street, Tallahassee, Florida 32399-0250. If you are an officer or employee of a political subdivision of this state and are subject to this disclosure, please file the statement with the Supervisor of Elections of the county in which the agency in which you are serving has its principal office.

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

CB FORM 3A — REV. 1-95

N/A

**THIS PAGE MUST BE COMPLETED & SUBMITTED WITH OFFER**

### INDEMNIFICATION/HOLD HARMLESS

The selected contractor shall (if required by City) defend, indemnify and hold the City, the City's representatives or agents, and the officers, directors, agents, employees, and assigns of each harmless for and against any and all claims, demands, suits, judgments, damages to persons or property, injuries, losses or expenses of any nature whatsoever (including attorneys' fees at trial at appellate level) arising directly or indirectly from or out of any negligent act or omission of the selected contractor, its Sub-Offerrors and their officers, directors, agents or employees; any failure of the selected contractor to perform its services hereunder in accordance with generally accepted professional standards; any material breach of the elected firm's representations as set forth in the proposal or any other failure of the elected firm to comply with the obligations on its part to be performed under this contract.

I, JAMIE HARDEN, being an authorized representative of the firm of

CREATIVE MARKETING DESIGNS, LLC DBA: CREATIVE SIGN DESIGNS located at City

TAMPA, State FL, Zip Code 33626 Phone:

813 818 7100 Fax: 813 749-2311. Having read and

understood the contents above, hereby submit accordingly as of this Date,

JULY 22, 2014.

JAMIE HARDEN  
Please Print Name

  
Signature

This signed document shall remain in effect for a period of one (1) year from the date of signature or for the contract period, whichever is longer.

**CITY OF VENICE, FLORIDA**  
**FDEP & U.S. EPA CONSTRUCTION NOTICES OF INTENT (NOI)**

The undersigned bidder acknowledges the requirement of the U.S. Environmental Protection Agency (EPA) and the Florida Department of Environmental Protection (FDEP) which have published the rules for NPDES General Permits for stormwater discharges from construction sites and said bidder agrees to assist the owner in the preparation of these permits and associated plans. The bidder acknowledges that he has taken these permits and associated construction costs into account in the preparation of his lump sum bid. These permits are mandated under Section 402(p) of the Clean Water Act for "Stormwater Discharge from Construction Activities (including clearing, grading, and excavation activities) that result in the disturbance of five (5) or more acres total land area, including areas that are part of a larger common plan of development or sale." The EPA has published summary guidance for: "Developing Prevention Plans and Best Management Practices" (EPA 833-R-92-001, October 1992).

The EPA permit format is a *Notice of Intent (NOI) for Stormwater Discharges Associated with Construction Activity to be covered under a NPDES Permit*, and it is to be submitted according to the NOI instructions. The Stormwater Pollution Prevention Plan which must accompany the NOI must be signed by authorized representatives of the contractor and subcontractors as well as the facility Owner. Copies of the EPA NOI must be provided to state and local agencies who have issued stormwater management, grading, or land alteration permits or approvals.

An NOI must also be submitted to the Florida Department of Environmental Protection, NPDES Stormwater Notices Center, MS 2510, 2600 Blair Stone Road, Tallahassee, FL 32399. FDEP forms may be downloaded from the State's web site <http://www.dep.state.fl.us/water/stormwater/npdes/> or phone 850-921-9870 if you have questions.

Acceptance of the bid to which this certification and disclosure applies in no way represents the Owner or its Representative has evaluated and thereby determined that the information is adequate to comply with the applicable U.S. EPA or FDEP requirements nor does it in any way relieve the contractor of its sole responsibility to comply with the applicable U.S. EPA and FDEP requirements, including inspection of all control measures at least once each week and following any storm (rainfall) event of 0.5 inches or greater and maintaining reports of each inspection.

Bidder (Company): CREATIVE MAILBOX DESIGNS, LLC DBA: CREATIVE SIGN DESIGNS

Name and Title: JAMIE HARDEN, PRESIDENT

Address: 12801 COMMODITY PLACE  
TAMPA, FL 33626

Telephone: 813 818 - 7100

**BY SIGNATURE BELOW OF AUTHORIZED REPRESENTATIVE, CONTRACTOR ACKNOWLEDGES RECEIPT OF A COPY OF CITY ORDINANCES 95-12 and 96-09 AND AGREES TO ABIDE BY THE REQUIREMENTS OF SAID ORDINANCES.**

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

Printed name/title: \_\_\_\_\_

Date: \_\_\_\_\_

7/22/14

## **ORDINANCE 95-12**

AN ORDINANCE OF THE CITY OF VENICE, FLORIDA, AMENDING THE CODE OF ORDINANCES BY AMENDING CHAPTER 9, HEALTH AND SANITATION, ARTICLE IV, DISPOSAL OF EXCRETA, SECTION 9-71, DISCHARGE OF RAW SEWAGE INTO STORMWATER; DELETING ARTICLE V, PROHIBITED STORMWATER DISCHARGES; ADDING CHAPTER 19, WATER AND SEWERS, ARTICLE VI, STORMWATER QUALITY; DELETING CHAPTER 15, STREETS AND SIDEWALKS, ARTICLE IV, EXCAVATIONS, SECTION 15-53, STORM DRAINAGE AND POLLUTION; PROVIDING FOR CONFLICT WITH OTHER ORDINANCES; PROVIDING FOR A SEVERABILITY CLAUSE AND PROVIDING AN EFFECTIVE DATE.

**WHEREAS**, control of stormwater runoff is necessary from individual lots that do not require a permit from the Southwest Florida Water Management District and requiring compliance with the provisions of the Clean Water Act 33 U.S.C.1251 et.seq., as amended by the Water Quality Act of 1987; and

**WHEREAS**, the City is desirous of complying with its U.S. Environmental Protection Agency National Pollutant Discharge Elimination System Permit and its Stormwater Master Plan, therefore, stormwater runoff and any discharge to the City storm sewer system will be closely monitored and regulated; and

**WHEREAS**, the control of stormwater runoff is the responsibility of each individual property owner; and

**WHEREAS**, the City is desirous of controlling stormwater runoff and insuring compliance with the Comprehensive Plan.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF VENICE, FLORIDA:**

**SECTION 1.** Chapter 9, Water and Sewers, Article IV, Disposal of Excreta, Section 9-71, Discharge of Raw Sewage into Storm Sewer, is amended to read as follows:

**Sec. 9-71. Discharge of raw sewage into storm sewer.**

It shall be unlawful for any person to discharge raw sewage or to discharge the effluent of and from any septic tank into the storm sewer system of the city or to construct or maintain any system of drainage, pipes, conduits or other apparatus whereby raw sewage or the effluent of and from any septic tank shall or may be discharged into or through the storm sewer system of the city.

**SECTION 2.** Chapter 9, Water and Sewers, Article V, Prohibited Stormwater Discharges, is deleted in its entirety.

**SECTION 3.** Chapter 19, Water and Sewers, Article VI, Stormwater Quality is added to read as follows:

### **ARTICLE VI. STORMWATER QUALITY**

#### **Sec. 19-141. Definitions.**

As used in this article "industrial stormwater" means stormwater runoff from a site with industrial activities, as defined under 40 CFR Section 122.26(a)(14) U.S. Environmental Protection Agency regulation.

As used in this article "construction sites" refers to all sites.

As used in this article, "illicit discharge" is any discharge of anything other than stormwater to the municipal separate storm sewer system (MS4) or the waters of the State of Florida or the United States.

As used in this article "industrial wastewater" refers to liquids used by an entity in their course of business, that if discharged to the MS4, would degrade the quality of stormwater.

#### **Sec. 19-142. Disposal of industrial stormwater discharges.**

The following types of discharges to the municipal separate storm sewer of the city must be controlled as indicated.

(1) **Industrial wastewater/illicit discharge:** Industrial wastewater/illicit discharge may not be discharged to the city's municipal separate storm sewer system.

(2) **Industrial stormwater:** As required to comply with NPDES regulations, the quality of industrial stormwater which is discharged through the city's municipal separate storm sewer system may be subject to regulation or



permitting, and any violation of such regulation or permit may be subject to an order to immediately cease such discharge.

**Sec. 19-143. Runoff stormwater and Best Management Practice (BMPs) for construction sites.**

BMPs shall be implemented as necessary, to insure that all discharges from construction activities are in compliance with the City of Venice EPA/NPDES Stormwater Permit and the Stormwater Master Plan, or the SWFWMD Permit or EPA's NPDES Construction Activity General Permit, whichever is most stringent in its requirements.

**Best Management Practices include but are not limited to, the following requirements:**

- (a) All site grading shall be conducted in such a manner that all stormwater management facilities located adjacent to the site are not altered in any way which will diminish their designated flow or pollutant removal capacity or the shape of the drainage facility.
- (b) Maintenance of vegetative buffers or use of a silt fence and/or staked hay bales which minimize erosion and retain sediment on site, shall be implemented prior to any construction activities taking place at sites which discharge to surface water or the municipal separate storm sewer system (MS4). These controls, when utilized, shall be secured and properly maintained during construction activities until the site has been stabilized with sod and/or seed and mulch. A double silt fence may be required as an additional measure to insure that discharges from the site are in compliance with water quality standards as established by the EPA/NPDES Stormwater Permit. Undisturbed vegetative buffers shall be maintained intact to the maximum extent possible to reduce erosion and the discharge of sediment from stormwater runoff. All areas of exposed soil shall be stabilized within 72 hours of attaining final grade.
- (c) Storm sewer systems (eg. inlets, pipes and ditches, etc.) adjacent to the site must be protected by a silt fence and/or staked hay bales during construction, to keep solids from entering conveyance systems.
- (d) Vehicles such as concrete or dump trucks and other construction equipment shall not be washed at locations where the runoff will flow directly into a lake, wetland, watercourse or stormwater conveyance system. Special areas must be designated for washing vehicles. In all new subdivisions, a wash area may be established by the owner/developer which can be used by the site contractor and home builders. If established, wash areas shall be located where the wash water will spread out and evaporate or infiltrate directly into the ground, or where the runoff can be collected in a temporary holding or seepage basin. Gravel or rock bases are recommended for temporary holding or seepage basins, to minimize mud generation. Underdrains shall be installed where infiltration basins are provided as required by the owner/developer's engineer or the Southwest Florida Water Management District. Upon completion of the project, the wash areas shall be graded and stabilized and any trash or waste shall be collected and disposed of properly.
- (e) Fuel, chemicals, cements, solvents, paints, topsoil, or other potential water pollutants shall be stored in areas where they will not cause runoff pollution. Toxic chemicals and materials, such as pesticides, paints, and acids, must be stored in accordance with manufacturer's guidelines. Groundwater resources shall be protected from leaching by placing a plastic mat, packed clay, tar paper, or other impervious material on any areas where toxic liquids are to be opened and stored.
- (f) A minimum of one permitted driveway must be established prior to construction and shall be used as the only access for ingress/egress during construction in order to provide minimum disturbance of drainage facilities and vegetative cover on site.

**Sec. 19-44. Owner responsibility for stormwater runoff.**

- (a) The control of stormwater runoff is the responsibility of each individual property owner.
- (b) Any property owner constructing or causing to be constructed any building which requires an elevated slab and the elevation of the building pad is higher than that of adjoining properties, will control stormwater runoff during construction. Likewise, any property that is filled more than twelve inches above the adjacent property must provide additional control measures for stormwater during construction. Upon completion of the work, all stormwater runoff shall flow to its natural preconstruction drainage swale, ditch, etc., or be retained in a retention or detention pond(s) designed and constructed for that purpose.
- (c) For any construction where the elevation of the building pad or site fill will be higher than adjoining properties, construction plans certified by a professional engineer registered with the State of Florida, retained by the property owner, will be provided to the City prior to issuance of a building permit.
- (d) Any single lot not covered under Southwest Florida Water Management District rules, exceeding forty-five percent in impervious coverage (including buildings, drives, sidewalks, patios, etc.) shall require stormwater retention facilities to be designed by a Florida registered engineer. The design is to meet the City of Venice EPA/NPDES Permit requirements for quantity and quality of treatment.

(e) The property owner's engineer will be required to certify to the City Engineer that construction was completed in accordance with the certified plans, prior to issuance of a Certificate of Occupancy.

(f) All improvements to property affecting stormwater drainage must be done in compliance with the City's Comprehensive Plan.

**Sec. 19-145. Illicit discharges.**

It shall be unlawful for any person to discharge anything other than stormwater into the city's municipal separate storm sewer system whether such discharges occur through piping connections, runoff, exfiltration, infiltration, seepage, or leaks. No person may maintain, use, or establish any direct or indirect connection to any storm sewer owned by the city that results in any discharge in violation of any provision of federal, state, city, or other law or regulation. This provision is retroactive to January 1, 1995, and applies to connections made prior to the effective date of this provision, regardless of whether made under a permit, or other authorization, or whether permissible under laws or practices applicable or prevailing at the time the connection was made.

No materials other than those composed entirely of stormwater shall be disposed of, dumped, or spilled into the city's municipal separate storm sewer system, whether such materials are in a solid or liquid form.

**Sec. 19-146. Inspections.**

It shall be the duty of the city engineer or designee to carry out all inspections, surveillance, and monitoring procedures necessary to determine compliance with this article.

SECTION 4. Chapter 15, Streets and Sidewalks, Article IV, Excavations, Section 15-53, Storm Drainage and Pollution, is deleted in its entirety.

SECTION 5. To the extent of any conflict between the provisions of this Ordinance, and any other Ordinance, Resolution, or Agreement of the City of Venice, Florida, the provisions of this Ordinance shall prevail.

SECTION 6. Severability. If for any reason a provision of this Ordinance or the application thereof to any person, group of persons, or circumstances is held invalid, the invalidity shall not affect other provisions or applications of the Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of the Ordinance are severable.

SECTION 7. Effective Date. This Ordinance shall take effect immediately upon its adoption, as required by law.

**PASSED BY THE COUNCIL OF THE CITY OF VENICE, FLORIDA, THIS 23RD DAY OF MAY, 1995.**

First Reading: May 9, 1995 - Final Reading: May 23, 1995 - ADOPTION: May 23, 1995

ATTEST: /s/LORI STELZER, CMC, CITY CLERK /S/ MERLE L. GRASER, MAYOR

I, LORI STELZER, City Clerk of the City of Venice, Florida, a municipal corporation in Sarasota County, Florida, do hereby certify that the foregoing is a full and complete, true and correct copy of an Ordinance duly adopted by the Venice City Council, at a meeting thereof duly convened and held on the 23rd day of May, 1995, a quorum being present.

WITNESS my hand and the official seal of said City this 24th day of May, 1995.

/S/ LORI STELZER, CMC, CITY CLERK Approved as to form: /S/ ROBERT C. ANDERSON, CITY ATTORNEY

## **ORDINANCE 96-09**

AN ORDINANCE OF THE CITY OF VENICE, FLORIDA, AMENDING THE CODE OF ORDINANCES BY AMENDING CHAPTER 19, WATER AND SEWERS, ARTICLE VI, STORMWATER QUALITY, SECTION 19-141, DEFINITION FOR INDUSTRIAL STORMWATER, SECTION 19-146, INSPECTIONS, PROVIDING FOR CONFLICT WITH OTHER ORDINANCES; PROVIDING FOR A SEVERABILITY CLAUSE AND PROVIDING AN EFFECTIVE DATE.

**WHEREAS**, the City of Venice is responsible for the conservation, management, protection, control, use and enhancement of stormwater within its corporate limits, and for the acquisition, management, maintenance, extension, and improvement of the stormwater systems in the City; and

**WHEREAS**, the Environmental Protection Agency/National Pollutant Discharge Elimination System (EPA/NPDES) permit requires certain amendments to the existing Ordinance and extension of inspection authority on private properties.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF VENICE, FLORIDA:**

**SECTION 1.** Chapter 19, Water and Sewers, Article VI, Stormwater Quality, Section 19-141, Definition, for Industrial Stormwater is amended to read as follows:

**Sec. 19-141. Definitions.**

As used in this article, "industrial stormwater" means stormwater runoff from a site with industrial activities, as defined under 40 CFR Section 122.26 (a) (b) (14), U.S. Environmental Protection Agency regulation.

**SECTION 2.** Chapter 19, Water and Sewers, Article VI, Stormwater Quality, Section 19-146, Inspections, is amended to read as follows:

**Sec. 19-146. Inspections.**

It shall be the duty of the city engineer or designee to carry out all inspections, surveillance, and monitoring procedures necessary to determine compliance with this article. The city engineer or his duly authorized agents may enter at all reasonable times in or upon any private or public property for the purpose of inspecting and investigating conditions and practices which may be a violation of this ordinance, regulation or permit. The city engineer may, whenever necessary, make an inspection of construction sites to enforce any of the provisions of this ordinance, regulation or permit issued hereunder, or whenever an authorized official has reasonable cause to believe there exists any condition constituting a violation of this ordinance, regulation or permit issued hereunder. The city engineer shall inspect the work and shall require the owner to obtain services to provide adequate on-site inspection. If the city engineer finds that eroded soils are leaving the construction site, the city engineer may direct the owner(s) or his agents or his contractor on the site by written order to install any and all erosion controls that are deemed necessary to prevent said soil erosion from migrating off site. Notwithstanding the existence or pursuit of any other remedy, the City may maintain an action in its own name in any court of competent jurisdiction for an injunction or other process against any person to restrain or prevent violations of this ordinance.

**SECTION 3.** To the extent of any conflict between the provisions of this Ordinance, and any other Ordinance, Resolution, or Agreement of the City of Venice, Florida, the provisions of this Ordinance shall prevail.

**SECTION 4.** Severability. If for any reason a provision of this Ordinance or the application thereof to any person, group of persons, or circumstances is held invalid, the invalidity shall not affect other provisions or applications of the Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of the Ordinance are severable.

**SECTION 5.** Effective Date. This Ordinance shall take effect immediately upon its adoption, as required by law.

**PASSED BY THE COUNCIL OF THE CITY OF VENICE, FLORIDA, THIS 26TH DAY OF MARCH, 1996.**

First Reading: March 12, 1996 - Final Reading: March 26, 1996 - ADOPTION: March 26, 1996

**ATTEST: /s/LORI STELZER, CMC, CITY CLERK** **/S/MERLE L. GRASER, MAYOR**

I, LORI STELZER, City Clerk of the City of Venice, Florida, a municipal corporation in Sarasota County, Florida, do hereby certify that the foregoing is a full and complete, true and correct copy of an Ordinance duly adopted by the Venice City Council, at a meeting thereof duly convened and held on the 26th day of March, 1996, a quorum being present.



WITNESS my hand and the official seal of said City this 27th day of March, 1996.

/S/ LORI STELZER, CMC, CITY CLERK Approved as to form: /S/ ROBERT C. ANDERSON, CITY ATTORNEY.

**STATEMENT OF REFERENCES**  
**FOR CONTRACTOR**

NAME OF CONTRACTOR: CREATIVE MAILBOX DESIGNS, LLC DBA: CREATIVE SIGN DESIGNS

BUSINESS ADDRESS: 12801 COMMODITY PLACE, TAMPA, FL 33626

How many years have you been engaged in the business under the present firm name? 9

List previous business experience: SAMPLE OF COMPLETED PROJECTS ATTACHED

List at least three construction references: PLEASE SEE ATTACHED CURRENT REFERENCES

(1) Person to contact: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Date work performed: \_\_\_\_\_

(2) Person to contact: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Date work performed: \_\_\_\_\_

(3) Person to contact: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Date work performed: \_\_\_\_\_

(4) Person to contact: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Date work performed: \_\_\_\_\_



## Sample of Completed Projects

### **Bayfront Heart Center / St. Petersburg, Florida**

Contractor: Optimal Outcomes

Contact: Patrick Marston / Phone: (727) 895-8902 / Fax: (727) 895-8302 / [pmarston@optimal-outcomes.com](mailto:pmarston@optimal-outcomes.com)

Start Date: 04/2007 / Finish Date: 07/2008

Bonded: No

Contract Amount: \$160,000

Scope: Design, fabrication and installation of all interior ADA and wayfinding signs as well as exterior illuminated channel letters for a medical office building.

### **Seminole Community College / University of Central Florida Joint Use Facility / Seminole County, Florida**

Contractor: Balfour Beatty Construction

Contact: Chad Tinetti / Phone: (407) 708-2820 / Fax: (407) 708-2821 / [ctinetti@balfourbeatty.com](mailto:ctinetti@balfourbeatty.com)

Start Date: 09/2008 / Finished Date: 09/2009

Bonded: No

Contract Amount: \$90,000

Scope: Fabrication and installation of all interior and exterior building signage for a new college building.

### **Diagnostic Clinic Medical Office Building and HCA Largo Medical Center Parking Garage / Largo, Florida**

Owner: Greenfield Group

Contact: Mike Hlaki / Phone: (561) 392-6662 / Fax: (561) 392-3822 / [m.hlaki@greenfieldgrp.com](mailto:m.hlaki@greenfieldgrp.com)

Tenant: Diagnostic Clinic

Contact: Kelly Gregg / Phone: (727) 584-6555 / Fax: (727) 586-6018 / [kgregg@diagnosticclinic.net](mailto:kgregg@diagnosticclinic.net)

Contractor: Leighton McGinn / John Gisclair

Contact: John Gisclair / Phone: (561) 863-4455 / Fax: (561) 863-7552 / [johng@lmcg.com](mailto:johng@lmcg.com)

Start Date: 07/2009 / Finish Date: 09/2009

Bonded: No

Contract Amount: \$160,000

Scope: Fabrication and installation of all interior signage for a new medical office building.

### **Berkeley Preparatory School / Tampa, Florida**

Contractor: Mathews Construction

Owner Contact: Hal Schaeffer / Phone: (813) 885-1673 / Fax: (813) 884.4553 / [schaehal@berkeleyprep.org](mailto:schaehal@berkeleyprep.org)

Start Date: 06/2009 / Finish Date: 01/2010

Bonded: No

Contract Amount: \$98,000

Scope: As part of a major campus expansion, renovation of numerous brick piers, design, fabrication and installation of new brick piers, renovation of existing brick monument sign and design, fabrication and installation of a new monument sign.

### **St. Petersburg College Tarpon Springs Campus / Tarpon Springs, Florida**

Contractor: Peter R. Brown Construction, Inc. / Joe Trias / Phone: (727) 535-6407 / Fax: (727) 539-8465 / [triasi@peterbrowncust.com](mailto:triasi@peterbrowncust.com)

Owner: St. Petersburg College / James Pedicone / Phone: (727) 341-3226 / [pedicone.james@spcollege.edu](mailto:pedicone.james@spcollege.edu)

Start Date: 09/2010 / Finish Date: 02/2010



Bonded: No

Contract Amount: \$93,000

Scope: Design, fabrication and installation of a large LED pylon signs and 3 exterior wayfinding directional signs on college campus.

**Morton Plant North Bay and Starkey Patient Tower Expansion / Pasco County, Florida**

Owner: Baycare Healthcare System

Contact: John Myers / Phone: (727) 859-4881 / Fax: (727) 729-2751 / [john.myers@baycare.org](mailto:john.myers@baycare.org)

Start Date: 0/2007 / Finish Date: 03/2010

Bonded: No

Contract Amount: \$225,000

Scope: Design, fabrication, engineering, permitting (including variance) and installation of four large illuminated channel letter sets along with all interior signage for a new hospital patient tower.

**Weekie Wachee High School / Hernando County, Florida**

Contractor: Skanska USA

Contact: Quoc Truong / Phone: (352) 597-8953 / Fax: (352) 597-8956 / [quoc.truong@skanska.com](mailto:quoc.truong@skanska.com)

Start Date: 12/2008 / Finish Date: 07/2010

Bonded: No

Contract Amount: \$90,000

Scope: Fabricate and install all interior and exterior signage for a new public school.

**Orlando Magic Recreation Centers / Orange County, Florida**

Contractor: Turner Construction

Contact: Fred Dittmaler / Phone: (407) 210-2500 / Fax: (407) 210-2510 / [fdittmaier@tcco.com](mailto:fdittmaier@tcco.com)

Start Date: 11/2009 / Finish Date: 07/2010

Bonded: No

Contract Amount: \$160,000

Scope: Design, fabrication and installation of all interior and exterior signage for five new recreation centers.

**Pasco-Hernando Community College Spring Hill Campus / Spring Hill, Florida**

Contractor: Skanska

Contact: Daniel Abou-Jaoude / Phone: (352) 683-9288 / Fax: (727) 848-0828 / [daniel.abou-jaoude@skanska.com](mailto:daniel.abou-jaoude@skanska.com)

Start Date: 01/2010 / Finish Date: 07/2010

Bonded: No

Contract Amount: \$115,000

Scope: Design, fabrication and installation of all interior and exterior signage for a new educational facility.

**Seminole State College Exterior Wayfinding / Lake Mary, Florida**

Contractor: PPI/Charles Perry Construction

Contact: Matt McKeeby / Phone: (407) 339-1660 / Fax: (407) 399-0268 / [mkm@ppicm.com](mailto:mkm@ppicm.com)

Start Date: 04/2010 / Finish Date: 02/2011

Bonded: No

Contract Amount: \$660,000

Scope: Design, fabricate and install exterior wayfinding signage around a college campus.



**Seminole State College LED Entrance Signage / Lake Mary, Florida**

Contractor: PPI/Charles Perry Construction

Contact: Matt McKeeby / Phone: (407) 339-1660 / Fax: (407) 399-0268 / [mkm@ppicm.com](mailto:mkm@ppicm.com)

Start Date: 03/2008 / Finish Date: 01/2011

Bonded: No

Contract Amount: \$450,000

Scope: Design, fabricate and install two pylon signs along with digital display systems.

**Seminole State College Entrance Signage & Exterior Wayfinding / Lake Mary, Florida**

Contractor: PPI/Charles Perry Construction, LLC

Contact: Matt McKeeby / Phone: (407) 339-1660 / Fax: (407) 399-0268 / [mkm@ppicm.com](mailto:mkm@ppicm.com)

Start Date: 03/2008 / Finish Date: 02/2011

Bonded: No

Contract Amount: \$660,000

Scope: Design, fabrication and installation of two pylon signs with digital display systems and well as exterior wayfinding signage for a college campus.

**YMCA of the Suncoast Rebranding / Pinellas & Pasco Counties**

Owner: YMCA of the Suncoast

Contact: Tim Ackerman / Phone: 727-224-5141 / Fax: (727) 442-5810 / [tackerman@suncoastymca.org](mailto:tackerman@suncoastymca.org)

Start Date: 10/2010 / Finish Date: 02/2011

Bonded: No

Contract Amount: \$135,000

Scope: Design, fabrication and installation of all new interior ADA and exterior Logo signage for the rebranding of the YMCA. This included the removal or modification of existing logo signage on 10 locations throughout the Suncoast and ensuring each branch was ADA compliant.

**Golf Channel Corporate Headquarters / Orlando, Florida**

Owner: Comcast / NBC Sports

Contact: Clinton Ball

Start Date: 06/2011 / Finish Date: 08/2011

Bonded: No

Contract Amount: \$135,000

Scope: Design, fabrication and installation of interior and exterior sign program constructed towards rebranding newly renovated world headquarters. This included ADA compliant signs, workstation signs, illuminated monument, logo signage, exterior wayfinding, and parking area signs.

**St. Anthony's Emergency Room Expansion / St. Petersburg, Florida**

Owner: BayCare Health System

Contact: John Nicely / Phone: (727) 825-1128 / Fax: (727) 825-1258 / [john.nicely@baycare.org](mailto:john.nicely@baycare.org)

Start Date: 02/2011 / Finish Date: 09/2011

Bonded: No

Contract Amount: \$110,000

Scope: Design, fabrication and installation of interior sign package for emergency room renovation.





**David A. Straz, Jr. Center for the Performing Arts Renaming Project / Tampa, Florida**

Owner: David A. Straz, Jr. Center for the Performing Arts

Contact: Lorrin Shepard / Phone: (813) 222-1010 / [lorrin.shepard@tbpac.org](mailto:lorrin.shepard@tbpac.org)

Start Date: 12/2009 / Finish Date: 12/2011

Bonded: No

Contract Amount: \$725,000

Scope: Design, fabrication and installation of four large set of channel letters along the refurbishment and replacement of a large digital display system.

**Reedy Creek Improvement District / DWWS Annual Road Sign Program / Lake Buena Vista, Florida**

Owner/Contractor: Reedy Creek Improvement District / Walt Disney Imagineering

Contact (RCID): Lee Pulham / Phone: (407) 828.1660 / Fax: (407) 828-2560 / [lpulham@rcid.dst.fl.us](mailto:lpulham@rcid.dst.fl.us)

Contact (WDI): Tim MacAllister / Phone: (407)560-5459 / Fax: (407) 560-3983 / [tim.a.macallister@disney.com](mailto:tim.a.macallister@disney.com)

Start Date: 2009 / Finish Date: 2011

Bonded: No

Contract Amount: 2009: \$90,000 / 2010: \$85,000 / 2011: \$280,000

Scope: Fabrication and installation of custom regulatory, highway and guide signs at a large theme park property.

**St. Joseph's Hospital Wayfinding Program / Tampa, Florida**

Owner: Baycare Health System

Contact: Rich Armstrong / Phone: (813) 870-4574 / Fax: (813) 870-4571 / [richard.armstrongjr@baycare.org](mailto:richard.armstrongjr@baycare.org)

Start Date: 05/2010 / Finish Date: 02/2012

Bonded: No

Contract Amount: \$206,000

Scope: Provide wayfinding and design services for Designator Master Signage Wayfinding Plan for the entire hospital campus as well as new 4th and 5th floor CCT. In addition, fabrication and installation of all interior ADA signage, wayfinding signs and exterior monument signage.

**Walt Disney World Road Signs for Art of Animation / Lake Buena Vista, Florida**

Owner: Walt Disney Imagineering

Contact: Patrick Grinalls / Phone: (407) 827-4852 / [patrick.grinalls@disney.com](mailto:patrick.grinalls@disney.com)

Start Date: 12/2011 / Finish Date: 05/2012

Bonded: No

Contract Amount: \$160,000

Scope: Fabrication and installation of numerous highway guide signs for a large theme park property.

**Hidden Creek Apartments / Gaithersburg, Maryland**

Contractor: Woodfield Investments

Contact: Greg Bonifield / Phone: (703) 286-7193 / [gregbonifield@wfinvest.net](mailto:gregbonifield@wfinvest.net)

Start Date: 12/2011 Finish Date: 06/2012

Bonded: No

Contract Amount: \$185,000

Scope: Design and fabrication of sign package for new luxury apartment community. This included retail, parking garage, residential logo creation, conceptual design of sign families, creation of tenant sign criteria, variance and permit representation, development of comprehensive master sign plan, sign message schedule, fabrication, project management and installation.



**Eleven North Apartments / Nashville, Tennessee**

Owner: Tribridge Residential

Contact: Amanda Stoddard / Phone: (404) 367-6079 / [amanda@tribridgeresidential.com](mailto:amanda@tribridgeresidential.com)

Start Date: 11/2011 / Finish Date: 06/2012

Bonded: No

Contract Amount: \$115,000

Scope: Design and fabrication of sign package for new luxury apartment community. This included retail, parking garage, residential logo creation, conceptual design of sign families, creation of tenant sign criteria, variance and permit representation, development of comprehensive master sign plan, sign message schedule, fabrication, project management and installation.

**Art of Animation Road Signs / Lake Buena Vista, Florida**

Owner: Disney

Contact: Patrick Grinalls / Phone: (407) 827-4852 / [patrick.grinalls@disney.com](mailto:patrick.grinalls@disney.com)

Start Date: 12/2011 / Finish Date: 06/2012

Bonded: No

Contract Amount: \$160,000

Scope: Fabrication and installation of custom regulatory, highway and guide signs for a theme park property.

**Aliant Bank / Montgomery, Alabama**

Owner: Aliant Bank

Contact: Steve Robinson / Phone: (256) 329-7414 / [srobinson@aliantbank.com](mailto:srobinson@aliantbank.com)

Start Date: 04/2012 / Finish Date: 07/2012

Bonded: No

Contract Amount: \$ 325,000

Scope: Design, fabrication and installation of all signage for bank rebranding.

**Boca Raton Regional Hospital / Boca Raton, Florida**

Owner: Boca Raton Medical Center

Contact: Tom Chakurda / Phone: (561) 955-3586 / [tchakurda@brrh.com](mailto:tchakurda@brrh.com)

Start Date: 10/2011 / Finish Date: 07/2012

Bonded: No

Contract Amount: \$150,000

Scope: Design-build large, illuminated channel letters for a hospital and medical office building.

**Duval County Courthouse / Duval County, Florida**

Contractor: PARS Construction

Contact: Ali Hakimi / Phone: (904) 642-6144 / [ahakimi@pars-construction.com](mailto:ahakimi@pars-construction.com)

Start Date: 12/2011 / Finish Date: 10/2012

Bonded: No

Contract Amount: \$225,000

Scope: Design, fabrication and installation of all interior and exterior signage for a courthouse.

**Florida Hospital Wesley Chapel Medical Center / Wesley Chapel, Florida**

Contractor: Robins & Morton

Contact: Alan Johnson / Phone: (813) 751-8900 / Fax: (813) 751-8901 / [ajohnson@robinsmorton.com](mailto:ajohnson@robinsmorton.com)

Start Date: 11/2011 / Finish Date: 10/2012





Bonded: Yes

Contract Amount: \$625,000

Scope: Design, fabrication and installation of interior and exterior signs for a medical center.

**Wyndam Sea Harbour Office Center / Orlando, Florida**

Contractor: Hunton Brady

Contact: Chris Nemethy / Phone: (407) 839-0886 / [cnemethy@huntonbrady.com](mailto:cnemethy@huntonbrady.com)

Start Date: 06/2012 / Finish Date: 10/2012

Bonded: No

Contract Amount: \$100,000

Scope: Fabrication and installation of all interior and exterior signage for office center.

**Modernization of George C. Young Federal Building / Orange County, Florida**

Contractor: Skanska USA

Contact: Jennifer Tribble / Phone: (407) 428-0114 / Fax: (407) 428-0299 / [jennifer.tribble@skanska.com](mailto:jennifer.tribble@skanska.com)

Start Date: 05/2011 / Finish Date: 11/2012

Bonded: No

Contract Amount: \$92,000

Scope: Fabrication and installation of all interior and exterior signage for a federal building renovation.

**Florida Cancer Center / Tampa, Florida**

Owner: Florida Cancer Specialists

Contact: Sue Parker / Phone: (239) 910-0637 / [sparker@flcancer.com](mailto:sparker@flcancer.com)

Start Date: 07/2012 / Finish Date: 11/2012

Bonded: No

Contract Amount: \$91,000

Scope: Design, fabrication and installation of all interior and exterior signage for a medical office building.

**Achieva Credit Union / Pinellas County, Florida**

Owner: Achieva Credit Union

Customer: Young Electric Sign Co.

Contact: Mark Kersting / Phone: (303) 375-9933 / [mkersting@vesco.com](mailto:mkersting@vesco.com)

Start Date: 05/2012 / Finish Date: 12/2012

Bonded: No

Contract Amount: \$225,000

Scope: Design, fabrication and installation of all interior and exterior signage for a bank rebranding.

**Tampa Bay Times Forum Rebranding / Tampa, Florida**

Owner: St. Pete. Times Forum

Contact: Mike Harrison / Phone: (813) 301-6619 / [mharrison@sptimesforum.com](mailto:mharrison@sptimesforum.com)

Start Date: 11/2011 / Finish Date: 12/2012

Bonded: No

Contract Amount: \$105,000

Scope: Design, fabrication and installation of numerous illuminated arena signs for arena rebranding.



**Suncoast Medical Clinic on St. Anthony's Hospital Campus / St. Petersburg, Florida**

Contractor: Barton Malow

Contact: Kelly Stahley / Phone: (248) 343-4871 / Fax: (248) 436-1702 / [kelly.stahley@bartonmalow.com](mailto:kelly.stahley@bartonmalow.com)

Owner: Suncoast Medical Clinic

Contact: Kelli Drayton / Phone: (727) 824-7148 / Fax: (727) 824-7192 / [kdrayton@suncoastmed.com](mailto:kdrayton@suncoastmed.com)

Start Date: 08/2012 Finish Date: 01/2013

Bonded: No

Contract Amount: \$350,000

Scope: Design, fabrication and installation of all exterior wayfinding and monument signs and interior ADA signage, wayfinding and digital wayfinding directories for new clinic on hospital campus.

**Pensacola State College / Pensacola, Florida**

Contractor: The Green-Simmons Company

Contact: Josh Owens / Phone: (850) 429-0144 / Fax: (850) 429-0145 / [josh@green-simmons.com](mailto:josh@green-simmons.com)

Start Date: 07/2012 / Finish Date: 02/2013

Bonded: No

Contract Amount: \$326,000

Scope: Fabrication of exterior wayfinding signage for three college campuses.

**Poinciana Medical Center / Poinciana, Florida**

Contractor: Robins & Morton

Contact: Jacob Davenport / Phone: (828) 446-2176 / Fax: (321) 697-5486 / [jdavenport@robinsmorton.com](mailto:jdavenport@robinsmorton.com)

Start Date: 10/2012 / Finish Date: 03/2013

Bonded: No

Contract Amount: \$200,000

Scope: Fabrication and installation of all interior and exterior signage for a new medical center.

**Adventist Health System Solutions Center / Altamonte Springs, Florida**

Contractor: Brasfield & Gorrie

Contact: Michelle Whiteside / Phone: (407) 562-4500 / Fax: (407) 562-4501 / [mwhiteside@brasfieldgorrie.com](mailto:mwhiteside@brasfieldgorrie.com)

Start Date: 12/2012 / Finish Date: 04/2013

Bonded: Yes

Contract Amount: \$112,000

Scope: Fabrication and installation of all interior and exterior signage for a new corporate headquarters building.

**University of Tampa Naimoli Family Athletic & Intramural Complex / Tampa, Florida**

Contractor: RR Simmons

Contact: Brent Kitchiner / Phone: (813) 632-5520 / [brentkitchiner@rrsimmons.com](mailto:brentkitchiner@rrsimmons.com)

Start Date: 01/2013 / Finish Date: 04/2013

Bonded: No

Contract Amount: \$130,000

Scope: Design, fabrication and installation of signage for new university stadium.



**Florida Turnpike Service Plaza Remodel Project / Throughout Florida**

Contractor: Areas USA

Contact: Sam Joseph / Phone: (407) 264-3012 / [sam.joseph@areasmail.com](mailto:sam.joseph@areasmail.com)

Start Date: 12/2010 / Finish Date: 04/2013

Bonded: No

Contract Amount: \$300,000

Scope: Design-build and installation of all interior and exterior signage for eight new service plazas along the Florida Turnpike.

**St Vincent's Medical Center Clay County / Jacksonville, FL**

Contractor: UHS Building Solutions

Contact: Don Pyskacek / [don.pyskacek@uhsinc.com](mailto:don.pyskacek@uhsinc.com)

Start Date: 01/2013 / Finish Date: 06/2013

Bonded: No

Contract Amount: \$340,000

Scope: Design, fabrication and installation of all interior and exterior signage for a medical center

**Orange County Convention Center / Orlando, Florida**

Owner: Orange County, Florida

Contact: Elia Zayas / Phone: (407) 836-5635 / Fax: (407) 836-5899

Start Date: 01/2013 / Finish Date: 09/2013

Bonded: No

Contract Amount: \$1,300,000

Scope: Design, fabrication and installation of all exterior wayfinding and roadway signage for the second largest convention center in the United States.

**CFE Federal Credit Union Arena / Orlando, Florida**

Owner: CFE Federal Credit Union

Contact: John Thomas / Phone: (407) 228-2750 / [jthomas@mycfe.com](mailto:jthomas@mycfe.com)

Start Date: 01/2013 / Finish Date: 11/2013

Bonded: No

Contract Amount: \$350,000

Scope: Design, fabrication and installation of all interior, exterior and digital signage for sports arena on the University of Central Florida campus.

**Tradition Medical Center / Stuart, Florida**

Owner: Martin Health

Contact: Laurie Daccarett / Phone: (772) 288-5830 / Fax: (772) 781-3162 / [laurie.deccarett@martinhealth.com](mailto:laurie.deccarett@martinhealth.com)

Start Date: 04/2013 / Finish Date: 12/2013

Bonded: No

Contract Amount: \$100,000

Scope: Design, fabrication and installation of all interior and exterior signage for a new hospital.

**Tampa International Airport: Digital Signage and Wayfinding Phase I / Tampa, Florida**

Contractor: DPR Construction (formerly Hardin Construction)

Contact: Brian Robbins / Phone: (813) 917-8917 / [brainro@dpr.com](mailto:brainro@dpr.com)

Start Date: 08/2013 / Finish Date: 01/2013



Bonded: No

Contract Amount: \$300,000

Scope: Framework associated with digital signage cabinets; supports for electronic digital wayfinding message boards; static directional and advertising signage to include all fabrication and installation of product scope.

**Baycare Corporate Offices / Clearwater, Florida**

Contractor: Skanska USA

Contact: Tom Larossi / Phone: (727) 799-1411 / [tom.larossi@skanska.com](mailto:tom.larossi@skanska.com)

Start Date: 02/2013 / Finish Date: 12/2013

Percent Complete: 90%

Contract Amount: \$75,000

Scope: Design, fabrication and installation of all interior and exterior signage for new corporate offices.

**Mann Research Center & MOB / Port Saint Lucie, Florida**

Owner: Mann Research Center, LLC

Contact: Mary Lou Henninger / Phone: (772) 345-3515

Start Date: 06/2013 / Finish Date: 01/2014

Bonded: No

Contract Amount: \$250,000

Scope: Design, fabrication and installation of all interior and exterior signage for a new research center and medical office building.

**Sheraton Vistana Villages / Orlando, Florida**

Owner: Starwood Vacation Ownership

Contact: Kevin Poole / Phone: (407) 238-5000 / Fax: (407) 418-7335 / [kevin.poole@starwoodvo.com](mailto:kevin.poole@starwoodvo.com)

Start Date: 09/2013 / Finish Date: 02/2014

Bonded: No

Contract Amount: \$137,000

Scope: Design, fabrication and installation of interior and exterior signage for a large resort.

**Pasco-Hernando Community College – Porter Campus at Wiregrass Ranch / Wesley Chapel, Florida**

Owner: Pasco-Hernando Community College

Contact: Debra Whittaker / Phone: 727-816-3315 / [whittad@phcc.edu](mailto:whittad@phcc.edu)

Start Date: 08/2013 / Finish Date: 02/2014

Bonded: No

Contract Amount: \$223,000

Scope: Design, fabrication and installation of branded wayfinding for a college campus.





## **Current Contracts - City Signage and Wayfinding**

### **City of St. Augustine, Florida**

Owner: City of St. Augustine

Contact: Jennifer Wolfe/ Phone: (904) 209-4302 / Fax: (904) 825-1051 / [jwolfe@citystaug.com](mailto:jwolfe@citystaug.com)

Start Date: 08/2013 / Expected Completion Date: 08/2014

Percent Complete: 95%

Bonded: No

Contract Amount: \$47,000

Scope: Design, fabrication and installation of branded wayfinding signage for a city.

### **City of Tallahassee, Florida**

Owner: City of Tallahassee

Contact: Autumn Calder / Phone: (850) 219-1065 / [autumn.calder@blueprint2000.com](mailto:autumn.calder@blueprint2000.com)

Start Date: 09/2013 / Expected Completion Date: 08/2014

Bonded: No

Contract Amount: \$350,000 Phase 2

Scope: Design, fabrication and installation of branded wayfinding signage for Cascades Park.

### **City of Ft. Lauderdale, Florida**

Owner: City of Ft. Lauderdale

Contact: Kevin Walford / Phone: (954) 828-5217 / Fax: (954) 828-3704 /  
[kwalford@fortlauderdale.gov](mailto:kwalford@fortlauderdale.gov)

Start Date: 10/2013 / Expected Completion Date: 08/2014

Bonded: No

Contract Amount: \$25,000

Scope: Design, fabrication and installation of branded wayfinding signage for a city.

### **City of Savannah, Georgia**

Owner: City of Savannah

Contact: Bridget Lidy / Phone: (912) 651-6425 / [blidy@savannahga.gov](mailto:blidy@savannahga.gov)

Start Date: 01/2014 / Expected Completion Date: 08/2014

Bonded: No

Contract Amount: \$44,000

Scope: Design, fabrication and installation of signage and wayfinding for parts of a large city.

**CONTRACTOR'S STATEMENT OF  
SUBCONTRACTORS TO BE USED FOR THIS WORK**

NAME OF CONTRACTOR: CREATIVE MAILBOX DESIGNS, LLC DBA: CREATIVE SIGN DESIGNS

BUSINESS ADDRESS: 12501 COMMUNITY PLACE, TAMPA, FL 33626

**LIST SUBCONTRACTORS TO BE USED IN THE PROJECT:**

- (1) Company Name: N/A  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Phase of Work Sublet: \_\_\_\_\_
- (2) Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Phase of Work Sublet: \_\_\_\_\_
- (3) Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Phase of Work Sublet: \_\_\_\_\_
- (4) Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Phase of Work Sublet: \_\_\_\_\_

\* CSD will not be using any subcontractors on this project. We will self-perform 100% of fabrication & installation on this project.

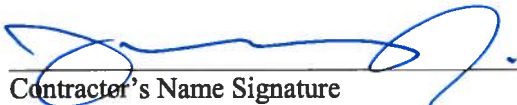
## **DRUG FREE WORKPLACE CERTIFICATION**

If identical tie bids exist, preference will be given to the Offeror who submits a certification with their bid/proposal certifying they have a drug-free workplace in accordance with Section 287.087, Florida Statutes. The drug-free workplace preference is applied as follows:

**IDENTICAL TIE BIDS:** Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids, which are equal with respect to price, quality, and service, are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied Offerors have a drug-free workplace program.

As the person authorized to sign this statement, I certify that this firm complies fully with the following requirements:

- 1) This firm publishes a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) This firm informs employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) This firm gives each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), this firm notifies the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) This firm 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.
- 6) This firm will continue to make a good faith effort to maintain a drug-free workplace through implementation of this section.

  
Contractor's Name Signature



# NON-COLLUSIVE AFFIDAVIT

State of FLORIDA

County of HILLSBOROUGH

SS.

JAMIE HARDEN being first duly sworn, deposes and says that:

1. He/she is the OFFICER/OWNER (Owner, Partner, Officer, Representative or Agent) of CREATIVE MALIBU DESIGNS LLC the Offeror that has submitted the attached Proposal;
2. He/she is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;
3. Such Proposal is genuine and is not a collusive or sham Proposal;
4. Neither the said Offeror nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Offeror, firm, or person to submit a collusive or sham Proposal in connection with the Work for which the attached Proposal has been submitted; or have in any manner, directly or indirectly sought by agreement or collusion, or have in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any Offeror, firm, or person to fix the price or prices in the attached Proposal or of any other Offeror, or to fix any overhead, profit, or cost elements of the Proposal price or the Proposal price of any other Offeror, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposal Work.

Signed, sealed and delivered in the presence of:

Mary A. Magaraci

By: JAMIE HARDEN  
(Printed Name)  
PRESIDENT  
(Title)

## ACKNOWLEDGEMENT

State of Florida

County of Hillsborough

On this 22<sup>nd</sup> day of July, 2014, before me, the undersigned Notary Public of the State of Florida, personally appeared Jamie Harden and (Name(s) of Individual(s) who appeared before notary) whose name(s) in/are Subscribed to the written instrument, and he/she/they acknowledge that he/she/they executed it.



Mary A. Magaraci  
NOTARY PUBLIC, STATE OF Florida


Mary A. Magaraci  
(Name of Notary Public: Print, stamp, or type as commissioned)

☒ Personally known to me, or ☐ Produced Identification: \_\_\_\_\_ ☐ DID take an oath, or ☒ DID NOT take an oath

## PUBLIC ENTITY CRIME INFORMATION

A person or affiliate who has been placed on the State of Florida's convicted vendor list following a conviction for a public entity crime may not submit a BID/ITB proposal on a contract to provide any goods or services to a public entity, may not submit a response on a contract with a public entity for services in the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a Contractor, supplier, Sub-Contractor, or Contractor 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, Florida Statutes**, for **CATEGORY TWO** for a period of 36 months from the date of being placed on the convicted vendor list.

I, JAMIE HARDEN, being an authorized representative  
of the firm of CREATING MAILBOX DESIGNS LLC, located at City:  
TAMPA State: FLORIDA Zip: 33626, have  
read and understand the contents of the Public Entity Crime Information and of this  
formal BID/ITB package, hereby submit our proposal accordingly.

Signature:   
Phone: 813 818 7100  
Federal ID#: 20-2975242

Date: 7/22/14  
Fax: 813 749 2311

## SAMPLE CONTRACT

THIS CONTRACT, pursuant to City Council approval granted on \_\_\_\_\_, is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2014, by and between the CITY OF VENICE, FLORIDA, hereinafter referred to as the City, and \_\_\_\_\_, hereinafter referred to as the Contractor.

### WITNESSETH:

THAT FOR and in consideration of the mutual covenants and obligations hereafter set forth, the parties hereto agree as follows:

(1) The contract documents consist of this Contract, standard general conditions, special conditions, technical specifications, drawings, Contractor's bid proposal for ITB 2990-14, all of which are hereby made a part of this Contract.

(2) The Contractor shall perform all the work required by the contract documents for the following project; and shall include installation of the listed items, per bid specifications:

**City Bid # ITB# 2990-14: Wayfinding Signage Construction- Phase I**

(3) The work to be performed under this contract shall be completed within **ninety (90)** days of the issuance of the Notice to Proceed by the City.

(4) The City shall pay the Contractor for the performance of the work, subject to the terms and conditions of the contract documents and any written change orders, the contract sum of: \_\_\_\_\_ **Dollars & 00/100.**

(5) Time is of the essence in this contract. In the event that the work is not completed within the required time, then from the compensation otherwise to be paid to the Contractor, the City may retain the sum of **two hundred fifty dollars (\$250.00) per day** for each calendar day that the work remains uncompleted beyond the time limit, which sum shall represent the actual damage which the City will have sustained per day by failure of the Contractor to complete the work within the required time, said sum not being a penalty but being the stipulated damages the City will have sustained in the event of such default by the Contractor.

(6) In connection with the performance of work under this Contract, the Contractor agrees not to discriminate against any employee or applicant for employment because of race, sex, religion, color, or national origin. The aforesaid provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, lay-off or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The

---

Contractor agrees to post hereafter in conspicuous places, available for employees or applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the non-discrimination clause. The Contractor further agrees to insert the foregoing provisions in all contracts hereunder, including contracts or agreements with labor unions and/or workers' representatives, except subcontracts for standard commercial supplies or raw materials.

(7) Pursuant to applicable Florida law, Contractor's records associated with this Contract may be subject to Florida's public record laws, Florida Statutes 119.01, *et seq*, as amended from time to time. Contractor shall comply with all public records obligations set forth in such laws, including those obligations to keep, maintain, provide access to, and maintain any applicable exemptions to public records, and transfer all such public records to the City at the conclusion of this Contract, as provided for in Section 119.0701, Florida Statutes.

(8) Termination. This Contract may be terminated by the City if Contractor is in breach of any term or provision of this Contract or any of the contract documents, or at any time such termination is in the best interest of the City. This Contract may be terminated by the Contractor only by mutual consent of both parties. If this Contract is terminated before performance is completed, the Contractor shall be paid only for that work satisfactorily performed for which costs can be substantiated.

(9) This Contract and the contract documents constitute the entire agreement of the parties and may not be changed or modified, except by a written document signed by both parties hereto. This Contract shall be binding upon the successors and assigns of the parties.

IN WITNESS WHEREOF, the parties to the agreement have hereunto set their hands and seals and have executed this agreement, the day and year first above written.

(SEAL)

ATTEST:

CITY OF VENICE  
IN SARASOTA COUNTY, FLORIDA

\_\_\_\_\_  
CITY CLERK

BY: \_\_\_\_\_  
MAYOR

ATTEST:

CONTRACTOR

---

\_\_\_\_\_

BY: \_\_\_\_\_

\_\_\_\_\_  
Signed by (typed or printed)

\_\_\_\_\_  
Signed by (typed or printed)

Approved as to Form and Correctness

\_\_\_\_\_  
David Persson, City Attorney

\_\_\_\_\_

**CITY OF VENICE**

**WAYFINDING SIGNAGE CONSTRUCTION – PHASE I  
CITY OF VENICE, FLORIDA  
BID SUBMITTAL FORM**

**BID NO. 2990-14  
2:00 P.M.**

**DUE: July 23, 2014**

**NO LATER THAN**

To furnish all labor, materials and equipment necessary for all items defined in the specifications together with all modifications, additions, or deletions which may be included in addenda issued prior to the bid date and time for the sum of:

**TOTAL NOT TO EXCEED BID PLUS CITY RESERVE:**

ONE HUNDRED NINE THOUSAND TWO HUNDRED TWENTY THREE \$ 109,223  
(written)

**OUR FIRM CAN COMPLY WITH ALL INSURANCE AND BOND REQUIREMENTS.**

YES X NO       

Any and all exceptions must be noted on Company's letterhead and attached to Bid Proposal.  
ADDENDA THROUGH ADDENDUM NO. 1 ARE INCLUDED IN THIS BID.

Name of Contractor's Superintendent for this  
work: JIM MONTERO

Contractor has read and understands Special Conditions, Restoration, requirements Yes X  
No       

Name of Subcontractor performing restoration:

WORK TO BE COMPLETED WITHIN 120 CALENDAR DAYS OF "NOTICE TO  
PROCEED" & APPROVED STOP DRAWINGS

CREATIVE MAILBOX SIGNS LLC  
DBA CREATIVE SIGN DESIGNS  
NAME OF COMPANY

[Signature]  
BY (Signature)

12801 COMMODITY PLACE  
ADDRESS

SIGNED BY (typed or printed)  
JAMIE HARDEN

Tampa FL 33626  
CITY STATE ZIP

OFFICIAL TITLE PRESIDENT

DATE 7/22/14 PHONE 813 818 7100 FAX 813 749 2311

**BID SCHEDULE  
CITY OF VENICE  
WAYFINDING SIGNAGE CONSTRUCTION- PHASE I**

**ITB Number 2990-14**

Description	Quantity	Unit	Unit Price	Extension
Mobilization (108)		LS	1,800	1,800
Maintenance of Traffic (109)		LS	2,560	2,560
Sign Type A	11	EA	4,144	45,584
Sign Type B	6	EA	5,606	33,636
Sign Type C	9	EA	1,746	15,714
Miscellaneous (all other items required to complete)	1	LS	0	0
<b>TOTAL NOT TO EXCEED BID:</b>				99,294
City Reserve (include in bid total)	10%	LS		9,929
<b>TOTAL NOT TO EXCEED BID PLUS CITY RESERVE:</b>				109,223

- It is the Contractor's responsibility to verify field conditions and inspect the project site to determine the quantities required to complete the project prior to submitting the Not to Exceed Lump Sum Bid.
- Individual quantities and bid items listed must be verified by the contractor prior to providing the final lump sum bid amount.
- The Engineer and the City do not warrant that the quantities are accurate
- The City reserves the right to remove line items above from the bid award due to budgeting constraints.
- The City reserves the right to discuss opportunities to value engineer the project with the lowest responsive bidder prior to bid award.

**Notes:** City Reserve is for the exclusive use of the City (if required).

DATE: 7/22/14

SUBMITTED BY: CREATIVE MAILBOX DESIGNS LLC (Contractor Business Name)  
DBA: CREATIVE SIGN DESIGNS

END OF SECTION



**CITY OF VENICE  
PROCUREMENT- FINANCE DEPARTMENT  
401 W. VENICE AVE. - ROOM # 204  
VENICE, FL. 34285  
(941) 486-2626  
FAX (941) 486-2790**

**ADDENDUM NO. 1**

**Date: July 15, 2014**

**To: All Prospective Bidders**

**Re: ITB 2990-14: Wayfinding Signage Construction – Phase I**

---

This addendum sets forth changes and/or information as referenced and is hereby made part of and should be attached to the subject Contract Documents. Receipt of this Addendum shall be acknowledged below and in the submitted proposal. It shall be the responsibility of each proposer, prior to submitting a proposal, to contact the City of Venice- Procurement- Finance Department to determine if addenda were issued and to make such addenda a part of their proposal.

---

The following is to clarify and provide additional information requested.

The specifications indicate that the contractor will be responsible for all permitting, including Right of Way permits. I am writing to ask for an estimate cost for these so we may bid accordingly. Can you provide this?

It is the contractor's responsibility to verify if ROW permits are required to be obtained for each sign location and contract agencies directly for ROW Permit fee amounts. City of Venice ROW permit fees will be waived, however, contractor should anticipate paying the standard ROW Permit fees for Sarasota County and FDOT.

City of Venice – ROW Permit Fees will be waived.

Building Permits that may be required vary by size of sign and other factors, they will be able to calculate the fees per sign.

The following links to the City of Venice

[http://www.venicegov.com/Municipal\\_links/Building\\_Code/submittal.asp](http://www.venicegov.com/Municipal_links/Building_Code/submittal.asp)

[http://www.venicegov.com/Municipal\\_links/Building\\_Code/Calculators/sign.asp](http://www.venicegov.com/Municipal_links/Building_Code/Calculators/sign.asp)

Any other permit fees would be with other agencies such as Sarasota County and FDOT for ROW Use Permits.

Are there any details and quantities for removals?

It is the contractor's responsibility to visit each location to determine if existing signs will need to be relocated or removed to accommodate the wayfinding signs. In all cases, unless the verbiage on the signs is similar to the wayfinding sign or is no longer necessary, minor relocation of either the wayfinding sign or the sign in conflict should be included in the bid. Final location approval for all signs will be coordinated prior to installation.

Sign Type B: Does this sign require a break away system?

Provide break-away system on sign type B.

Can the map and text be digitally printed?

A PDF version of the drawings has been provided which can be printed, however, it is the responsibility of the sign contractor to provide the language in a format that meets the sign making quality requirements. The City of Venice Logo is available in jpeg or pdf version, however, may require refinement depending on the scale and size of the logo required for the sign.

Can we use our traffic cones and our flagman for our traffic control?

All maintenance of traffic shall be performed per FDOT requirements. Contractor shall be responsible for obtaining maintenance of traffic permit from FDOT.

Does the unit price include install?

Yes, the unit price includes all costs associated with fabricating, permitting and installation of the sign.

**Peter Boers, C.P.M., CPPB**  
**Procurement Manager**

Acknowledgment is requested even if you have elected not to respond to this bid. A designated management representative of your firm can sign the receipt for this addendum. Please acknowledge receipt of this addendum immediately by fax to (941) 486- 2790 or mail to the above noted address, if a fax is not possible.

Receipt Acknowledged:

  
Signature

\_\_\_\_\_  
Company

Date: \_\_\_\_\_