1. **SCOPE OF WORK**

Contractor shall participate in a vendor pool and provide competitive pricing for quote requests on an as needed basis for the design, fabrication, provision, and installation of interior and exterior signage and monuments, such as, but not limited to, room identification, informational, regulatory, monument, directional wayfinding, building identification, and LED signs.

* 1. Activities in County buildings shall not be interrupted by Contractor work activities. Pricing shall include all costs associated for each project.
  2. All work and materials shall be in strict compliance with all relevant Federal, State, County regulations, and manufacturer’s equipment specifications. This is an indefinite quantity contract with no guarantee of dollar value.
  3. For projects with a projected cost equal to or less than $5,000.00, County Project Manager shall request a lump sum quote and issue a purchase order to the chosen Contractor with the ability to complete the project within the required time frame.
  4. For projects with a projected cost over $5,000.00, County Project Manager shall utilize the Request For Quote (RFQ) System. RFQ shall be a lump sum quote unless specified otherwise. Requests shall include the location, clearly defined project limits, and description of the scope of work to be completed. County Project Manager will issue a purchase order to the lowest price responsible Contractor with the ability to complete the work within the required time frame.
  5. County may choose one Contractor to provide design services for a project. Design services shall provide all details and specifications for the required signage including, but not limited to sign dimensions, foundation design, electrical requirements, elevation pictures, material types, colors, finishes, and logos.
     1. Contractor shall be fully aware of signage requirements by State and Local governing bodies to ensure the design meets all required regulations.
     2. Completed designs shall be used for solicitations where sign costs exceed $5,000. Designs shall not have identifying text or logos from the Contractor.
     3. Contractor understands design shall be used for solicitation purposes and Contractor shall be permitted to bid on the RFQ.
  6. The additional pricing time and material section of Attachment 2 – Pricing, shall be used for design services, when work is not able to be clearly defined, or outside of areas listed in this Exhibit A.
  7. Any discrepancy concerning the scope of work shall be resolved and confirmed by County Project Manager. Contractor shall not be entitled to any additional compensation for extra work performed without prior written confirmation from County Project Manager.

1. **ACCIDENT PREVENTION AND BARRICADES**
   1. Precautions shall be exercised for the protection of persons and property.
   2. Contractor(s) performing services shall conform to all relevant Federal, State, and County regulations.
      1. Any fines levied for failure to comply with requirements will be borne solely by the Contractor.
   3. Contractor shall provide barricades when work is performed in areas traversed by the public or as deemed necessary by the County.
2. **CONTRACTOR RESPONSIBILITIES**

Contractor shall:

* 1. Be fully competent in all aspects of sign in a safe manner.
     1. Employ only skilled, qualified workers.
     2. Provide workmanship and materials, free of defects.
     3. Be responsible for damages caused as the result of completing projects.
  2. Provide all-inclusive quotes to provide 100% turnkey projects.
     1. All items must be in accordance with all government standards, to include, but not be limited to, those issued by the Occupational Safety and Health Administration (OSHA), the national Institute of Occupational Safety Hazards (NIOSH), and the National Fire Protection Association (NFPA).
     2. Include all required labor, material, hardware, tools, equipment, delivery, installation, plans, and engineering.
     3. Include costs for general housekeeping and work area clean up.
     4. Include travel time.
     5. Include licenses, permits, and fees (including inspection fees) as required to comply with all laws, ordinances, regulations, and code requirements applicable.
     6. Landscaping shall NOT be included in any quote.
  3. Change orders shall not be issued for incidental items or tasks that should have been reasonably construed to be part of the project.
  4. Correct all apparent and latent deficiencies or defects in work, and any work that fails to conform to specifications regardless of project completion status.
  5. Any omissions of inherent technical functions or classes of work will not relieve the Contractor from performing the intended services in an acceptable manner.
  6. Payment shall be provided as full payment for furnishing all materials, labor, and shall include the design, fabrication, mobilization, permits, electrical work, fuel, delivery, and installation of signs.

1. **COUNTY RESPONSIBILITIES**

County will:

* 1. Reserve the right to award to one or more Contractors.
  2. Reserve the right to add, delete, or change services in conjunction with County needs.
  3. Establish the criteria and final design for sign specifications.
  4. Reserves the right to reject any or all proofs not in accordance with the specifications.
  5. Reserves the right to inspection and final acceptance of work.

1. **GRAPHIC STANDARD AND INSTALLATION**
   1. County logos will be provided to Contractor in these formats: jpeg, pdf, and eps.
   2. Contractor shall not alter the County logo other than to resize proportionately as needed.
   3. County requires signs to be durable, adaptable, and to meet State and County building and zoning requirements.
   4. Maximum size for signs is as stated in the County and Cities within Lake County’s Building Services requirements.
   5. Proofs shall be provided and approved prior to the performance of any work.
   6. Installation
      1. Verify and coordinate all work to field locations and dimensions.
      2. Provide for safety by installing devices such as temporary construction fencing and signage to areas that may be traversed by the public.
      3. Ensure utility locations have been marked prior to excavation and trenching. Call 811 before you dig ([www.Sunshine811.com](http://www.Sunshine811.com))
      4. Inform County if electrical work outside of the direct scope is required.
      5. Remove and discard any existing signage, hardware, and adhesives.
      6. Signage shall be affixed to adequate and compatible support substrates and structure for the performance of work.
      7. Signage must not bear any manufacturer identifying marks visible in the normal positioning, altitude, or use of the sign item.
      8. Date stickers shall be affixed to back of signs.
      9. All project spoils and debris must be removed from the premises at the end of each workday.
      10. All material, workmanship, and equipment will be subject to inspection and approval of the County.
      11. Any work not installed in accordance with the specifications will be rejected by the County and will be replaced at Contractor expense.
2. **WARRANTY REQUIREMENTS**

All goods furnished shall be fully guaranteed by Contractor against factory defects and workmanship. Contractor shall correct all apparent and latent defects that may occur within the manufacturer’s standard warranty period at no expense to County.

[*The remainder of this page intentionally left blank*]