

**Town of Davie  
Public Works Department  
Purchase of Miscellaneous Office Signs  
B-17-15**

NOTICE TO BIDDERS

The Town of Davie is accepting bids until 2:00 p.m. on Tuesday, November 22, 2016, for the following:

**Purchase of Miscellaneous Office Signs – B-17-15**

Complete bid specifications may be obtained from Angie Salinas, Buyer, 6591 Orange Drive, Davie, Florida 33314. Call (954) 797-1062 or request a copy of the bid from the Town of Davie website at [www.davie-fl.gov](http://www.davie-fl.gov). If calling please leave a fax or email address for the specification to be sent to or email a request to [angela\\_salinas@davie-fl.gov](mailto:angela_salinas@davie-fl.gov).

All bids should reference the bid name and number listed above and be delivered to the Purchasing Division, 6591 Orange Drive, Davie, Florida 33314 or faxed to (954) 797-1049. Bids will be opened on or about 2:00 p.m., Tuesday, November 22, 2016, at the Davie Town Hall. Any bids received after the specified due date and time will be rejected and returned unopened.

The Town of Davie reserves the right to reject any and/or all bids.

Town of Davie  
Angie Salinas  
Buyer

**Town of Davie  
Public Works Department  
Purchase of Miscellaneous Office Signs  
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The Town of Davie is seeking informal bids for manufacturing and delivering Office Name Signs, Employee Entrance Signs, and Miscellaneous signs as specified herein. The Town will be responsible to install the signs following manufacturer recommendations.

The Town reserves the right to accept or reject any or all bids. Contractor will have 5 days for any questions in regards to the specs on this bid.

**Sign Proof**

The selected vendor shall provide a sign proof for the Town to check and sign off prior to manufacturing the signs. Failure by the vendor to provide a sign proof to the Town, prior to manufacturing, will release the Town from any obligation to purchase signs that do not meet design requirements.

**Completion**

The contractor shall have 30 calendar days from the issuance of the notice to proceed, issued by the town, to manufacture and deliver the signs.

**Specifications**

**Item #1**

**Office Name Signs (see names below)**

**Quantity: 11**

W:10.0 in. X H:4.0 in. , Single Sided:

Digitally Print and Laminate 3mm Dibond Sign

10"W x 4"H

Green Border and Copy

Beige Background

Face Plate: 1/8" Non-Glare Acrylic Subsurface Painted (color TBD)

Copy Type: 1/32" Raised Rowmark 311-101 Clear Surface Painted (color TBD)

ADA Compliant: Yes - With CLEAR Raster Braille

Signs to read:

1. Mayor/Town Council  
Town Administration  
Town Attorney
2. Town Council Chambers

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3. Town Council Chambers
4. Town Council Only
5. Planning & Zoning  
    Business Tax Receipt
6. Pioneer Room
7. Town Clerk's Office
8. Human Resources
9. Budget & Finance  
    Water Bills
10. Building  
    Engineering
11. Building  
    Information Technology

**Item #2**

**Employee Entrance Signs**

**Quantity: 12**

W:10.0 in. X H:4.0 in. , Single Sided:

Digitally Print and Laminate 3mm Dibond Sign

10"W x 4"H

Signs to read:

**Employee Entrance**

Green Border and Copy

Beige Background

Face Plate: 1/8" Non-Glare Acrylic Subsurface Painted (color TBD)

Copy Type: 1/32" Raised Rowmark 311-101 Clear Surface Painted  
(color TBD)

ADA Compliant: Yes - With CLEAR Raster Braille

**Item #3**

**Miscellaneous**

**Quantity: 5**

W:10.0 in. X H:4.0 in. , Single Sided:

Digitally Print and Laminate 3mm Dibond Sign

10"W x 4"H

Signs to read:

1. Public Entrance ( left arrow)
2. Public Entrance on South Side of Building
3. No Entrance
4. Public Entrance (right arrow)
5. Electrical Room

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Green Border and Copy  
Beige Background  
Face Plate: 1/8" Non-Glare Acrylic Subsurface Painted (color TBD)  
Copy Type: 1/32" Raised Rowmark 311-101 Clear Surface Painted  
(color TBD)  
ADA Compliant: Yes - With CLEAR Raster Braille

**Item #4**

**Aluminum .040**

**Quantity: 6**

W:2.0 in. X H:1.0 in. , Single Sided:  
Digitally Print and Laminate.040 Aluminum Sign  
2"W x 1"H  
Signs to read:  
Pull  
Brown Letters  
White Background

**Item #5**

**Restrooms Signs**

**Quantity: 6**

W:17.0 in. X H:8.5 in. , Single Sided:  
Digitally Print and Laminate 3mm Dibond Sign  
17"W x 8.5"H  
Green Border and Copy  
Beige Background  
Signs to read: Public Restrooms (some with right arrow some with left)

**Item #6**

**Bike Rack**

**Quantity: 2**

W:5.0 in. X H:9.0 in. , Single Sided:  
Digitally Print and Laminate 3mm Dibond Sign  
5"W x 9"H  
Sign to read:  
Please use Bike Rack (one would have arrow, one would not)  
Green border and copy  
Beige Background

**Item #7**

**Standard Vinyl Graphics**

**Quantity: 7**

W:8.0 in. X H:10.0 in. , Single Sided:

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RTA Standard Cut Vinyl Graphics for Doors.  
Signs to read:

Office Hours  
Mon - Fri  
8:30am - 5:00pm (x4)

Office Hours  
P&Z  
Mon - Fri  
8:30am - 5:00pm  
BTR  
Mon - Fri  
8:30am - 4:00pm (1)

Office Hours  
Mon - Fri  
7:30am - 3:30pm  
No Credit Cards Accepted (x2)

**Item #8  
Custom Routed - Sandblasted Signs**

Wall Sign

**Quantity: 1**

(1) Design and fabricate SINGLE SIDED Custom HDU sign

24"W x 16"H, custom shaped

Sign will be fabricated from 2" thick HDU foam, custom routed, hand painted, and finished with a hard outer coating for weather protection. All copy and Border will be raised, with a recessed, WOODGRAIN finished background. Customer to choose all paint colors Town Seal will be digitally printed and laminated on High Premium Vehicle Wrap vinyl, and will be applied to routed sign.

Sign to read:

Building  
Engineering  
Information Technology  
Green Border and Copy  
Beige Background

**Item #9  
Custom Routed - Sandblasted Signs**

**Quantity: 8**

Wall Sign Design and fabricate SINGLE SIDED Custom HDU sign

40"W x 5"H, custom shaped

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Sign will be fabricated from 1.5" thick HDU foam, custom routed, hand painted, and finished with a hard outer coating for weather protection. All copy and Border will be raised, with a recessed, WOODGRAIN finished background. Customer to choose all paint colors. Town Seal will be digitally printed and laminated on High Premium Vehicle Wrap vinyl, and will be applied to routed sign.

Signs to read:

Building A (x2)

Building B (x3)

Building C (x3)

Green Border and Copy

Beige Background

**Delivery:**

Equipment shall be delivered within 30 days from receiving order.

Deliver to:                   Town of Davie  
                                  Public Works Department  
                                  Attn: Todd Evans  
                                  6911 Orange Drive  
                                  Davie, FL 33314

Shipping shall be FOB Davie

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**PRICING PAGE**

Bidding Company: \_\_\_\_\_

Quantity	Description per Specifications	Unit Price	Total
11	Item 1-Office Name Signs	\$	\$
12	Item 2- Employee Entrance Signs	\$	\$
5	Item 3- Miscellaneous	\$	\$
6	Item 4-Aluminum .040	\$	\$
6	Item 5-Restroom Signs	\$	\$
2	Item 6-Bike Rack	\$	\$
7	Item 7-Standard Vinyl Graphics	\$	\$
1	Item 8-Custom Sandblasted Signs	\$	\$
8	Item 9-Custom Sandblasted Signs	\$	\$
			\$
Grand Total		\$	\$

**QUANTITIES**

These are estimated quantities. The Town specifically reserves the right to increase or decrease the quantity to meet additional or reduced requirements of the Town, without such change affecting the contract unit price set forth in the proposal form by the bidder.

Our company does \_\_\_\_does not \_\_\_\_ accept the Town of Davie VISA credit card as a form of payment

Print Name: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

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**Form W-9**  
(Rev. November 2005)  
Department of the Treasury  
Internal Revenue Service

**Request for Taxpayer  
Identification Number and Certification**

Give form to the requester. Do not send to the IRS.

Print or type  
See Specific Instructions on page 2.

Name (as shown on your income tax return)	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ .....	
<input type="checkbox"/> Exempt from backup withholding	
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	
List account number(s) here (optional)	

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number

or

Employer identification number

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

**Part II Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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**Purpose of Form**

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person.** Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

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**Town of Davie  
Vendor/Bidder Disclosure**

I, \_\_\_\_\_, being first duly sworn state that:

The full legal name and business address of the person(s) or entity contracting with the Town of Davie ("Town") are as follows (Post Office addresses are not acceptable):

Name of Individual, Firm, or Organization: \_\_\_\_\_

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

\_\_\_\_\_

FEIN \_\_\_\_\_

State and date of incorporation \_\_\_\_\_

**OWNERSHIP DISCLOSURE AFFIDAVIT**

1. If the contract or business transaction is with a corporation, the full legal name and business address shall be provided for each officer and director and each stockholder who directly or indirectly holds five percent (5%) or more of the corporation's stock. If the contract or business transaction is with a trust, the full name and address shall be provided for each trustee and each beneficiary. All such names and address are as follows (Post Office addresses are not acceptable):

Full Legal Name	Address	Ownership
_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %

2. The full legal names and business addresses of any other individual (other than subcontractors, materialmen, suppliers, laborers, and lenders) who have, or will have, any

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legal, equitable, or beneficial interest in the contract or business transaction with the Town are as follows (Post Office addresses are not acceptable):

Full Legal Name	Address
_____	_____
_____	_____
_____	_____
_____	_____

By: \_\_\_\_\_  
Signature of Affiant

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

\_\_\_\_\_  
Print Name

SUBSCRIBED AND SWORN TO or affirmed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_, by \_\_\_\_\_, he/she is personally known to me or has presented \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public, State of Florida at Large

\_\_\_\_\_  
Print or Stamp of Notary

\_\_\_\_\_  
Serial Number

My Commission Expires : \_\_\_\_\_