

# Don Bell Signs, LLC

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**Izzie Enwall**

Corporate Accounts

365 Oak Place

Port Orange, FL 32127

386-763-4744

ienwall@donbellsigns.com

**City of Deltona**

2345 Providence Blvd

Deltona FL 32725

Date 03-20-23

To All interested Parties,

Don Bell Signs is a national high-custom sign manufacturer and would consider it a privilege to work with The City of Oakland Park on the sign fabrication and installation project, RFQ# 022223. We have a 50,000 square foot state-of-the-art manufacturing facility as well as eight (8) acres for storage that we can store fabricated signs on until the time of installation.

Don Bell Signs was founded in 1947 and our company has worked hard to earn your respect in signage creativity, craftsmanship quality, and service reliability. It is important to us that you receive a quality product that meets your budgetary needs as well as your quality expectations.

For over 75 years we have specialized in manufacturing pylon and monument signs; channel letters; architectural signs, interior signage. We strive to be on the cutting edge of LED video displays; scoreboards; neon signs, and work hard to provide superior comprehensive signage packages.

Once again, thank you for the opportunity to bid on this project and the chance to earn your business. You will find in the following pages, our presentation followed by the required Bid documents and signature. If you have any questions or need any additional information please feel free to contact me at any time.

Sincerely,



Izzie Enwall





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**REVISED BID RESPONSE FORM****BID NO. 23012****Monument Sign and New LED Boards**

In accordance with the foregoing terms, conditions and specifications, the undersigned bidder, having visited the site of the work and having become familiarized with the conditions affecting the cost of the work and with all requirements of the proposed Contract Documents, and duly issued Addenda to said documents, as acknowledged herein, proposes to furnish and perform all things required in labor, material, necessary tools, expendable equipment, and all services necessary to perform and complete in a workmanlike manner all work required by said documents and Addenda. This bid is for an initial period of two years with the option to renew for two additional one year periods for a total of up to four years.

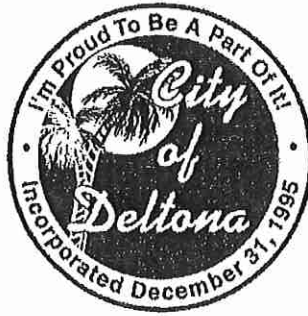
The City will eventually replace some of its current signs or just the LED Boards of some of them. Please provide an alternate cost for replacing only the LED board.

| QTY | UNIT | DESCRIPTION                            | TOTAL COST          |
|-----|------|----------------------------------------|---------------------|
| 1   | EA   | Monument Sign with new OPTEC LED Board | \$ <u>82,537.00</u> |

**ALTERNATE BID**

| QTY | UNIT | DESCRIPTION                                                                        | TOTAL COST          |
|-----|------|------------------------------------------------------------------------------------|---------------------|
| 1   | EA   | Replace LED Board (only) with 28" x 8'4" OPTEC LED Board and use existing cabinet. | \$ <u>17,700.00</u> |

**This Form Must Be Completed and Returned with your Submittal.**



**ADDENDUM #1 TO BID#23009**  
**Water Meter Installation**  
**March 7, 2023**

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The bid document calls for Samsung/Prismview LED display. The City is requesting bids for Optec or equal to be bid on the attached revised bid form. Please disregard the old bid form.

***This Form Must Be Completed and Returned with your Submittal.***

***I hereby confirm that I am authorized to submit this addendum on behalf of:***

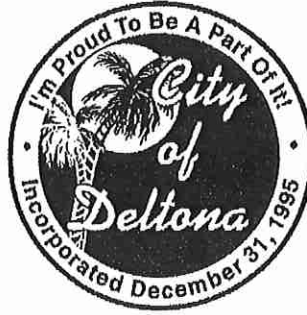
Don Bell Signs, LLC

**Company Name**

  
**Representative**

03/21/2023

**Date**



**ADDENDA #2 TO  
BID NO. 23012**

**March 21, 2023**

**Monument Sign and New LED Board**

The bid form has been replaced. Please use attached Revised Bid Form.

***This Form Must Be Completed and Returned with your Submittal.***

***I hereby confirm that I am authorized to submit this addendum on behalf of:***

Don Bell Signs, LLC

\_\_\_\_\_  
**Company Name**

  
\_\_\_\_\_  
**Representative**

03-22-23

\_\_\_\_\_  
**Date**

|                                                                                                                                                                                                                        |                                                                                                                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| <p><b>Submit Bid to:</b></p> <p><b>CITY OF DELTONA</b></p> <p>2345 Providence Blvd.<br/>Deltona, Florida 32725<br/><b>Attn: Purchasing</b></p> <p><b>CLEARLY MARK SEALED ENVELOPE WITH<br/>BID NAME AND NUMBER</b></p> | <p><b>INVITATION<br/>TO BID# 23012<br/>FOR:</b></p> <p><b>MONUMENT SIGN(S) WITH NEW LED<br/>BOARDS</b></p>      |
| <p><u>Contact:</u></p> <p>Kate Duffy, CPPO, CPPB<br/>Purchasing Manager<br/>Phone: (386) 878-8570<br/>Fax: (386) 878-8571<br/>EMAIL QUESTIONS TO:<br/><b>E-Mail Address: kDuffy@deltonafl.gov</b></p>                  | <p><b>BIDDER NAME:</b> <u>Don Bell Signs, LLC</u></p> <p>_____</p> <p>_____</p>                                 |
| <p><b><u>BID DUE DATE &amp; TIME:</u></b></p> <p><b>THURSDAY, MARCH 23, 2023 AT 2:30 AT CITY<br/>HALL, 1<sup>ST</sup> FLOOR CONFERENCE ROOM LOCATED<br/>AT 2345 PROVIDENCE BOULEVARD, DELTONA,<br/>FLORIDA</b></p>     | <p><b>MAILING ADDRESS:</b> _____</p> <p><u>365 Oak Place Port Orange FL 32127</u></p> <p>_____</p> <p>_____</p> |
|                                                                                                                                                                                                                        | <p>Phone#: <u>386 -788-8084</u></p> <p>Fax#: <u>386-763-4762</u></p>                                            |

**GENERAL CONDITIONS, INSTRUCTIONS AND INFORMATION FOR  
BIDDERS**

These documents constitute the complete set of terms and conditions, specification requirements, and bid forms. All bid sheets and attachments must be executed and submitted in a sealed envelope. The face of the envelope shall contain Bidder's name, return address, the date and time of bid opening, the bid number and title. Bids not submitted on the enclosed Bid Form shall be rejected. Bidders shall submit three (3) complete sets (one [1] original and two [2] copies) of their bid, complete with all supporting documentation. **SUBMITTAL OF A BID IN RESPONSE TO THIS INVITATION TO BID CONSTITUTES AN OFFER BY THE BIDDER.** Bids which do not comply with these requirements may be rejected at the option of the City.

**CONTACT:** All prospective bidders are hereby instructed not to contact any member of the City of Deltona Commission, City Manager, or City of Deltona Staff members other than the noted contact person OR another member of the City's Purchasing Division regarding this Invitation to Bid or their

bid proposal at any time during the bid process. Any such contact shall be cause for rejection of your bid proposal. The Bid process is not over until an award is made.

**Bid#23012 Monument Sign(s) and new LED Boards**

## HOLD HARMLESS AND INDEMNITY AGREEMENT

Gary Bell, agrees through the signing of this document by an authorized party or agent that it shall defend, indemnify and hold harmless the City of Deltona, and its agents, employees, and public officials from and against all suits, losses, claims, demands, judgments of every name and description arising out of or incidental to the performance of this contract or work performed thereunder, whether or not due to or caused by the negligence of the City of Deltona, its agents, employees, and public officials excluding only the sole negligence of the City of Deltona, its agents, employees, and Public Officials.

This provision shall also pertain to any claims brought against the City of Deltona, its agents, employees, and public officials by an employee of the named Contractor, any Sub-contractor, or anyone directly or indirectly employed by any of them.

The Contractor's obligation to indemnify the City of Deltona, its agents, employees and public officials under this provision shall be limited to \$1,000,000 per occurrence which the parties agree bears a reasonable commercial relationship to the contract.

The Contractor agrees to accept, and acknowledges as adequate remunerations, the consideration of \$10, which is part of the agreed bid price, the promises contained herein, and other good and valuable consideration, the receipt of which is hereby acknowledged, for agreement to enter into this Hold Harmless and Indemnity Agreement.

Don Bell Signs, LLC  
CONTRACTOR



3/9/23  
DATE

*This Form Must Be Completed and Returned with your Submittal.*

**CITY OF DELTONA**  
**BIDDER INFORMATION FORM**

The information below is required to complete your bid packet. Type or print only.

Company Name: Don Bell Signs, LLC

Address: 365 Oak Place

City: Port Orange

State: Florida

Zip Code: 32127

Phone Number: 386-788-8084

Fax Number: \_\_\_\_\_

Project Contact: Izzie Enwall

e-mail address: ienwall@donbellsigns.com

**Remittance (Payment) Mailing Information**

Address: 365 Oak Place

City: Port Orange State: FL Zip Code: 32127

Phone Number: 386-788-8084

Fax Number: 386-763-4762

Project Contact: Izzie Enwall

e-mail address: ienwall@donbellsigns.com

Federal Tax ID No.: 59-376-1150

Tax ID Type: ☒ Federal Tax ID ☐ Social Security Number

*This Form Must Be Completed and Returned with your Submittal.*

## References

| CUSTOMER NAME                     | CONTACT PERSON  | TELEPHONE<br>AND FAX<br>NUMBER | SCOPE OF SERVICES<br>PROVIDED/JOB NAME |
|-----------------------------------|-----------------|--------------------------------|----------------------------------------|
| City of Lake Worth Beach          | Chris DaBros    | ( 561 ) 493-2550<br>(      )   | City of Lake Worth Beach<br>Wayfinding |
| City of Daytona Beach             | David Waller    | ( 386 ) 671-8681<br>(      )   | Citywide<br>Signage Projects           |
| Daytona International<br>Speedway | Mauricio Bemari | ( 386 ) 681-4139<br>(      )   | Race Day signage<br>thru out the year  |

Does Bidder have any similar work in progress at time of Bid Opening?

Yes

☒

No

☐

If "Yes", explain:

LED Boards for Town of Calloway , Golden Beach, Steson University

*References who are located in foreign countries are not acceptable.*

*This Form Must Be Completed and Returned with your Submittal.*

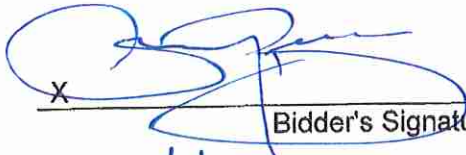
## DRUG-FREE WORK PLACE FORM

The undersigned Bidder in accordance with Florida Statute 287.087, hereby certifies that

Don Bell Signs, LLC does:  
(Name of Business)

1. Publish 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. Inform 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. Give each employee engaged in providing the commodities or contractual services that are proposed a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify 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. Impose a sanction on, or require 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. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

X   
\_\_\_\_\_  
Bidder's Signature  
3/9/23  
\_\_\_\_\_  
Date

***This Form Must Be Completed and Returned with your Submittal, if applicable***

**Statement of No Bid**  
**Bid No. 23012**  
**MONUMENT SIGN(S) WITH NEW LED BOARDS**

If your company does not intend to bid on this Procurement, please complete and return this form prior to the date shown for receipt of bids to: CITY OF DELTONA, Purchasing Manager, 2345 Providence Blvd., Deltona, FL 32725.

We, the undersigned, have declined to bid on the above referenced Invitation to Bid for the following reason(s) :

- ☐ Specifications are too "restrictive." (please explain below)
- ☐ Unable to meet specifications
- ☐ Specifications were unclear. (please explain below)
- ☐ Insufficient time to respond
- ☐ We do not offer this type of product or equivalent
- ☐ Our production schedule would not permit us to perform
- ☐ Unable to meet bond requirements
- ☐ Other (please explain below)

REMARKS:

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|                                                              |                                                                                                                                                                                                                                                                                                                 |
|--------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <hr/> <div style="text-align: center;">Company Name</div>    | <hr/> <div style="text-align: center;">Telephone</div>                                                                                                                                                                                                                                                          |
| <hr/> <div style="text-align: center;">X<br/>Signature</div> | <hr/> <div style="text-align: center;">Fax</div>                                                                                                                                                                                                                                                                |
| <hr/> <div style="text-align: center;">Title</div>           | <hr/> <div style="text-align: center;">Typed or Printed Name</div>                                                                                                                                                                                                                                              |
| <hr/> <div style="text-align: center;">Address</div>         | <div style="display: flex; justify-content: space-between;"><div style="width: 30%;"><hr/><div style="text-align: center;">City</div></div><div style="width: 30%;"><hr/><div style="text-align: center;">State</div></div><div style="width: 30%;"><hr/><div style="text-align: center;">Zip</div></div></div> |

## E-VERIFY FORM

|               |                                                 |
|---------------|-------------------------------------------------|
| Project Name: | City of Deltona Monument Sign(s) with LED Board |
| Project No.:  | #23012                                          |

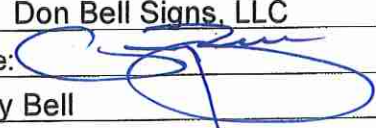
### Definitions:

"Contractor" means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration.

"Subcontractor" means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.

Effective January 1, 2021, public and private employers, contractors and subcontractors will begin required registration with, and use of the E-verify system in order to verify the work authorization status of all newly hired employees. Vendor/Consultant/Contractor acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:

- a) All persons employed by Vendor/Consultant/Contractor to perform employment duties within Florida during the term of the contract; and
- b) All persons (including subvendors/subconsultants/subcontractors) assigned by Vendor/Consultant/Contractor to perform work pursuant to the contract with the Department. The Vendor/Consultant/Contractor acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the contract is a condition of the contract with the City of Coconut Creek; and
- c) Should vendor become successful Contractor awarded for the above-named project, by entering into this Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. Any challenge to termination under this provision must be filed in the Circuit Court no later than 20 calendar days after the date of termination. If this contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination.

|                       |                                                                                     |
|-----------------------|-------------------------------------------------------------------------------------|
| Company Name:         | Don Bell Signs, LLC                                                                 |
| Authorized Signature: |  |
| Print Name:           | Gary Bell                                                                           |
| Title                 | President                                                                           |
|                       |                                                                                     |
| Phone:                | 386-788-8084                                                                        |
| Email:                | ienwall@donbellsigns.com                                                            |
| Website:              | www.DonBellSigns                                                                    |

## Request for Taxpayer Identification Number and Certification

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

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

**DON BELL SIGNS, LLC**

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC

☐ C Corporation

☐ S Corporation

☐ Partnership

☐ Trust/estate

☒ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) **P**

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

**365 OAK PLACE**

6 City, state, and ZIP code

**PORT ORANGE, FL 32127**

Requester's name and address (optional)

7 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 generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

\_\_\_\_ - \_\_\_\_ - \_\_\_\_

or

Employer identification number

5 9 - 3 7 6 1 1 5 0

### Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**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 for Part II, later.

Sign  
Here

Signature of  
U.S. person ▶

*Joanne B. Brannock*

Date ▶

*Jan 3, 2023*

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (Interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
1/9/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|                                                                                           |                                                                              |
|-------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| <b>PRODUCER</b><br>Hylant - Orlando<br>1025 Greenwood Blvd, Ste 285<br>Lake Mary FL 32746 | <b>CONTACT NAME:</b> Catherine Goff                                          |
|                                                                                           | <b>PHONE (A/C, No, Ext):</b> 407-740-5550 <b>FAX (A/C, No):</b> 407-740-5522 |
|                                                                                           | <b>E-MAIL ADDRESS:</b> orlandocommercial@hylant.com                          |
|                                                                                           | <b>INSURER(S) AFFORDING COVERAGE</b>                                         |
| <b>INSURED</b><br>Don Bell Signs, LLC<br>365 Oak PL<br>Port Orange FL 32127               | <b>INSURER A:</b> Continental Casualty Company                               |
|                                                                                           | <b>INSURER B:</b> Valley Forge Insurance Co                                  |
|                                                                                           | <b>INSURER C:</b>                                                            |
|                                                                                           | <b>INSURER D:</b>                                                            |
|                                                                                           | <b>INSURER E:</b>                                                            |
|                                                                                           | <b>INSURER F:</b>                                                            |

## COVERAGES

CERTIFICATE NUMBER: 212113413

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE                                                                                                                                                                                                                                                                                                  | ADDL SUBR INSD WVD                  | POLICY NUMBER  | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                                                                                          |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|----------------|-------------------------|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC<br>OTHER: |                                     | 5091275857     | 1/16/2023               | 1/16/2024               | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000<br>MED EXP (Any one person) \$ 15,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMP/OP AGG \$ 2,000,000<br>\$ |
| A        | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY<br><input checked="" type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY                          |                                     | BUA 6016327313 | 1/16/2023               | 1/16/2024               | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$                                                                                 |
| A        | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR<br><input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br><input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000                                                   |                                     | CUE 6016327280 | 1/16/2023               | 1/16/2024               | EACH OCCURRENCE \$ 5,000,000<br>AGGREGATE \$ 5,000,000<br>\$                                                                                                                                                                                    |
| B        | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                                                             | Y/N<br><input type="checkbox"/> N/A | 7036459829     | 1/16/2023               | 1/16/2024               | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER<br>E.L. EACH ACCIDENT \$ 1,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 1,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 1,000,000                                       |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City of Deltona is granted additional insured status by the General Liability policy with regards to the operations of the named insured when required by written contract or agreement

## CERTIFICATE HOLDER

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Judy K. Wilson

City of Deltona  
2345 Providence Blvd.  
Deltona FL 32725

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# TAB B

## ABOUT DON BELL



## History & Growth

**Don Bell Signs** is a national sign company specializing in custom sign fabrication and installation for more than 76 years.

Founded in 1947 by Don and Florice Bell, Don Bell Signs has grown from a 500-square-foot storefront in Daytona Beach to a 50,000 square foot modern office and production facility, with a separate sign maintenance division that services the entire state of Florida, that is located in Port Orange, Florida.

Despite its development into a national full-service organization, Don Bell Signs has remained a family business. Don and Florice's son Gary Bell Sr, joined the company in 1971 as partner and president. The leadership of Gary Sr. saw the creation of the service division and an expanded line of products. In 2006 when Gary Sr. passed, Gary Bell Jr. took over, and is currently serving as President.

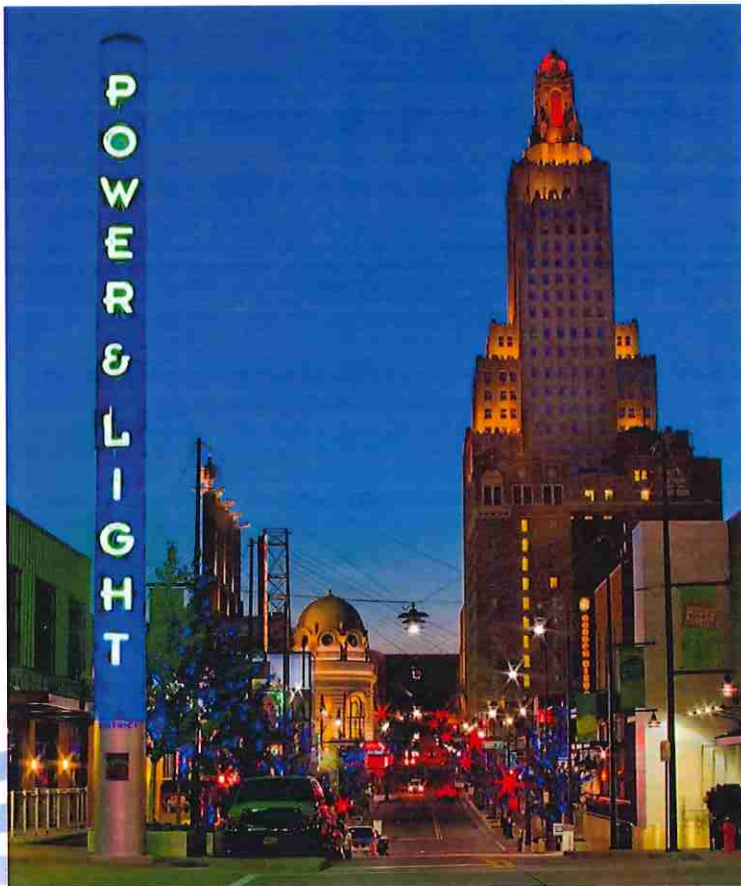
While Don Bell Signs has grown to become one of the largest sign service companies in the Southeast region, the same values of that original Central Florida storefront remain, including our commitment to quality workmanship and strong business ethics.

Our commitment to provide high-quality products and unparalleled service is what sets Don Bell Signs apart from our completion, we are a one stop shop for all your signage needs. Today's products include pylon, monument, channel letters, electronic message centers, scoreboards, video displays, time and temperature displays, stadium displays, architectural signage, environmental graphics, way finding, neon marques, digital and more.

Going beyond design and engineering Don Bell Signs offers turnkey services from conception to completion, including permit acquisition, project management and post-installation maintenance.

# DON BELL SIGNS

CREATIVE. COMMITTED. CUSTOM



## Executive Overview

As one of the largest custom sign manufacturers in the Southeast region, Don Bell Signs has been specializing in custom sign fabrication and installation since 1947. We are a full service sign company with expertise in design and engineering, permit acquisition, project management, fabrication, installation, and service dedicated in providing high quality products and unparalleled service which sets us apart from our competition. We employ highly skilled professionals to ensure that our customer's brand is an extension of their company and exceeds their expectations. Over the years including this past year, Don Bell Signs has been honored with many awards for our creative signs and was published in Signs of the Times and Signs Illustrated.

It is our mission to provide unprecedented quality and service and our reputation is synonymous with quality workmanship, strong business ethics, innovative displays and exceptional service.



# DON BELL SIGNS

CREATIVE. COMMITTED. CUSTOM

## The Don Bell Signs Advantage

With over 70 years of experience of producing some of the most creative and custom signs in the world, Don Bell Signs offers unique capabilities and skill sets for this project. We specialize in highly complex and immense projects while closely guarding every detail to exceed our client's expectations.

### Pre-Construction

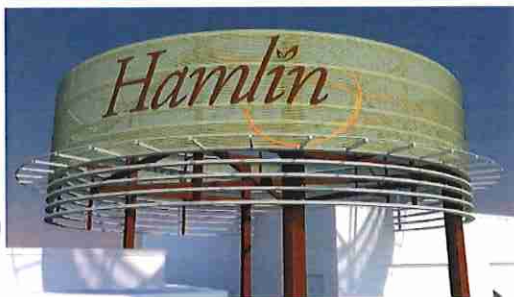
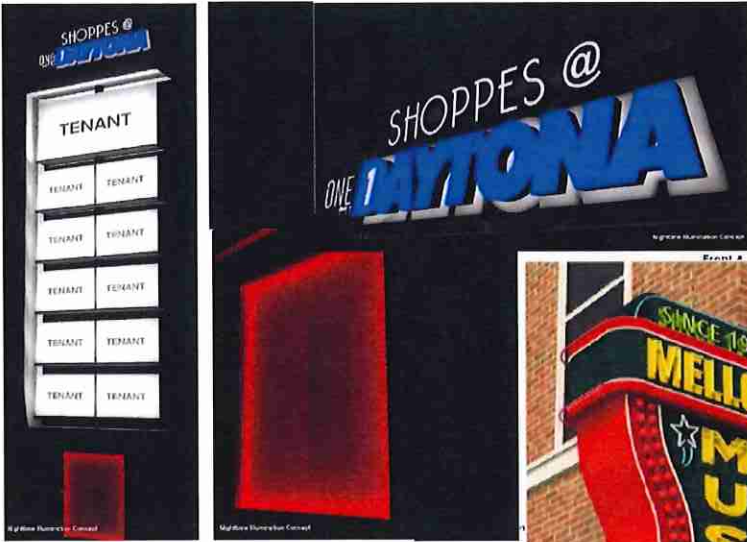
Don Bell Signs will conduct a thorough site assessment to develop an in-depth understanding of the project and communicate this assessment to the Project Team, Partners, and the Client.

### Design and Engineering

Don Bell Signs will be providing a full turnkey design package with three dimensional scale to ensure accurate presentation materials for the client's review and approval. Value engineering will be performed to achieve maximum expectations and stamped/sealed structural and electrical engineering documentation will be provided.

### Project Team Capabilities

The Project Team has over 30 years of experience in sign design, engineering, manufacturing, and installation and our company has over 40 years of experience in the motorsports industry. Our Team includes journeymen fabricators, certified welders, certified crane operators and licensed electricians.



## Florida References.

### City of Tavares

201 E. Main Street

Tavares, FL 32778

Jacques Skutt 352-742-6416

[jskutt@tavares.org](mailto:jskutt@tavares.org)



## Florida References.

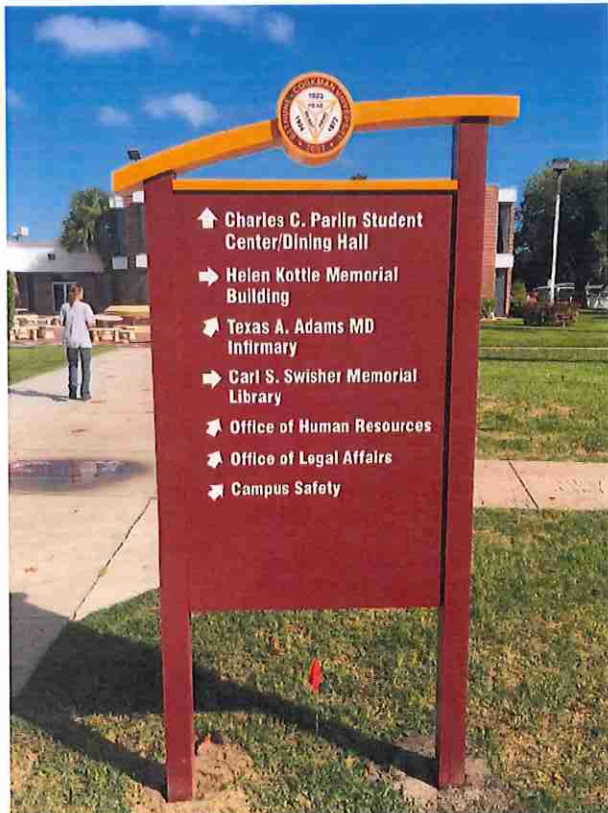
### Bethune Cookman University

640 Dr. Mary McLeod Bethune Blvd

Daytona Beach, FL 32114

Dustin Dipersia 808-264-7214

[dustin.dipersia@gmail.com](mailto:dustin.dipersia@gmail.com)





Engineer.



Dustin Dipersia  
P.O. Box 238121  
Port Orange, FL 32123  
Phone Number: 808-264-7214  
[dustin.dipersia@gmail.com](mailto:dustin.dipersia@gmail.com)

Results-driven Civil Construction Engineer eager to contribute expertise in steering major projects to achieve critical timelines, budgetary guidelines, client specifications, and profit goals toward supporting the employer in maximizing performance as a key team member.

#### REGISTRATIONS

2015, State of Louisiana Professional Engineer (No. 39549)  
2014, State of Florida Professional Engineer (No. 77276)  
2013, State of Hawaii Professional Engineer (No. 15819)

#### CERTIFICATIONS

National Organization of Remediators & Mold Inspectors – State of Florida Mold Assessor (September 2015)  
National Organization of Remediators & Mold Inspectors – State of Florida Mold Remediator (September 2015)  
FDOT Final Estimate Level I (Dec 2013) & FDOT Final Estimate Level II (Jan 2014)  
FDOT Earthwork Construction Inspection Level I (Dec 2013)  
Nuclear Gauge Safety Training (Jan 2014)  
FDOT Asphalt Paving Level I (Dec 2013) & FDOT Asphalt Paving Level II (Jan 2014)  
FDOT Critical Structures Construction Issues (Jan 2014)  
FDOT Advanced MOT (Jan 2014)  
FDOT QC Manager (Nov 2013)  
Traffic Control, Compressed Gas, Personal Protective Equipment, Hazardous Energy, Scaffold/Platform, 2012  
Excavation, Confined Space, Fall Protection, Electrical and Ladders, 2012  
Mechanically Stabilized Earth Walls & Slopes, 2008  
Management & Leadership Skills for Supervisors & Managers, 2006  
12th Annual Erosion Control & Geosynthetic Materials Seminar, 2005  
Nuclear Testing Equipment; Gauge Operation; Radiological Safety, 2005  
Construction Safety & Health; Business Maintenance, 2004

## Summary of Qualifications

It is Don Bell Signs intent to be 100% committed to your team from beginning of the project to the final location completion and warranties. We are a company with rich tradition of quality work and more importantly quality service. Since 1947, we have prided ourselves in doing whatever it takes to make and keep the customer satisfied. With sound family financial background, we have plans to be in business for another 71 years.

## II. Firm Information

1. Contact Info: Don Bell Signs 365 Oak Place Port Orange, FL 32127 386-788-8084
2. Sales Contact: Izzie Enwall [ienwall@donbellsigns.com](mailto:ienwall@donbellsigns.com) 386-547-6421
3. Proximity to jobsite: 75 miles
4. Form of ownership and years in business: LLC; in business 75 years-incorporated in 2001.
5. Insurance carrier: Brown and Brown General Liability 1,000,000/2,000,000; Auto 1,000,000; Umbrella 5,000,000/5,000,000; Workers Comp 1,000,000
6. Average annual revenue: \$7.5 million
7. Current Ratio: 2015-1.58:1 2014 1.81:1 2013 1.81:1 2012 1.76:1 2013 1.64:1
8. Main banking reference: South State Bank – 3615 Clyde Morris Blvd Port Orange, FL 32127 – Mark Chastain 386-868-0068
9. Personnel Resources: Kate Bell [Kbell@donbellsigns.com](mailto:Kbell@donbellsigns.com)

# **TAB C**

## **QUALIFYING DOCUMENTS**



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

## Detail by Entity Name

Florida Limited Liability Company  
DON BELL SIGNS LLC

### Filing Information

|                             |              |
|-----------------------------|--------------|
| <b>Document Number</b>      | L01000021359 |
| <b>FEI/EIN Number</b>       | 59-3761150   |
| <b>Date Filed</b>           | 12/11/2001   |
| <b>State</b>                | FL           |
| <b>Status</b>               | ACTIVE       |
| <b>Last Event</b>           | LC AMENDMENT |
| <b>Event Date Filed</b>     | 01/09/2015   |
| <b>Event Effective Date</b> | NONE         |

### Principal Address

365 OAK PLACE  
PORT ORANGE, FL 32127

### Mailing Address

365 OAK PLACE  
PORT ORANGE, FL 32127

### Registered Agent Name & Address

WARD, CECIL J  
365 OAK PLACE  
PORT ORANGE, FL 32127

Name Changed: 01/09/2015

Address Changed: 01/09/2015

### Authorized Person(s) Detail

#### **Name & Address**

Title MGRM

BROWN, GEORGE G  
365 OAK PLACE  
PORT ORANGE, FL 32127

Title SD

PECK, EDWIN JR

2022 / 2023

## Volusia County Business Tax Receipt

Issued pursuant to F.S. 206 and Volusia County Code of Ordinances Chapter 114-1 by:  
Volusia County Treasury and Billing - 125 W New York Ave, Room 120, Deland, FL 32720 - (386) 943-7085



Account #: 198501070083

Expires: September 30, 2023

Business Location: 365 OAK PL

Business Name: DON BELL SIGNS LLC

Owner Name: DON BELL SIGNS LLC

Mailing Address: 365 OAK PL  
PORT ORANGE, FL 32127

| BUSINESS TYPE             | REQ DOC # | CODE  | COUNT | TAX      |
|---------------------------|-----------|-------|-------|----------|
| Electrical Specialty Cont | ES0000146 | 301ES | 1     | \$18.00  |
| Manufacturing             | ES0000146 | 391   | 83    | \$225.00 |
| Business Service          | ES0000146 | 471   | 1     | \$22.00  |
| Hazardous Waste 835       | ES0000146 | 835   | 1     | \$50.00  |

- This receipt indicates payment of a tax, which is levied for the privilege of doing the type(s) of business listed above within Volusia County. This receipt is non-regulatory in nature and is not meant to be a certification of the holder's ability to perform the service for which he is registered. This receipt also does not indicate that the business is legal or that it is in compliance with State or local laws and regulations.
- The business must meet all County and/or Municipality planning and zoning requirements or this Business Tax Receipt may be revoked and all taxes paid would be forfeited.
- The information contained on this Business Tax Receipt must be kept up to date. Contact the Volusia County Treasury and Billing for instructions on making changes to your account.

**THIS PORTION OF THE BUSINESS TAX RECEIPT MUST BE  
POSTED CONSPICUOUSLY IN YOUR PLACE OF BUSINESS**

## Volusia County Business Tax Receipt

Treasury and Billing - 125 W New York Ave, Room 120, Deland, FL 32720 - (386) 943-7085

DATE PAID: 07/29/2022

RECEIPT #: 476757

TOTAL TAX: \$315.00

PENALTY: \$0.00

TOTAL PAID: \$315.00

Business Name: DON BELL SIGNS LLC

Owner Name: DON BELL SIGNS LLC

Mailing Address: 365 OAK PL  
PORT ORANGE, FL 32127



Account #: 198501070083

Expires: September 30, 2023

Business Location: 365 OAK PL

PLEASE DETATCH THIS PORTION OF THE BUSINESS TAX RECEIPT FOR YOUR RECORDS.



Ron DeSantis, Governor

Melanie S. Griffin, Secretary



# STATE OF FLORIDA DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

## ELECTRICAL CONTRACTORS' LICENSING BOARD

THE SPECIALTY ELECTRICAL CONTRACTOR HEREIN IS CERTIFIED UNDER THE  
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

AS A SIGN ELECTRICAL SPECIALIST

**WARD, CECIL JESSE**

DON BELL SIGNS LLC  
5472 WARD LAKE DRIVE  
PORT ORANGE FL 32128

LICENSE NUMBER: ES0000146

EXPIRATION DATE: AUGUST 31, 2024

Always verify licenses online at [MyFloridaLicense.com](http://MyFloridaLicense.com)

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.



**Request for Taxpayer  
Identification Number and Certification**

**Give Form to the  
requester. Do not  
send to the IRS.**

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

**DON BELL SIGNS, LLC**

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC

☐ C Corporation

☐ S Corporation

☐ Partnership

☐ Trust/estate

☒ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► **P**  
**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

**365 OAK PLACE**

6 City, state, and ZIP code

**PORT ORANGE, FL 32127**

7 List account number(s) here (optional)

Requester's name and address (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 generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

\_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

or

Employer identification number

5 9 - 3 7 6 1 1 5 0

**Part II Certification**

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**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 for Part II, later.

**Sign  
Here**

Signature of  
U.S. person ►

*Joanne B. Brannock*

Date ►

*Jan 3, 2023*

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/2/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER  
Hylant - Orlando  
1025 Greenwood Blvd, Ste 285  
Lake Mary FL 32746

CONTACT NAME: Catherine Goff  
PHONE (A/C No. Ext): 407-740-5550 FAX (A/C No.): 407-740-5522  
E-MAIL ADDRESS: orlando@commercial@hylant.com

LICENS# 23524  
CONSELL-01

INSURED  
Don Bell Signs, LLC  
385 Oak PL  
Port Orange FL 32127

| INSURER(S) AFFORDING COVERAGE           | NAIC # |
|-----------------------------------------|--------|
| INSURER A: Continental Casualty Company | 20443  |
| INSURER B: Valley Forge Insurance Co    | 20508  |
| INSURER C:                              |        |
| INSURER D:                              |        |
| INSURER E:                              |        |
| INSURER F:                              |        |

## COVERAGES

CERTIFICATE NUMBER: 212113413

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE                                                                                                                                                                                                                                                                                                   | ADDL INSD | SUBR WVD | POLICY NUMBER  | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                                                                                         |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|----------------|-------------------------|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOG<br>OTHER: |           |          | 5091275657     | 1/16/2023               | 1/15/2024               | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000<br>MED EXP (Any one person) \$ 15,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMFOP AGG \$ 2,000,000<br>\$ |
| A        | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY<br><input checked="" type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY<br><input type="checkbox"/> HIRED AUTOS ONLY<br><input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> NON-OWNED AUTOS ONLY                     |           |          | BUA 6016327313 | 1/16/2023               | 1/15/2024               | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$                                                                                |
| A        | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> OCCUR<br><input type="checkbox"/> CLAIMS-MADE<br>DED <input checked="" type="checkbox"/> RETENTION \$ 10,000                                                                  |           |          | CUE 6016327280 | 1/16/2023               | 1/15/2024               | EACH OCCURRENCE \$ 5,000,000<br>AGGREGATE \$ 5,000,000<br>\$                                                                                                                                                                                   |
| B        | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                                                              | Y/N       | N/A      | 7035459529     | 1/16/2023               | 1/15/2024               | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER<br>E.L. EACH ACCIDENT \$ 1,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 1,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 1,000,000                                       |
|          |                                                                                                                                                                                                                                                                                                                     |           |          |                |                         |                         |                                                                                                                                                                                                                                                |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City of Deltona is granted additional insured status by the General Liability policy with regards to the operations of the named insured when required by written contract or agreement

## CERTIFICATE HOLDER

## CANCELLATION

City of Deltona  
2345 Providence Blvd.  
Deltona fl 32725

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Judy K. Wilson

# **TAB D**

## **PROJECT METHODOLOGY AND SCHEDULE**



# •TYPICAL TIME FRAMES

|                                   |                    |
|-----------------------------------|--------------------|
| Art/Design Drawings               | 5-6 Weeks          |
| -Approvals from the city          |                    |
| -Engineering                      |                    |
| -Permitting                       |                    |
| -Order Materials                  |                    |
| Production/Fabrication            | 8-10 Weeks         |
| Installation (Weather Permitting) | 1-2 Weeks          |
| <b>Estimated Time for Project</b> | <b>12-19 Weeks</b> |



## Ability to Provide Service.



**Gary Bell**  
President



**Starla Swart**  
Art Director



**Frank Boanno**  
Sale Manager



**Andrew Simso**  
Install Manager



**Tony Rodgerson**  
Production Manager



**Izzie Enwall**  
Account Rep/PM



**Mike Hanson**  
Permitting



Install Technicians



Shop Fabricators  
And Painters



**Richard Wiseman**  
Service

**Gary Bell**- Oversees ALL operations and has signing authority. Lead contact for this project

**Frank Boanno**- Second contact for project. Will oversee project manager, permitting, fabrication and installation scheduling. Frank will be included on all correspondence regarding this project.  
On site as needed

**Mike Hanson**- in charge of all permitting acquisitions

**Cecil Ward**- License Holder

**Izzie Enwall** – Corporate Accounts/Project Manager

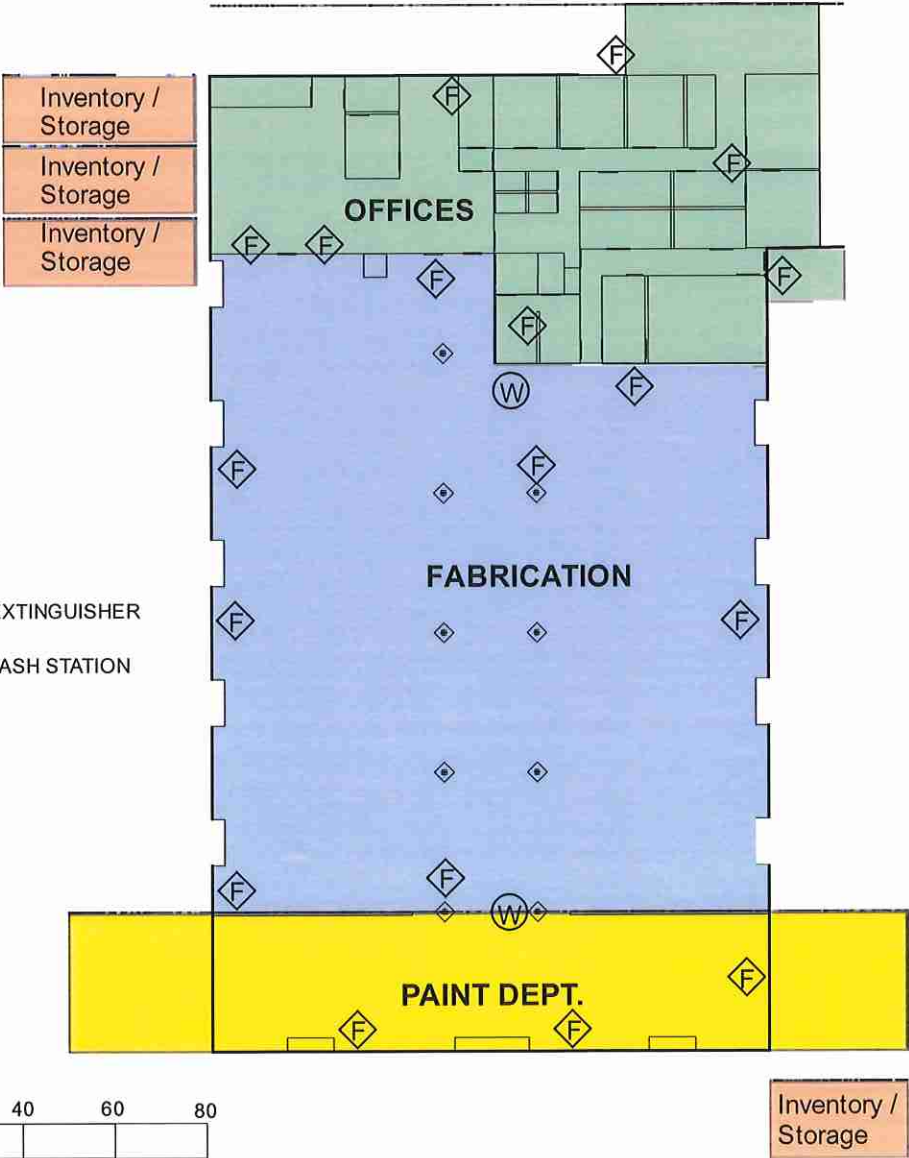
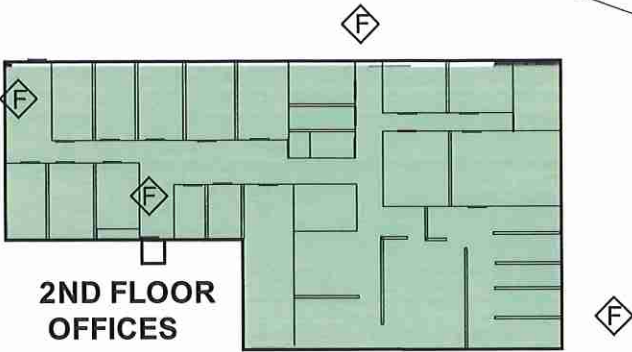
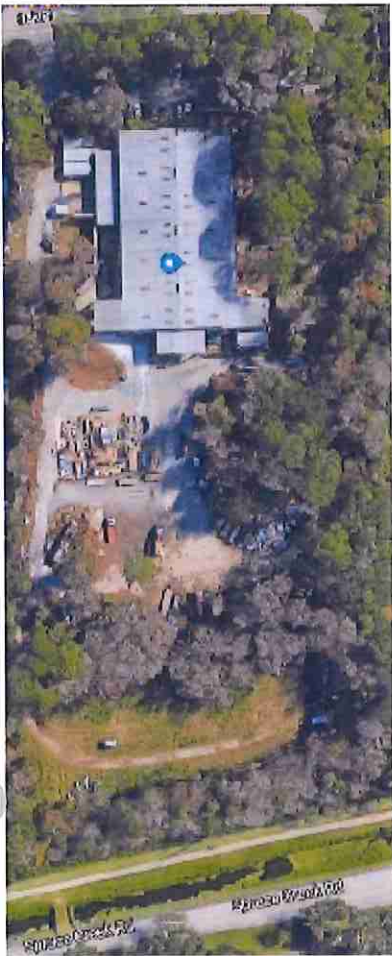
**Andrew Simso** Responsible for all crews, coordinating with project management, in organizing and scheduling all equipment and materials for installation on every project. Also conducts in-field safety and quality control inspections. Will work remotely and on premise part-time.

**Richard Wiseman**-Manages service department and handles all LED related requests.

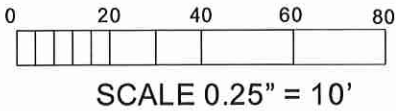
**Tony Rodgerson**- Responsible for production crew and streamlines all production workflow to prepare for installation. Coordinates with most departments whether it be advice on design/build, labor costs involved or just organizing and meeting schedule demands for each project in addition to ordering materials for production as needed.

**Install Techs**- onsite full time

# DON BELL SIGNS PLANT LAYOUT WITH FIRE EXTINGUISHER & EYE WASH STATIONS



F = FIRE EXTINGUISHER  
W = EYE WASH STATION



# Report Samples



DON BELL SIGNS

800-824-0080

IZZIE ENWALL - Updated Construction Schedule

1700714

BELL TOWER

| Preliminary              |                |             |                         |                         |                              |                       |          |                      | Permit                     |                                |                     | Fabrication       |                      | Install  |                  |            |                 |
|--------------------------|----------------|-------------|-------------------------|-------------------------|------------------------------|-----------------------|----------|----------------------|----------------------------|--------------------------------|---------------------|-------------------|----------------------|----------|------------------|------------|-----------------|
| Double Executed Contract | Art Submittals | Revised Art | Samples/Data Submittals | Art submittal Revisions | ALL Final Approvals Received | Engineering Completed | SURVEY   | Permitting To Client | Permitting Rec from client | Permitting Submitted (3 weeks) | Permitting Received | Material ordering | Fabrication 19 Weeks | Install  | City Inspections | Punch List | Permits Finaled |
| 4/10/18                  |                |             |                         |                         |                              |                       |          |                      |                            |                                |                     |                   |                      |          |                  |            |                 |
| Projected                | 4/3-4/18       |             | 4/23/18                 | 4/23-4/27               | 5/4/18                       | 5/4/18                |          | 4/11/18              | 4/18/18                    |                                |                     |                   |                      |          |                  |            |                 |
| Actual                   | 4/5/18         | 4/13-DBS    | 5/30 CD                 | 6/13/18                 | 6/4-DBS                      | 9/5/18                | 1/18/18  | 7/27/18              | 7/2/18                     | 7/9/18                         | 5/10/18             |                   |                      |          |                  |            |                 |
|                          |                | 6/13 CD     | 7/11/18                 | 6/26-DBS                |                              |                       |          |                      |                            |                                | 7/12/18             | 8/1/18            | 6/4-10/18            |          |                  |            |                 |
|                          |                |             | 9/19/18                 | 7/11-DBS                |                              |                       |          |                      |                            |                                | 9/10/18             | 11/1/18           | 9/26/2018            |          |                  |            |                 |
|                          |                |             | 8/21-DBS                |                         |                              |                       |          |                      |                            |                                |                     |                   |                      |          |                  |            |                 |
|                          |                | 8/5/18      |                         |                         |                              |                       |          |                      |                            |                                |                     |                   |                      | 8/13/18  |                  |            |                 |
|                          |                |             |                         |                         |                              |                       |          |                      |                            |                                |                     |                   |                      | 11/20/18 |                  |            |                 |
|                          |                |             |                         |                         |                              |                       |          |                      |                            |                                |                     |                   |                      | 12/20/18 | 10/10/18         | 10/15/18   |                 |
|                          | 4/6/18         | 10/9/18     | 10/11/18                | 10/15/18                | 10/16/18                     | 10/18/18              | 10/29/18 |                      |                            |                                |                     |                   |                      |          | 11/20/18         | 12/20/18   | 11/1/2018       |



365 Oak Place  
Port Orange, FL 32127  
(800) 824-0080

Project: Bell Tower Shopping Center  
VO 81700114  
Sales: Izzie Enwall

## BELL TOWER PRODUCTION & INSTALL SCHEDULE

| SIGN TYPE                             | LOCATION | MATERIALS ORDERED | MATERIALS ARRIVED | PROD. START DATE | PROD. FINISH DATE | INSTALL DATES | REQUIREMENTS FOR INSTALL | COMPLETION DATES | WALK THRU DATES | PUNCH LIST ITEMS | LIST COMPLETION DATES | FINAL INSPECTION DATES |
|---------------------------------------|----------|-------------------|-------------------|------------------|-------------------|---------------|--------------------------|------------------|-----------------|------------------|-----------------------|------------------------|
| Sign Type 10.06 - Secondary Direct    | 12       | 09/13/18          | 9/25/2018         |                  | 10/23/2018        |               |                          |                  |                 |                  | TBD                   |                        |
| Sign Type 10.06 - Secondary Direct    | 13       | 09/13/18          | 9/25/2018         |                  | 10/23/2018        |               |                          |                  |                 |                  | TBD                   |                        |
| Sign Type 10.06 - Secondary Direct    | 14       | 09/13/18          | 9/25/2018         |                  | 10/23/2018        |               |                          |                  |                 |                  | TBD                   |                        |
| Sign Type 10.06 - Secondary Direct    | 15       | 09/13/18          | 9/25/2018         |                  | 10/23/2018        |               |                          |                  |                 |                  | TBD                   |                        |
| Sign Type 10.06 - Secondary Direct    | 16       | 09/13/18          | 9/25/2018         |                  | 10/23/2018        |               |                          |                  |                 |                  | TBD                   |                        |
| Sign Type 10.08 - Mall Entry Identifi | 17       | 09/13/18          | 9/25/2018         |                  | 10/24/2018        |               |                          |                  |                 |                  | TBD                   |                        |
| Sign Type 10.08 - Mall Entry Identifi | 18       | 09/13/18          | 9/25/2018         |                  | 10/24/2018        |               |                          |                  |                 |                  | TBD                   |                        |
| Sign Type 10.08 - Mall Entry Identifi | 19       | 09/13/18          | 9/25/2018         |                  | 10/24/2018        |               |                          |                  |                 |                  | TBD                   |                        |
| Sign Type 10.08 - Mall Entry Identifi | 20       | 09/13/18          | 9/25/2018         |                  | 10/24/2018        |               |                          |                  |                 |                  | TBD                   |                        |
| Sign Type 10.08 - Mall Entry Identifi | 21       | 09/13/18          | 9/25/2018         |                  | 10/24/2018        |               |                          |                  |                 |                  | TBD                   |                        |
| Sign Type 10.08 - Mall Entry Identifi | 22       | 09/13/18          | 9/25/2018         |                  | 10/24/2018        |               |                          |                  |                 |                  | TBD                   |                        |
| Sign Type 10.09 - Mall Entry Sign     | 23       | 09/13/18          | 9/25/2018         |                  | 18-Oct            |               |                          |                  |                 |                  | TBD                   |                        |
| Sign Type 10.11 - Restroom Corridor   | 31       | 09/13/18          | 9/25/2018         |                  | TBD               |               |                          |                  |                 |                  | TBD                   |                        |
| Sign Type 10.12 - Restrooms Identifi  | 36       | 09/13/18          | 9/25/2018         |                  | TBD               |               |                          |                  |                 |                  | TBD                   |                        |
| Sign Type 10.13 - Restroom Plaque     | 32       | 09/13/18          | 9/25/2018         | 10/01/18         | 10/24/2018        |               |                          |                  |                 |                  | TBD                   |                        |
| Sign Type 10.13 - Restroom Plaque     | 33       | 09/13/18          | 9/25/2018         | 10/01/18         | 10/24/2018        |               |                          |                  |                 |                  | TBD                   |                        |
| Sign Type 10.13 - Restroom Plaque     | 34       | 09/13/18          | 9/25/2018         | 10/01/18         | 10/24/2018        |               |                          |                  |                 |                  | TBD                   |                        |
| Sign Type 10.13 - Restroom Plaque     | 35       | 09/13/18          | 9/25/2018         | 10/01/18         | 10/24/2018        |               |                          |                  |                 |                  | TBD                   |                        |
| Sign Type 10.16 - Service Area Idea   | 24       | 09/13/18          | 9/25/2018         |                  | TBD               |               |                          |                  |                 |                  | TBD                   |                        |
| Sign Type 10.16 - Service Area Idea   | 25       | 09/13/18          | 9/25/2018         |                  | TBD               |               |                          |                  |                 |                  | TBD                   |                        |
| Sign Type 10.16 - Service Area Idea   | 26       | 09/13/18          | 9/25/2018         |                  | TBD               |               |                          |                  |                 |                  | TBD                   |                        |
| Sign Type 10.16 - Service Area Idea   | 27       | 09/13/18          | 9/25/2018         |                  | TBD               |               |                          |                  |                 |                  | TBD                   |                        |
| Sign Type 10.16 - Service Area Idea   | 28       | 09/13/18          | 9/25/2018         |                  | TBD               |               |                          |                  |                 |                  | TBD                   |                        |

Existing Backer Boards were not found at time of Survey.



## REPORTING + PROCEDURES

### **Project Flow:**

For every project we are awarded we conduct a mandatory internal “redline” meeting that is headed up by the dedicated lead Project Manager/Sales Representative. This happens once an internal work order is created and all information has been gathered by the Project Manager/Sales Representative. The meeting includes our Production Manager, Install Manager, Chief Estimator (if needed), Designer (if needed), Quality Control Manager, Job Coordinator, Project Manager/Sales Representative and the President. The job is added to our Job Coordinator’s work in progress (WIP) report, for which a meeting is held every Thursday to go over each project that is reported in our WIP system. Our lead Project Manager/Sales Representative works closely with not just our Job Coordinator but our Production Manager, Install Manager, and Quality Control Manager to see the job through to completion. The Project Manager/Sales Representative will facilitate code research, permit paperwork, permit acquisitions and any necessary engineering if applicable. Each project is assigned a designer who has years of Corel Draw sign design experience which helps expedite if and when a design or a design change is needed immediately. This is extremely useful when time is of the essence and dates need to be met.

### **Production Flow:**



With our 50,000 square foot facility and our 16 shop fabricators, we are most confident that we can handle any innovative project that comes our way. Our staff is available to work 60 hours when needed. Our mission, and policy, is timelines and exceeding the clients’ expectations. When needed, we will incur the additional overtime cost get the job done!

### **Installation & Service Flow:**

We have (4) service trucks running the entire Central Florida area from Tampa to Jacksonville to West Palm. A fleet of (5) installation trucks ranging from 55’ – 110’ in reach. (1) 50’ spider lift, (2) service lighting vans for emergency service if our crews can’t get to the location within 24 hours. (4) standard pick-up trucks and (2) permit vehicles.



# **TAB E**

## **REFERENCES**

**From:** Hicks, James <[jhicks@port-orange.org](mailto:jhicks@port-orange.org)>  
**Sent:** Wednesday, December 7, 2022 4:19 PM  
**To:** Ron Hatcher <[rhatcher@donbellsigns.com](mailto:rhatcher@donbellsigns.com)>  
**Subject:** Reference

The City of Port Orange went to bid in 2021 to replace a 15+ year old digital sign at the entrance to our City Center complex. This is a highly traveled area in our city and the main entrance to many facilities such as our City Hall, City Hall Annex, Community Center, baseball and soccer fields, our YMCA, and more. Don Bell Signs was the lowest bidder, and it was subsequently awarded to them. The project scope included the following:

- Removal of old sign board
- Installation, programming, and training on new LED sign board
- LED lighting around lettering on the monument wall where the LED sign board is installed
- Ensure that the landscaping around the monument wall is returned to its previous state if damaged

We were delighted with the work that Don Bell Signs performed for us. I was impressed that they could do this project and not disturb any surrounding landscaping. We have received many compliments from residents and council members about the look of the new display. It is bright, easy to read, and displays graphics and video files in a high resolution. We can update the sign remotely via a cloud-based web application from anywhere, allowing us to give permissions to multiple departments within the City to update the content so that it is always new and relevant. The handful of times we have had issues in the last two years, their support technician has responded promptly to correct them.

I would highly recommend Don Bell Signs for any LED sign projects. If you have any questions or want more information, please don't hesitate to contact me at 386-506-5545 or [jhicks@port-orange.org](mailto:jhicks@port-orange.org).

**James Hicks, CPTM**  
Interim Director of Information Technology  
City of Port Orange  
(386) 506-5545  
[jhicks@port-orange.org](mailto:jhicks@port-orange.org)



HATCH 1 1 2 1 Lucerne Ave. | Lake Worth, FL 33460  
[LakeWorthCRA.org](http://LakeWorthCRA.org)

January 24, 2023

Re: Letter of Recommendation: Don Bell Signs Inc.

To Whom It May Concern:

The Lake Worth Beach Community Redevelopment Agency (CRA) has proudly contracted with Don Bell Signs Inc. since 2018. During that time, Don Bell Signs has been a strong partner in helping the CRA meet all of our way-finding and signage needs. The Lake Worth Beach CRA originally entered into an agreement to produce nearly 100 new way-finding signs valued at almost \$600,000.

It has been a true pleasure working with Gary, Frank, Izzie and the entire staff. Our agency has nothing but high praise for their work ethic, enthusiasm and dedication to providing quality projects. Don Bell Signs is very familiar with the requirements and regulations related to sign manufacturing and installation as well as the necessary procedures with state and local government.

I would recommend Don Bell Signs to all public and private sector clients seeking these types of services. If you would like further information regarding the firms' work with our agency please do not hesitate to contact me at (561) 493-2550 or [cdabros@lakeworthbeachfl.gov](mailto:cdabros@lakeworthbeachfl.gov).

Sincerely,



Chris Dabros  
Deputy Director  
Lake Worth Beach Community Redevelopment Agency (CRA)

## References

### Raymond James Stadium

1. RJS 4201 Dale Mabry Hwy Tampa, FL 33607
2. Scope: Project Manage, Fabricate, Permit/Engineer, & Install
3. Project Owner: Manhattan Construction; David Steger 281-220-9103 [dsteger@manhattanconstruction.com](mailto:dsteger@manhattanconstruction.com) Jeff Smith 832-231-2145 [jsmith@manhattanconstruction.com](mailto:jsmith@manhattanconstruction.com)
4. Dates: 5/2016-8/2016; multiple sets of 7' LED Channel letters
5. Cost: Original \$302,605 Final \$302,605





## Don Bell Signs Project References

### LANDMARK HEALTHCARE FACILITIES

839 North Jefferson Street, Suite 600, Milwaukee, WI 53202

Main: 414.277.0500 | Direct: 414.223.7734 | Mobile: 414.308.7417

Mike Thiele [mthiele@landmarkleadership.com](mailto:mthiele@landmarkleadership.com)

\$60K+ Scope: Monuments, wall signs, channel letters (AMBULANCE & EMERGENCY) for Halifax Health Free Standing ED, Deltona. 2/2017

### LIBERTY CENTER

4016 TOWNSFAIR WAY Ste 201 Columbus, OH 43219- \$655,577.00

Scope: Design, Fabricate and Install

Contact: ROB BROWN [RBBROWN@STEINER.COM](mailto:RBBROWN@STEINER.COM) 614 -414-7300 10/2015

### CITY OF WEST MELBOURNE

2240 MINTON ROAD West Melbourne, FL 32904 - \$85,435.00

Scope: Design, Fabricate and Install

Contact: KEITH MILLS 321-837-7778 10/2016

### DAYTONA INT'L SPEEDWAY

Multiple Jobs

1801 W. International Speedway Blvd Daytona Beach, FL 32114 - \$4 million+

Scope: Design, Fabricate and Install

Mauricio ~~Bernard~~ 386-681-4139 On going work

### TAMPA PREMIUM OUTLETS

2300 Grand Cypress Drive, Lutz, FL 33559 - \$354,097.00

Scope Design, Fabricate and Install

Brian Hanson [Bhanson@simon.com](mailto:Bhanson@simon.com) 407/851-7234 8/2015

### RAYMOND JAMES STADIUM

Manhattan Construction \$302,605.00

Scope: Design, Fabricate and Install

Steve ~~Masucci~~ 813-675-1987 9/2016

### MELLOW MUSHROOM

5375 Drake Drive SW Atlanta, GA 30336 \$650,000+

Scope: Design, Fabricate, and Install multiple locations

Kacey Brackin Franchise Development Coordinator 150 Great Southwest Parkway SW

Atlanta, GA 30336 404-924-2282 [kacey@mellowmushroom.com](mailto:kacey@mellowmushroom.com)

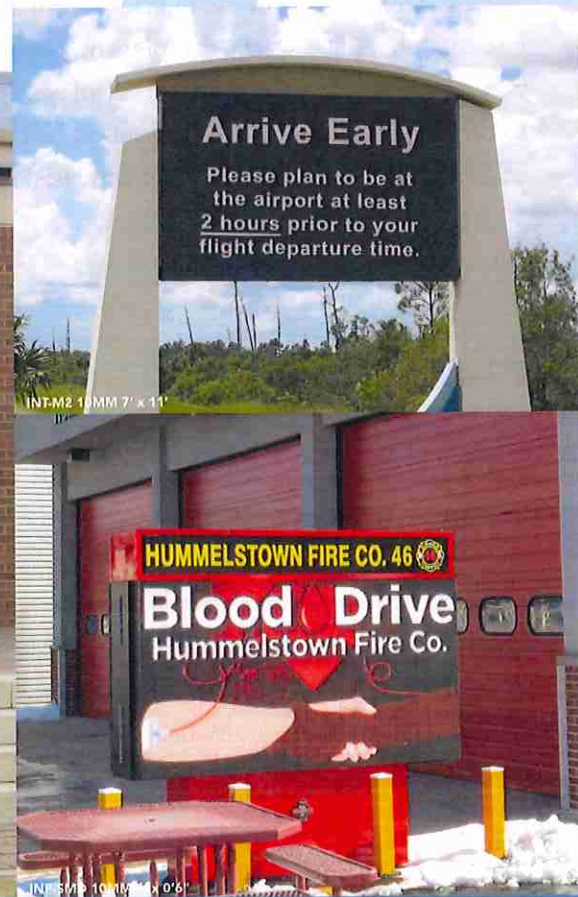
On going work

# **TAB F**

## **LED INFORMATION**

# Government & Municipal Community Outreach.

Digital signs empower institutions and agencies at the federal, state, and local levels to communicate effectively with the public and employees.



*Digital signage reduces perceived wait times by more than 35%.*

Worldwide Headquarters  
1700 S. De Soto Place, Ontario, CA 91761 USA  
Phone: +1.800.876.1668 Fax: +1.626.369.7858  
[www.optec.com](http://www.optec.com)



INFINITY-RGB: 16mm pixel pitch (6'3 11/16" x 8'9 7/8")



## OUTDOOR LED DISPLAY TECHNOLOGY

### Challenge

To convey the vibrancy of its advancing community, the Town of Cochrane municipality in Alberta, Canada wanted to replace 15-year-old wooden signs that were demolished in 2010. Laurie Drukier, director of communications for the Town of Cochrane sought to implement a community signage and wayfinding program that would incorporate a new visual identity.

The town's residents were included in the selection of the final sign design and invited to an open house where they viewed design options and voted for the one they felt best reflected the design criteria. The municipality also made the designs available for online voting on its website for those who could not attend.

### Solution

The design that was selected and implemented depicts Cochrane's western heritage and values while incorporating contemporary elements like the visually striking Electronic Message Centers (EMCs) from Optec Displays, Inc., that are included in two flagship signs in the center of town.

The two, two-sided EMC displays, which became operational January 2016, are elevated on a six-foot high brick monument base, and framed with a black metal and wooden inlay structure with the town logo prominently located on top of the horizontal frame. Four Infinity 16mm LED displays from Optec Displays (two sets back-to-back at two locations) were selected with RGB 112 X 160 Matrix delivering clear resolution from the advanced LED performance. Each display has a viewing area of 5' 10 9/16" x 8' 4 13/16" with a cabinet size of 6' 3 11/16" x 8' 9 7/8" x 7 7/8".

The EMC displays are programmed by the municipality to communicate meetings, events and service announcements for the town, non-profit organizations and community groups. Outdoor LED signs are advantageous for the flexibility and ease of communicating real-time information such as weather advisories and making adjustments to announcements such as date, time or location changes for meetings and events. No paid advertising is included in the static messages that rotate, remaining visible for six-seconds at a time during daylight hours. The municipality

# DAYTONA AUTO MALL

Daytona Beach's largest LED digital sign drives auto sales.

*Daytona Auto Mall reaping benefits with new digital display.*



INFINITYRGB: 16mm pixel pitch (11'4" x 39'-1")



## LED DISPLAY TECHNOLOGY

Digital signage is a great medium for being timely and relevant, and translates well for auto dealerships. An LED sign can fully integrate with dealers' online marketing presence, providing a vital link between live customers and the information they will use to drive a purchase.<sup>1</sup>

### Challenge

After years of using a tri-face sign embedded in a three-story tall pylon structure located along the Interstate I-95 corridor on Florida's coast, the Daytona Auto Mall owners knew something needed to be done, particularly when the flippers on the tri-face sign had completely stopped working. With its failed components, the Auto Mall was basically stuck with just an expensive banner sign.

Due to the expense and time required to replace the blade messages and the cost to get it repaired, the owners decided it was time for an upgrade. Their thoughts turned to using outdoor digital sign

technology—however the city of Daytona Beach had other plans.

"The City of Daytona originally wanted us to only use two colors," says Patrick Shelton marketing manager for the Daytona Auto Mall. "And we told them that this defeats the purpose of having a sign of this nature. However, we, along with Optec, talked with the local government to help them understand how we would be using this new display. Fortunately, the City showed a willingness to work with us and adapt to our needs."

### Solution

The owners thought a digital sign would make a fitting replacement for the broken tri-face sign. It would also be able to enhance the lots and provide room for displaying even more messages. The executive board conducted extensive research to determine manufacturers' engineering, construction, and materials that go into a digital sign—all of which have a significant impact on its quality, durability, and cost of ownership.

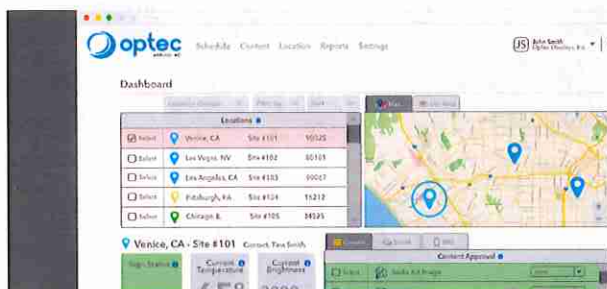
<sup>1</sup> David Warm, "5 Questions Auto Dealers Should Ask Before Buying A Digital Sign," Auto Dealers Monthly, December 2012.

# DNET 3.0

## CLOUD-BASED SOFTWARE

DNET 3.0 is a cloud-based software allowing access to users on-demand, via Internet access, to manage a network of displays. Using a web browser on a computer, mobile phone, or tablet to network, schedule, manage content quickly and effectively from anywhere\*.

\*Internet access required.



### DASHBOARD VIEW

Get an instant overview of your display network. Select a location to find see it on the map, review sign status, and see if content is scheduled. Content requiring your approval will be shown as well.



### LOCATION MANAGER

Create and manage display locations. Group locations, color code for easy reference, or view locations on a map. Setup display locations prior to physical installation and be ready to send content as soon as it goes live.



### CONTENT MANAGER

Easily manage your content library. Upload one or multiple media types for each display size and zoning requirement needed. DNET will schedule the required file for each location selected.



### USERS AND USER ROLES

Create and manage users and user roles. Allow a user permission to all or certain functions. Build user functionality, focus tasks, and limit information based on your corporate structure.

## Display Requirements

|                       |                 |
|-----------------------|-----------------|
| Required Connectivity | Internet Access |
|-----------------------|-----------------|

## Minimum System/Device Requirements

|                          |                                  |
|--------------------------|----------------------------------|
| Required Processor       | 1GHZ Processor or Faster         |
| Required Memory          | 1GB RAM                          |
| Required Hard Disk Space | Up to 2GB Available              |
| Required Video Card      | Intel® HD Graphics 520 or Better |
| Required Connectivity    | Internet Access                  |

## Software Information

|                         |                         |
|-------------------------|-------------------------|
| Version                 | 3.0                     |
| Browser Compatibility   | Chrome, Firefox, Safari |
| Browser/Server Security | SSL                     |
| Password Protection     | 10 Character Minimum    |
| Languages               | English                 |
| Rating                  | 4+                      |



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