

# FLORIDA

**Request for Proposal**

**#10-FNCS-0125**

**New Construction Signage**

**IDEA Florida, Inc.**

**In c/o IDEA Purchasing Department**

**2115 West Pike Blvd**

**Weslaco, TX 78596**

[solicitations@ideapublicschools.org](mailto:solicitations@ideapublicschools.org)



Florida

**IDEA**  
**Public Schools**

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**Purpose of Request for Proposal (RFP):** This Request for Proposal (RFP) seeks to procure high-quality interior and exterior marketing and wayfinding signage for two of IDEA’s new campuses in Jacksonville, Tampa and Lakeland, Florida. The goal of this RFP is to identify a qualified Florida vendor to design, fabricate, and install signage that will improve campus navigation, promote safety, and reinforce the school’s brand and core values.

**Timeline:**

First Advertisement Date/Issue Date:	January 9, 2025
Second Advertisement Date:	January 16, 2025
Pre-Proposal Meeting:	January 16, 2025, at 10:00 AM (CST)
Respondent Question Cut-Off Date:	January 17, 2025, at 3:00 PM CST
Questions Response from IDEA:	January 22, 2025
Solicitation Closing Date & Time:	February 3, 2025, at 2:00 PM (CST)
Anticipated Evaluation Period:	February 4, 2025 - February 10, 2025
Board Meeting & Approval:	February 26, 2025
Initial Proposed Contract Term:	February 26, 2025-February 26, 2026
Renewal 1:	February 26, 2026-February 26, 2027
Renewal 2:	February 26, 2027-February 26, 2028

**Pre-Proposal Conference**

A pre-proposal meeting will be held via TEAMS video conference on Thursday, January 16, 2025, at 10:00 AM CST. Please submit any questions regarding this RFP in writing to [solicitations@ideapublicschools.org](mailto:solicitations@ideapublicschools.org). Only written questions will be addressed. We strongly encourage all potential proposers to participate in the pre-proposal meeting.

Join TEAMS Meeting: [Microsoft Teams Meeting](#)

**Meeting ID:** 255 963 969 368

**Passcode:** dY9EC7KS

**Proposal Submission:** Proposals may be submitted using the [Public Purchase](#) or [Self-Service](#) website, or by sending One (1) clearly identified hard copy ORIGINAL of the Proposal to:

IDEA Florida, Inc.  
In C/O IDEA Public Schools  
RFP #10-FNCS-0125  
Attn. Purchasing Department  
2115 West Pike Blvd  
Weslaco, TX 78596

**Note:** *Faxed or emailed Proposals will not be accepted.*

**Funding Type:** IDEA will utilize State funds to finance any purchases of goods and/or services through the contract(s) awarded to the successful Vendor(s)/Contractor(s) through this RFP, including any purchase orders issued under said contract(s).

**Eligible Respondents:**

Respondents who can meet the technical specifications for quality and other terms of this RFP, who are not debarred and/or suspended from conducting business with IDEA by federal and state-funded agencies and have the right to transact business in Florida are invited to respond. A prospective Vendor/Contractor must affirmatively demonstrate responsibility and good standing.

## **PART I – CURRENT CONDITIONS/BACKGROUND**

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**Project Background:**

IDEA Florida, Inc. is expanding its presence in Florida with the addition of two new campuses in the Jacksonville and Lakeland regions. As part of this growth, IDEA is seeking to procure high-quality marketing and wayfinding signage to establish a consistent brand identity and enhance campus navigation.

The scope of work includes the design, fabrication, and installation of both interior and exterior signage throughout key campus areas, including academic wings, gyms, administration offices, and cafeterias. The project will be carried out in three phases, addressing both new construction and future campus expansions. A key focus will be ensuring the durability and ease of maintenance of the signage, as it will be placed in high-traffic areas used by students.

This initiative is designed to align all campuses with IDEA's vision of academic excellence and a college-bound culture. By prominently displaying core values, the signage will help create an engaging, safe, and organized environment for students, staff, and visitors.

**IDEA Vision:**

IDEA Florida, Inc. envisions a vibrant, cohesive signage system that enhances the visual identity of its campuses while promoting safety, ease of navigation, and an atmosphere of academic achievement. The signage will reflect the school's core values and serve as a daily reminder of the college-bound mission, using visually appealing and durable materials that withstand the demands of a school environment.

Through this project, IDEA aims to create campuses that are not only functional and safe but also inspire students and staff to achieve excellence in all aspects of their educational journey.

**Introduction:**

IDEA Florida, Inc. ("IDEA") is a Florida nonprofit corporation and a tax-exempt organization pursuant to Section 501(c)(3) of the Internal Revenue Code. Pursuant to Chapter 1002 of the Florida School Code and its Contract for Charter with Florida District School Boards, IDEA is a public charter school holder. IDEA prepares Florida students from underserved communities for success in college and citizenship. IDEA is a growing network of 4 high-performing charter schools serving approximately 3,500 students located throughout Florida in the Duval and Hillsborough County regions. Although IDEA's growth is rapid, it is also carefully planned. Schools begin with select grade levels and eventually reach full scale as a Pre-K-12 campus as grade levels are added to accommodate the student's advancement.

IDEA's mission is College for All. IDEA serves primarily low-income students in underserved areas of both rural and urban communities. Over 80% of IDEA students are considered low-income and one of every three students is the first in their family to go to college. Since the first graduating class in 2007, 100% of seniors have been accepted and matriculated to a college or university every year for fourteen consecutive years. Thanks to a rigorous path to college that begins in Pre-K, IDEA students attend selective universities throughout the country,



win national awards and scholarships, and complete college at a rate six times the national average for low-income students.

*Note: While IDEA’s affiliates serve students in other states, this Request for Proposals and any subsequent contract is only for goods or services provided to IDEA’s Florida-based charter school and campuses.*

## **PART II –SCOPE AND SPECIFICATIONS OF THE PROPOSAL**

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### **Proposal Specifications:**

The following describes the service and performance requirements that the successful Respondent(s) will be required to meet. IDEA will use the objective criteria specified in **Part IV, Evaluation Criteria** to review Proposals and potentially make multiple awards, if deemed in the best interest of IDEA Public Schools, in its sole discretion.

Any contract award issued as a result of this RFP does not guarantee any minimum amount of service or payment. IDEA will not issue a Purchase Order (PO) until a campus or department initiates a request for the goods and/or services described in this RFP. A Vendor/Contractor shall not perform services for IDEA without the issuance of a PO or contract Agreement. A Vendor/Contractor will be compensated, with submission of proper supporting documentation, by IDEA for goods and/or services satisfactorily provided and/or performed in accordance with the Agreement requirements and this RFP.

### **1) Scope of Work**

IDEA is seeking to procure the following goods and/or services that will be included in two (2) of our Florida schools located in the Jacksonville, Tampa and Lakeland regions. The Project will be divided into two (2) phases.

<b>Marketing Signage for New Construction Criteria</b>	
<b>Phase 1</b>	New campuses (Academy wing, gym, administration offices, and cafeteria)
<b>Phase 2</b>	College prep addition (2-3 years expansion plan)

*All New Construction signage must be delivered and installed NO later than July 7, 2025.*

Vendors shall provide interior and exterior signage and installation as specified in the Drawings in **Appendix A** and specified herein and includes but is not limited to the following:

The following list contains signage that will be included in two (2) schools. Please create a quote range and recommendation on each item. Each school may have a different wall length, so this is an average size. These pieces need to be able to have a long shelf life, be easy to maintain, and above all, not easily damaged by students.

1. Provide fabrication and installation of interior and exterior wayfinding signs, wayfinding sign bases, wayfinding sign panels, acrylic letters, magnets, poster prints, frames, decals, panels, inserts and banners including ALL engineering, fabrication, excavation, installation, electrical, concrete and masonry.
2. Provide Review Drawings, Coordination Drawings, Shop Drawings, Working Drawings, Record Documents, and incidentals.
3. Provide all required Samples, Submittals, Proofs, Mock-Ups, and Prototype Signs.
4. Provide all the preparation, materials, equipment, tools, labor, testing, inspections, and temporary light and power necessary for the fabrication and installation of the signs.
5. Provide all the materials, fasteners, adhesives, structures, brackets, blocking, miscellaneous steel, embed plates, and all other structural and mounting hardware necessary for the proper fabrication and installation of the wayfinding signs.
6. Provide professional engineering of all wayfinding signs, wayfinding sign structures, wayfinding sign supports, wayfinding sign frames, wayfinding sign mounting methods, wayfinding sign mounting components and hardware, adhesives, embeds, wayfinding sign bases, wayfinding sign foundations and footings, and all other wayfinding sign structural components, for structural adequacy.



*All wayfinding signs and its structural components must be professionally engineered. The signature and seal of a qualified professional structural engineer, licensed in the State of Florida, shall appear on the Shop Drawings.*

## 2) Locations and Phases for Installation

➤ *(See Appendix A for sign specifications to include color and size.)*

## Phase One

### (IDEA Campus: IDEA Compass)

1. Qty 5- Speed Limit Signs w/ pre-punched 3/8" Mounting Holes
2. Qty 4- Visitor Parking Sign w/ rounded corners
3. Qty 5- A-Frame Coroplast Inserts w/ changeable message area
4. Qty 15- Coroplast Yard Signs installed on H Stakes
5. Qty 6- Cell Phone Use Prohibited Signs w/ rounded corners
6. Qty 2- Snap Frames
7. Qty 2- No Firearms Window Vinyl Decal
8. Qty 0- Core Values Banner w/ 2" Pocket Pole at the bottom & 6 Grommets at top
9. Qty 0- "We are College Bound" Flat Acrylic Letters for Interior Walls
10. Qty 1- "We Bring Joy" Flat Acrylic Letters for Interior Walls
11. Qty 1- "We Bring Equity" Flat Acrylic Letters for Interior Walls
12. Qty 1- "We Build Team & Family" Flat Acrylic Letters for Interior Walls
13. Qty 1- "We Achieve Academic Excellence" Flat Acrylic Letters for Interior Walls
14. Qty 0- "We are College Bound" Flat Acrylic Letters for Interior Walls
15. Qty 1- "We Deliver Results" Flat Acrylic Letters for Interior Walls
16. Qty 1- "We Act with Integrity" Flat Acrylic Letters for Interior Walls
17. Qty 1- "We Sweat the Small Stuff" Flat Acrylic Letters for Interior Walls

18. Qty 10- Classroom Banner w/ frame
19. Qty 100- Classroom Magnets (reference appendix for sayings)
20. Qty 4- Safe School Sign
21. Qty 4- School Bus parking sign
22. Qty 8-Staff Parking Sign
23. Qty 5- Visitor Parking Sign
24. Qty 4-Pedestrian Walkway Sign
25. Qty 1- No Smoking Sign
26. Qty 1- Lost and Found Sign
27. Qty 1- Campus Visitor Expectations Sign
28. Qty 1- No Early Release Sign
29. Qty 2- Walker Pickup Area Sign
30. Qty 94- Coroplast Signs (various designs see Appendix A)
31. Qty 49- Laminated Poster Prints
32. Qty 20- RTA Decals
33. Qty 0- Graduating Class Banners (various text see Appendix A)
34. Qty 1- Exterior Entrance Door Vinyl
35. Qty 1- "We Are IDEA (School Name)" Flat Acrylic Letters for Interior Walls
36. Qty 1- IDEA Public Schools Logo Flat Acrylic Letters for Interior Walls
37. Qty 1- "We Are IDEA (School Name)" Flat Acrylic Letters for Interior Walls in Alternate Entrance
38. Qty 1- IDEA Public Schools Logo Flat Acrylic Letters for Interior Walls in Alternate Entrance
39. Qty 4- H2O Station Board
40. Qty 1- Healthy Habits Station Board
41. Qty 1- Did you know Clarus Board
42. Qty 1- Push to Talk: Exterior Entrance Gate
43. Qty 1- Push to Talk: Front Office Door (Exterior Sign)
44. Qty 1- Frosted Lobby Doors
45. Qty 1- Cafeteria Wall "We Are IDEA (Campus Name)"
46. Qty 1- Cafeteria Wall- Mascot

## Phase Two

### (IDEA Campus: IDEA Lakeland)

1. Qty 5- Speed Limit Signs w/ pre-punched 3/8" Mounting Holes
2. Qty 8- Visitor Parking Sign w/ rounded corners
3. Qty 5- A-Frame Coroplast Inserts w/ changeable message area
4. Qty 6- Coroplast Yard Signs installed on H Stakes
5. Qty 6- Cell Phone Use Prohibited Signs w/ rounded corners
6. Qty 2- Snap Frames
7. Qty 2- No Firearms Window Vinyl Decal
8. Qty 0- Core Values Banner w/ 2" Pocket Pole at the bottom & 6 Grommets at top
9. Qty 1- "We Bring Joy" Flat Acrylic Letters for Interior Walls
10. Qty 1- "We Bring Equity" Flat Acrylic Letters for Interior Walls
11. Qty 1- "We Build Team & Family" Flat Acrylic Letters for Interior Walls
12. Qty 1- "We Achieve Academic Excellence" Flat Acrylic Letters for Interior Walls

13. Qty 1- “We Deliver Results” Flat Acrylic Letters for Interior Walls
14. Qty 1- “We Act with Integrity” Flat Acrylic Letters for Interior Walls
15. Qty 1- “We Sweat the Small Stuff” Flat Acrylic Letters for Interior Walls
16. Qty 10- Classroom Banner w/ frame
17. Qty 40- Classroom Magnets (reference appendix for sayings)
18. Qty 4- Safe School Sign
19. Qty 4- School Bus parking sign
20. Qty 8-Staff Parking Sign
21. Qty 5- Visitor Parking Sign
22. Qty 4-Pedestrian Walkway Sign
23. Qty 1- No Smoking Sign
24. Qty 1- Lost and Found Sign
25. Qty 1- Campus Visitor Expectations Sign
26. Qty 1- No Early Release Sign
27. Qty 2- Walker Pickup Area Sign
28. Qty 0- Coroplast Signs (various designs see Appendix A)
29. Qty 0- Laminated Poster Prints
30. Qty 0- RTA Decals
31. Qty 0- Graduating Class Banners (various text see Appendix A)
32. Qty 1- Push to Talk: Exterior Entrance Gate
33. Qty 1- Push to Talk: Front Office Door (Exterior Sign)
34. Qty 1- Frosted Lobby Doors
35. Qty 1- Cafeteria Wall “We Are IDEA (Campus Name)”
36. Qty 1- Cafeteria Wall- Mascot

### Technical Specifications and Deliverables:

Vendor must provide a [Vendor Timeline with Bi-Weekly meetings](#).

Example: To ensure that all deliverables are met on time and that the project progresses smoothly, a detailed timeline will be established, with biweekly progress meetings to track the progress and address any concerns. The meetings are a critical part of the project’s management, allowing both the vendor and IDEA to align on expectations, resolve issues, and adjust the plan if needed.

Timeline Breakdown:

- **Initial Phase (Week 1-2):**
  - Vendor submits **preliminary designs** or plans for review.
  - First **biweekly meeting** to review progress and discuss any issues with design or materials.
- **Middle Phase (Week 3-6):**
  - Vendor begins **production or manufacturing** of goods.
  - Deliverables such as **samples or mockups** are submitted.
  - **Second biweekly meeting** to ensure the production process is on schedule and to resolve any issues with prototypes or production timelines.
- **Final Phase (Week 7-12):**
  - **Installation** and final checks of goods/services.
  - **Final testing and quality assurance** checks are completed.
  - **Third biweekly meeting** to discuss any final revisions, installation issues, and ensure everything is ready for delivery or final approval.

**Biweekly Meetings:** These meetings are scheduled every two weeks to monitor the progress of the project and ensure that deliverables are on track. The agenda for these meetings will typically include:

- **Status update** on current deliverables and timelines.
- **Review of completed work**, such as design approval or installation progress.
- **Identification of potential risks** or issues that could delay the project.
- **Adjustment of the timeline**, if necessary, based on unforeseen challenges.
- **Action items** for the next phase, with clear deadlines and responsibilities.

The biweekly meetings ensure that the vendor and IDEA stay aligned, and any potential issues are addressed promptly, preventing delays or misunderstandings.

### **Performance Requirements:**

- a) The specifications included above are minimum basic requirements.
- b) The scope of work includes the goods and/or services IDEA intends to procure.
- c) Vendor/Contractor represents and warrants to IDEA that the goods and/or services shall perform at a level as intended, are fit for use for their intended purpose, and shall substantially conform in accordance with the specifications stated in this RFP, in compliance and conformance with any applicable law or ordinance, and will be performed in a good, professional, and workmanlike manner. Further, they shall be fit for ordinary use with no material defects, provided that all use of the goods and/or services is for the purposes and in the environment for which they were designed and in accordance with such specifications.

### **Insurance Requirements**

- The Vendor insurance coverages specified in this RFP are the minimum requirements, and these requirements do not lessen or limit the liability of the Vendor/Contractor. The Vendor/Contractor shall maintain, at its own expense, any additional kinds or amounts of insurance that it may deem necessary to cover its obligations and liabilities under this RFP and Agreement.
- The successful Vendor/Contractor will at a minimum carry and maintain Workers' Compensation, General Liability, and Property Damage Liability Insurance. Insurance Certificates must be submitted with the Proposal. IDEA reserves the right to review all insurance policies pertaining to this RFP to guarantee that the proper coverage is obtained and maintained by the Vendor/Contractor.
- Vendor/Contractor shall keep in full force and effect the following minimum limits of insurance (or higher):
  - i) General Liability: Vendor/Contractor shall maintain Commercial General Liability Insurance, including coverage for bodily injury, property damage, and contractual liability, with the following minimum limits: **\$1,000,000.00** per occurrence and **\$2,000,000.00** general aggregate. The policy shall include liability arising out of premises, operations, independent contractors, personal injury, advertising injury, and liability assumed under an insured contract, and must provide coverage for all claims that may arise from performance of the Agreement or completed operations, whether by Vendor/Contractor or anyone directly or indirectly employed by Vendor/Contractor. Such policy shall name IDEA as an Additional Named Insured and include a Waiver of Subrogation Clause.
  - ii) Cyber Liability and Technology Professional Liability Errors and Omissions: Vendor/Contractor shall maintain coverage appropriate to Vendor's/Contractor's work under this Agreement, with limits not

less than **\$2,000,000.00** per occurrence. Coverage shall be sufficiently broad to respond to the duties and obligations undertaken by Vendor/Contractor in this Agreement and shall include, but not be limited to, claims involving infringement of intellectual property, copyright, trademark, invasion of privacy violations, information theft, release of private information, extortion, and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties, as well as credit monitoring expenses with limits sufficient to respond to these obligations.

- The policy shall include, or be endorsed to include, **property damage liability coverage** for damage to, alteration of, loss of, or destruction of electronic data and/or information “property” of IDEA in the care, custody, or control of Vendor/Contractor.
- **Cyber liability coverage** in an amount sufficient to cover the full replacement value of damage to, alteration of, loss of, or destruction of electronic data and/or information “property” of IDEA that will be in the care, custody, or control of Vendor/Contractor.

Such policy shall name IDEA as an Additional Named Insured and include a Waiver of Subrogation Clause.

iii) Workers’ Compensation: Vendor/Contractor shall obtain and maintain Workers’ Compensation Insurance in an amount consistent with statutory benefits outlined in the Florida Workers’ Compensation Act.

- Each insurance policy to be furnished by the successful Vendor/Contractor shall include “IDEA Public Schools” as a certificate holder, as Additional Named Insured, and include a Waiver of Subrogation Clause. Please note a certificate of insurance showing named insured is not adequate to establish this status or fulfill this requirement.
- Additionally, each insurance policy shall, by endorsement to the policy, include a statement that a notice shall be given to IDEA by certified mail thirty (30) days prior to cancellation or upon any material changes to coverage.
- Vendor/Contractor may not commence services or work relating to the Agreement prior to placement of coverage. Vendor/Contractor shall keep the required insurance coverage in full force and effect at all times during the term of the Agreement, or any extension thereof, during any warranty period, of the Agreement.

## **PART III –PROPOSAL SUBMISSION & REQUIREMENTS**

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### **Proposal Response Requirements:**

Proposals should be prepared in such a way as to demonstrate a straightforward, concise delineation of capabilities that satisfy the requirements of this RFP. To qualify for evaluation, a Proposal **must have been submitted on time** and **must materially satisfy all mandatory requirements** identified in this RFP. Respondents must follow the format instructions detailed below in preparing and submitting a Proposal. Each Respondent is responsible for ensuring that IDEA has the appropriate company name, authorized representative, and contact

information on file for the purpose of receiving notices, changes, addenda or other critical information relating to this RFP.

### **Required Proposal Format:**

To be considered, the Proposal must be prepared according to the following instructions and should include the following information and content. Failure to include these items may result in disqualification.

- i) **Cover Page**  
Complete and insert **Attachment A**  
**Section I – Executive Summary**  
Provide an Executive Summary of two (2) pages or less an overview of the Proposal and the vendor’s experience as it relates to the specifications of the RFP.
- ii) **Section I – Summary of Experience & Qualifications**  
Respondent shall describe its experiences as it relates to the requirements of this RFP. Respondent should focus on its experience in providing and managing the delivery of products and/or services similar to those described in this RFP, within a similar environment, particularly in Florida.
- iii) **Section III – Proposal Response to Scope of Work and Performance Requirements**  
(including project management and implementation plan and timeline) Respondent shall provide a description of goods and/or services and capabilities as outlined in this RFP.  
Provide a preliminary schedule of assessment, delivery, and execution of goods and/or services. Include the following information in this section:
  - A description of the approach that will be taken pertaining to project management and implementation.
  - Detailed description of the goods and/or services to be provided, as applicable.
  - Project organization and staffing specific to this project (including qualifications).
  - Project work plan and schedule including any application duration of services (i.e., initiation date and frequency).
  - The central, regional and/or campus location(s) where goods and/or services will be provided (if not provided to all locations in Florida).
  - Requirements for IDEA not included in this RFP.
- iv) **Cost Summary**  
Ancillary to the Proposal, the Respondent shall provide information on any costs that IDEA may incur. Respondent must specify all costs associated with providing the goods and/or services required herein. The costs shall include amounts that Respondent may include on its invoice for goods, shipping and delivery, hardware, software, licensing, training, project management, customization, implementation, ongoing maintenance, support, administrative fees, processing fees, and any unforeseen expenses. Respondent shall provide a complete fee and itemized cost detail supporting all elements of its Proposal. The cost detail must include a narrative for each fee or cost element. If Respondent does not expect IDEA to incur any costs, Respondent shall state “**No costs to IDEA**”. Utilize **Attachment J** for proposed pricing.
- v) **Required Forms- ALL FORMS REQUIRING SIGNATURE MUST BE SIGNED AS INDICATED**
  - General Terms & Conditions
  - Supplemental Terms & Conditions
  - Attachment A – Cover Page. This form must be completed and included as the cover sheet for Proposals submitted in response to this RFP.
  - Attachment B – Vendor/Contractor Certification & No Collusion Statement



- Attachment C – Insurance or Bonding Requirements
  - Attachment D – IDEA Florida, Inc. Conflict of Interest Form
  - Attachment E – Certification Regarding Drug-Free Workplace
  - Attachment F – Contract Provisions for Contracts Involving Federal Funds
  - Attachment G – Criminal History Review of Vendor/Contractor Employees
  - Attachment H - Reference Sheet
  - Attachment I – Litigation, Terminations, Claims
  - Attachment J – Proposed Pricing
  - Attachment K – Deviations and Exceptions
  - Attachment L – RFP Questionnaire
- vi) **Appendix A- Signage Specifications**
- vii) **Additional Required Forms**  
Respondent shall execute all required certifications and forms attached to this RFP and return the signed originals with the Proposal.
- viii) **Additional Documentation (Optional)**  
Additional documents may be submitted in instances where additional documentation is needed and not already captured.

## **PART IV –EVALUATION CRITERIA**

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In accordance with IDEA policy, award(s) of a contract(s) resulting from this RFP will be made to the responsible Vendor(s)/Contractor(s) whose Proposal(s) is/are determined, after evaluation by IDEA, to be the best value to IDEA. To qualify for evaluation, a Proposal must have been submitted on time and must materially satisfy all mandatory requirements of this RFP.

### **Competitive Selection and Proposal Evaluation**

This is a negotiated procurement and as such, award will not necessarily be made to the lowest-priced Proposal. Award will be made to the Vendor/Contractor submitting the best responsive Proposal satisfying IDEA’s requirements, price, and other factors. If one Vendor/Contractor cannot meet all of the requirements outlined in this document, the award may be divided among several qualified Vendors/Contractors.

Proposals will be evaluated on criteria deemed to be in IDEA’s best interest, as reflected in the below evaluation rubric. An evaluation committee will review and evaluate all Proposals based on the factors detailed herein. The committee evaluating the Proposals submitted may require any or all Vendors/Contractors to give an oral presentation or be interviewed to clarify or elaborate on its Proposal. Upon completion of oral presentations, interviews, or discussions, Vendors/Contractors may be requested to revise any or all portions of its Proposal. IDEA’s Board will make the final decision on whether and to whom a contract is to be awarded.

Non-responsive or disqualified Proposals will be not eligible for award consideration. Reasons for being deemed non-responsive or being disqualified include but are not limited to not meeting requirements of the proposal, receipt of the Proposal after the date/time posted; failure to sign the Proposal; and/or failure to include one or more Conditions of Service/Term Agreement.

IDEA reserves the right to reject any use of Vendor/Contractor’s terms and conditions of any kind, including web links to any online terms and conditions, or requiring the use of Offeror's form of agreement.



Points	Evaluation Criteria
40 Points	<b>Cost Proposal:</b> Price and total long-term cost to IDEA to acquire goods and/or services.
35 Points	<b>Knowledge and Capabilities:</b> Design, Material, and Sustainability of goods and/or services, extent to which goods and/or services meet IDEA’s needs and performance requirements, Respondent’s principal place of business as related to ability to perform requirements of this RFP. Requested signs must be delivered and installed by July 7, 2025.
10 Points	<b>Reputation/References:</b> The quality and reputation of the Respondent's goods and/or services, as well as the Respondent’s past relationships with Florida public schools, will be evaluated. Firms are required to provide photographic evidence and references to support their claims.
5 Points	<b>Relevant K-12 Work Experience:</b> The Proposal explains background information for working with secondary institutions without disrupting children’s classrooms.
10 Points	<b>Warranty:</b> Minimum warranty of twelve (12) months, from the date of delivery of a good or service, against defects in material or workmanship. (Warranty should be provided with proposal for scoring)
100 Points	<b>Total Possible Score</b>

**Explanation of Evaluation Criteria:**

**Cost Proposal:** Price and total long-term cost to IDEA to acquire goods and/or services. **The following formula will be used to determine cost points for scoring when applicable:**

*Formula:*

$$(Low Proposed Price / Proposed Price) \times Assigned Points$$

*Example Price Proposals and scoring results based on a 50-point scale:*

**Proposer Proposed Price Score**

Proposer A \$ 10,000.00 50.0 pts

Proposer B \$ 10,500.00 47.5 pts

Proposer C \$ 25,000.00 20.0 pts

**Knowledge and Capabilities:**

This criterion assesses the design, material quality, and sustainability of the proposed goods and services. It evaluates how well the goods or services align with IDEA’s specific needs and performance requirements. Key factors include:

- Design and materials: Are they suitable, durable, and effective for the intended purpose?
- Sustainability: Are the goods or services environmentally responsible and durable over time?
- Fit for IDEA’s needs: Does the proposal meet IDEA’s specific functional requirements, and can the vendor deliver on these needs?
- Business location: Does the vendor’s principal place of business impact their ability to fulfill the requirements of the RFP effectively, especially in terms of logistics and local support?

Additionally, this section highlights that requested signs must be delivered and installed by July 7, 2025, which will be a factor in assessing the respondent’s capabilities to meet deadlines.

**Reputation/References:** The quality/reputation of the Respondent’s good and/or services, Respondent’s past relationship with Florida public schools. It also examines the vendor's track record with Florida public schools, assessing:

- The reliability and performance of the vendor's previous work.
- Client references from other similar public school projects to gauge past satisfaction and reliability.
- Reputation in the market, ensuring that the vendor has a solid and reputable standing in delivering goods and services.

**Relevant K-12 Work Experience:** The Proposal explains background information for working with secondary institutions without disrupting children’s classrooms. The Proposal is complete and includes all required information, forms, and certifications.

**Warranty: Minimum warranty of twelve (12) months, from the date of delivery of a good or service, against defects in material or workmanship.** The warranty should cover defects in material or workmanship, ensuring that the goods or services are free from manufacturing errors or defects. The warranty terms should be included in the proposal and will be factored into the evaluation, with longer or more comprehensive warranties generally receiving higher scores.

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## **PART V - GENERAL TERMA AND CONDITIONS ACKNOWLEDGEMENT**

**Assignment:** This Agreement may not be assigned by either party without the prior written consent of both IDEA and Vendor/Contractor. Any attempted assignment of this Agreement by Vendor/Contractor shall be null and void. Any purchase or work order made as a result of this Agreement may not be transferred, assigned, subcontracted, mortgaged, pledged, or otherwise disposed of or encumbered in any way by Vendor/Contractor without the prior written approval of IDEA. Vendor/Contractor is required to notify IDEA when any material change in operations occurs, including but not limited to, changes in distribution rights for awarded products, bankruptcy, material changes in financial condition, change of ownership, and the like, within three (3) business days of such change.

**Compliance with Applicable Law:** To the extent applicable, Vendor/Contractor shall fully comply with all provisions and reauthorizations of applicable state and federal law, including but not limited to the Florida Education Code, the Florida Administrative Code, the Elementary and Secondary Education Act (ESEA), the Individuals with Disabilities Education Act (IDEA), and the Family Educational Rights and Privacy Act (FERPA). Vendor/Contractor shall also fully comply with the policies of IDEA’s Board. IDEA’s Board Policies can be accessed at: <https://ideapublicschools.org/states/florida/>

**Conflict of Interest:** Vendor must comply and certify compliance with IDEA Florida’s Conflict of Interest Policy. Any violation or failure to disclose any conflicts of interest shall be grounds for IDEA to take action as permitted by law including termination of any Agreement, declaring any Agreement void or other action IDEA determines to be in the best interest of IDEA.

**Contractual Relationship:** Nothing herein shall be construed as creating the relationship of employer or employee between IDEA and the Vendor/Contractor or between IDEA and the Vendor’s/Contractor’s employees. IDEA shall not be subject to any obligation or liabilities of the Vendor/Contractor or its employees incurred in the performance of the contract and order unless

otherwise herein authorized. Neither the Vendor/Contractor nor its employees shall be entitled to any of the benefits established for IDEA employees, nor be covered by IDEA's Workers' Compensation Program.

**Confidentiality- Name or Information Use:** Vendor/Contractor, and any person acting on its behalf or affiliated with the Vendor/Contractor, shall not use IDEA's name, trademarks, logos or other information in any public manner or media (including, but not limited to press releases, promotions, advertisements, solicitations, website, blog, video, or social media) without prior written approval of IDEA. Written authorization may be refused or granted at IDEA's sole discretion.

**Debarment and Suspension:** Neither Vendor/Contractor nor any of its officer, directors, owners, members, employees or agents is listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with E.O 12549 and E.O. 12689—Debarment and Suspension. This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and Vendors/Contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. If Vendor/Contractor or any of its personnel identified is Debarred or Suspended, they must provide immediate notice to IDEA and IDEA may thereafter suspend or terminate the Agreement as it deems appropriate.

**Delivery of Goods/Items:** When the contract is for goods, Vendor/Contractor shall deliver complete orders, unless previously informed to and accepted by IDEA. Any deliveries not made in full are subject to a delay of payment by IDEA. Items shipped to the incorrect location by the Vendor/Contractor will be the responsibility of the Vendor/Contractor to correct. The Vendor/Contractor will be required to cover shipping charges to ship the items to the correct location. IDEA will only deliver the items to the correct location if there was an incorrect shipping address listed on the contract or Purchase Order. A packing slip is required with each shipment. Shipments must include PO # and PMO contact name.

**Enforcement:** If the Agreement is for services, it is acknowledged and agreed that Vendor's/Contractor's services to IDEA are unique, which gives Vendor/Contractor a peculiar value to IDEA and for the loss of which IDEA cannot be reasonably or adequately compensated in damages. Accordingly, Vendor/Contractor acknowledges and agrees that a breach by Vendor/Contractor of the provisions hereof will cause IDEA irreparable injury and damage. Vendor/Contractor therefore expressly agrees that IDEA shall be entitled to injunctive and/or other equitable relief in any court of competent jurisdiction to prevent or otherwise restrain a breach of this Agreement, but only if IDEA is not in breach of this Agreement.

**Entire Agreement:** The written Agreement resulting from this RFP as well as these standard terms and conditions (and any procurement documents from IDEA) contains the entire agreement of the Parties concerning the subject matter described therein, and there are no other promises or conditions in any other agreement, whether oral or written, concerning the subject matter described herein. These General Terms and Conditions supersede any prior, contemporaneous, or related written or oral agreements between the parties concerning the subject matter described herein or in the Agreement.

**Equal Opportunity:** Vendor/Contractor shall comply with E.O. 11246—Equal Employment Opportunity, as amended by E.O. 11375—Amending Executive Order 11246 Relating to Equal

Employment Opportunity, and as supplemented by regulations at 41 CFR Part 60—Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.

**Execution:** This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, and all of which, when taken together, shall constitute one and the same instrument.

**Formation and Good Standing:** Vendor/Contractor represents and warrants that it is legally formed, validly existing and/or registered to conduct business in Florida, and to the extent applicable, in good standing under the laws of Florida and of the state of its formation. Vendor/Contractor represents and warrants that it is duly qualified and registered to do business in Florida with the Florida Secretary of State and the Florida Comptroller of Public Accounts and understands that remaining in good standing with Florida is a condition of the Agreement.

**General Warranty:** Vendor/Contractor represents and warrants to IDEA that the goods and/or services shall perform at a level as intended, are fit for use for their intended purpose, and shall substantially conform in accordance with the specifications stated in the Agreement, in compliance and conformance with any applicable law or ordinance and will be performed in a good, professional, and workmanlike manner. Further, they shall be fit for ordinary use with no material defects, provided that all use of the goods and/or services is for the purposes and in the environment for which they were designed and in accordance with such specifications.

**Gratuities:** IDEA may, by written notice to Vendor/Contractor, cancel this Agreement without liability to IDEA if it is determined by IDEA that gratuities, in the form of entertainment, gifts, or otherwise, were offered or given by Vendor/Contractor (or any agent or representative of Vendor/Contractor) to any director, officer or employee of IDEA (or to any family member of an IDEA employee, officer or director within the third-degree by affinity or consanguinity under Florida law), unless there is an express written statutory exception for same, or the gift is a documented donation to IDEA. In the event this Agreement is cancelled by IDEA pursuant to this section, IDEA shall be entitled, in addition to any other rights and remedies, to recover or withhold the amount or the cost incurred by Vendor/Contractor in providing such impermissible gratuities.

**Indemnification:** VENDOR/CONTRACTOR WILL INDEMNIFY, PROTECT, DEFEND, AND HOLD HARMLESS IDEA AND ITS BOARD, OFFICERS, AND REPRESENTATIVES (COLLECTIVELY THE "IDEA INDEMNITEES") IN THEIR OFFICIAL AND INDIVIDUAL CAPACITIES FROM AND AGAINST ALL DAMAGES, LOSSES, LIENS, CAUSES OF ACTION, SUITS, JUDGMENTS, EXPENSES, AND OTHER CLAIMS OF ANY NATURE, KIND, OR DESCRIPTION, INCLUDING ATTORNEYS' FEES INCURRED IN INVESTIGATING, DEFENDING, OR SETTLING ANY OF THE FOREGOING BY ANY PERSON OR ENTITY, ARISING OUT OF, CAUSED BY, OR RESULTING FROM VENDOR'S/CONTRACTOR'S PERFORMANCE UNDER OR BREACH OF THIS AGREEMENT AND THAT ARE CAUSED IN WHOLE OR IN PART BY ANY ACT OR OMISSION, INCLUDING ANY NEGLIGENT ACT, NEGLIGENT OMISSION, OR WILLFUL MISCONDUCT OF VENDOR/CONTRACTOR, ANYONE DIRECTLY EMPLOYED BY VENDOR/CONTRACTOR, OR ANYONE FOR WHOSE ACTS VENDOR/CONTRACTOR MAY BE LIABLE. THE PROVISIONS OF THIS SECTION WILL NOT BE CONSTRUED TO ELIMINATE OR REDUCE ANY OTHER INDEMNIFICATION OR RIGHT WHICH ANY IDEA INDEMNITEE HAS BY LAW OR EQUITY. ALL PARTIES WILL BE ENTITLED TO BE REPRESENTED BY COUNSEL AT THEIR OWN EXPENSE. VENDOR'S/CONTRACTOR'S OBLIGATIONS CONTAINED IN THIS SECTION SURVIVE TERMINATION OR EXPIRATION OF THIS AGREEMENT AND CONTINUE ON INDEFINITELY AND CANNOT BE WAIVED

OR VARIED.

**Inspection:** Prior to acceptance of any goods and/or services and continuing for a period of thirty (30) days after IDEA's first use of the goods and/or services, IDEA reserves the absolute right to inspect, test, and reject all goods and/or services, in whole or in part, furnished by Vendor/Contractor, to ensure that they comply with the Agreement and/or PO. This right shall exist even if payment has already been made by IDEA to the Vendor/Contractor. Goods or services which, in the sole opinion of IDEA, fail to conform to the required specification(s) or standard(s) may be considered non-conforming. In such event that goods and/or services are considered non-conforming, IDEA may return such goods and/or services at Vendor's/Contractor's risk and expense for replacement or correction, in which case Vendor/Contractor shall use best efforts to replace any non-conforming goods and/or services. IDEA may also accept the non-conforming goods and/or services subject to an equitable price reduction if mutually agreed to among the parties.

**Interpretation of Evidence:** No course of prior dealings between the parties and no usage of the trade shall be relevant to supplement or explain any term used in a contract. Acceptance or acquiescence in a course of performance rendered under a contract shall not be relevant to determine the meaning of the contract even though the accepting or acquiescing party has knowledge of the performance and opportunity for objection. Whenever a term defined by the Uniform Commercial Code is used in the Contract, the definition contained in the Code is to control.

**Law of State to Govern:** This Agreement shall be governed by, and construed and enforced in accordance with, the laws of the State of Florida (without regard to the conflicts or choice of law principles). The Parties irrevocably consent to the jurisdiction of the State of Florida and agree that any court of competent jurisdiction sitting in Hidalgo County, Florida, shall be an appropriate and convenient place of venue to resolve any dispute with respect to this Agreement. Both parties agree to waive all rights to a jury trial. In connection with IDEA's defense of any suit against and/or IDEA's prosecution of any claim, counterclaim or action to enforce any of its rights and/or claims under this Agreement, which IDEA prevails as to all or any portion of its defense(s), claims, counterclaims, and actions, IDEA shall be entitled to recover its actual attorneys' fees and expenses incurred in defending such suit and/or in prosecuting such claim or action.

**Limitations:** THE PARTIES ARE AWARE THAT THERE ARE CONSTITUTIONAL AND STATUTORY LIMITATIONS ON THE AUTHORITY OF IDEA (A PUBLIC SCHOOL Charter Schools) TO ENTER INTO CERTAIN TERMS AND CONDITIONS OF THE AGREEMENT, INCLUDING, BUT NOT LIMITED TO, THOSE TERMS AND CONDITIONS RELATING TO LIENS ON IDEA'S PROPERTY; DISCLAIMERS AND LIMITATIONS OF WARRANTIES; DISCLAIMERS AND LIMITATIONS OF LIABILITY FOR DAMAGES; WAIVERS, DISCLAIMERS AND LIMITATIONS OF LEGAL RIGHTS, REMEDIES, REQUIREMENTS AND PROCESSES; LIMITATIONS OF PERIODS TO BRING LEGAL ACTION; GRANTING CONTROL OF LITIGATION OR SETTLEMENT TO ANOTHER PARTY; LIABILITY FOR ACTS OR OMISSIONS OF THIRD PARTIES; PAYMENT OF ATTORNEYS' FEES; DISPUTE RESOLUTION; INDEMNITIES; AND CONFIDENTIALITY (COLLECTIVELY, THE "LIMITATIONS"), AND TERMS AND CONDITIONS RELATED TO THE LIMITATIONS WILL NOT BE BINDING ON IDEA EXCEPT TO THE EXTENT AUTHORIZED BY THE LAWS AND CONSTITUTION OF THE STATE OF FLORIDA.

**Modifications:** The contract may only be modified, altered, or changed by a written agreement signed by both IDEA and Vendor/Contractor and their duly authorized agents.

**No Arbitration:** Disputes involving this Agreement, including the breach or alleged breach thereof,

may not be submitted to binding arbitration, but must, instead, be submitted to non-binding mediation or heard in a court of competent jurisdiction in the State of Florida sitting in Hidalgo County, Florida.

**Non-Appropriation/Funding Out:** This Agreement is conditioned upon continued funding and appropriation and allotment of funds by the Florida State Legislature and/or the Florida Department of Education pursuant to IDEA's open-enrollment charter. This Agreement is further conditioned on continued allocation of funds by IDEA's Board. If the Legislature and/or the Florida Department of Education fails to appropriate or allot the necessary funds, , then IDEA will issue written notice to Vendor/Contractor and IDEA may terminate this Agreement without further duty or obligation hereunder.

**No Waiver of Immunity:** NOTWITHSTANDING ANYTHING TO THE CONTRARY IN THIS AGREEMENT, VENDOR/CONTRACTOR ACKNOWLEDGES, STIPULATES, AND AGREES THAT NOTHING IN THIS AGREEMENT SHALL BE CONSTRUED AS A WAIVER OF ANY DEFENSE AVAILABLE TO IDEA, INCLUDING BUT NOT LIMITED TO ANY SOVEREIGN, STATUTORY, AND/OR GOVERNMENTAL IMMUNITY AVAILABLE TO IDEA UNDER APPLICABLE LAW.

**Payment Terms:** Unless a prompt payment discount with a payment term of at least ten (10) days is offered and accepted by IDEA, payment terms shall be thirty (30) days net from date of acceptance or receipt of a properly prepared and submitted invoice, whichever is later. In accordance with the Board's accounts payable policy, to receive payment for goods provided and/or services rendered, the Vendor/Contractor must submit a separate invoice, in duplicate, for each purchase order that includes the following:

- a) Fully identifies the Vendor/Contractor, including the Vendor's/Contractor's authorized representative, and said identifying information conforms to that on the purchase order issued by IDEA to the Vendor/Contractor and/or the Agreement.
- b) Includes an invoice number and date.
- c) Is addressed to IDEA Florida, Inc., including the proper mailing address for accounts payable and the address to which goods and/or services were delivered.
- a) References the purchase order number issued.
- b) Delineates in sufficient detail the goods and/or services provided to IDEA, including the quantity and unit price of the goods and/or services, and the date that the goods were delivered or the services were rendered.

Payment will not be remitted until all goods provided and/or services rendered are inspected and confirmed received by IDEA.

**Prices:** IDEA accepts Vendor's/Contractor's price(s) as recorded on Vendor's/Contractor's Proposal and reserves the right to cancel the Agreement if the prices are to be increased without a properly negotiated and executed amendment to the Agreement.

**Product Recall:** Vendor/Contractor shall notify IDEA immediately if a product recall is instituted on any good and/or service Vendor/Contractor has delivered or if Vendor/Contractor discovers or becomes aware of any defect in quality or other deficiency in the delivered goods and/or services. This requirement shall survive payment and acceptance of the goods and/or services.

**Purchase Order Required:** Orders/requests may be submitted by telephone, fax, email, or mail. No

valid orders/requests will be submitted without an IDEA-approved purchase order.

**Record Keeping:** It is the responsibility of Vendor/Contractor to maintain such records as are required by law, IDEA, or as are prescribed by the professional and generally accepted standards of the Florida Education Agency. The books and records related to the contract shall be maintained by Vendor/Contractor, and IDEA shall have the right to inspect and review such records at reasonable times upon request by IDEA.

**Rights to Inventions Made Under a Contract or Agreement:** The Vendor/Contractor acknowledges and agrees that any intellectual property, processes, procedures or product developed in furtherance of a contract between the Vendor/Contractor and IDEA belongs to IDEA as work-for-hire and all rights are reserved by IDEA and/or the federal government in accordance with applicable federal law.

**Severability:** In the event that any provision of this Agreement is found to be invalid, illegal, or unenforceable in any jurisdiction, then in lieu of such invalid, illegal, or unenforceable provision there shall be added automatically as a part of this Agreement a valid, legal, and enforceable substitute provision that most nearly reflects the original intent of the Parties, and all provisions hereof shall remain in full force and effect and shall be liberally construed in order to carry out the intentions of the Parties hereto as nearly as may be possible. Such invalidity, illegality, or unenforceability shall not affect any other provisions contained in this Agreement.

**Tax Exempt:** IDEA is tax-exempt. Vendor/Contractor shall not include taxes on any Proposal, contract, PO, or invoice. IDEA will provide a tax exemption certificate to Vendor/Contractor upon request.

**Termination:** IDEA reserves the right to terminate all or any part of the undelivered portion of any order resulting from the Agreement with thirty (30) days written notice upon default by the Vendor/Contractor, for delay or nonperformance by the Vendor/Contractor, or if it is deemed in the best interest of IDEA, for convenience.

**Florida Public Records Act** Contractor acknowledges that IDEA as a non-profit corporation operating open-enrollment charter schools is subject to requests for information under Section 119, Florida Statutes. Contractor will keep and maintain public records required to perform the services under this contract, and upon request from IDEA, provide IDEA with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in chapter 119 or as otherwise provided by law. Failure to maintain or provide public records as requested shall be a material breach of this contract, and may also be a criminal act. Contractor will ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to IDEA.

**Unsatisfactory Performance by Vendor Staff:** If any person employed by Vendor/Contractor fails or refuses to carry out the services detailed in this Agreement or is, in the opinion of IDEA's designated representative(s), incompetent, unfaithful, intemperate, or disorderly, or uses threatening or

abusive language to an IDEA student, parent, or representative, or if otherwise unsatisfactory, he or she shall be removed from the work under this Agreement immediately and shall not again provide services to IDEA except upon consent of IDEA's representative(s).

## **PART VI- SUPPLEMENTAL TERMS AND CONDITIONS ACKNOWLEDGEMENT**

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**Confidential and/or Proprietary Information:** Vendor/Contractor acknowledges that, in connection with this Agreement, it may have access to or create (alone or with others) confidential and/or proprietary information that is valuable to IDEA. For purposes of this Agreement, "Confidential Information" shall include but not be limited to:

- a) Information relating to IDEA's financial, regulatory, personnel, or operational matters.
- b) Information relating to IDEA's clients, customers, beneficiaries, suppliers, donors, employees, volunteers, sponsors, or business associates and partners.
- c) Trade secrets, know-how, inventions, discoveries, techniques, processes, methods, formulae, ideas, technical data and specifications, testing, methods, research and development activities, and computer programs and designs.
- d) Contracts, product plans, sales and marketing plans, and business plans.
- e) All information not generally known outside of IDEA's business, regardless of whether such information is in written, oral, electronic, digital, or other form, and regardless of whether the information originates from IDEA or its agents.
- f) The term "Confidential Information" does not include the following:
  - i. Information available to the public through no wrongful act of the receiving party.
  - ii. Information that has been published.
  - iii. Information required in response to subpoena, court order, court ruling, or by law.

Vendor/Contractor agrees that it will not, at any time during or after termination of this Agreement, use or disclose any Confidential Information or trade secrets of IDEA to any person or entity for any purpose whatsoever without the prior written consent of IDEA, unless and except as otherwise required by applicable federal or state law or court order.

Vendor/Contractor agrees to release to IDEA all records and supporting documentation related to the Services provided under this Agreement upon completion of the Term hereof.

**Identity Theft Protection:** If Vendor/Contractor will be storing employee or student data as part of the services under the Agreement, the following provisions apply:

- a) Vendor/Contractor agrees to maintain the confidentiality of "personal identifying information" and "sensitive personal information," as those terms are defined in Florida Business & Commerce Code § 522.002 by implementing reasonable data security procedures, controls, and safeguards to ensure that such information is protected. Vendor/Contractor agrees that "personal identifying information" and "sensitive personal information" will be collected only as necessary and in conjunction with this Agreement and will be restricted in its distribution and accessibility such that only



authorized representatives of Vendor/Contractor who have agreed to maintain the confidentiality of the data may access it. Such information will be properly secured by the use of safeguards such as secure file storage, firewall protection, complex password protection, secure operating systems, anti-virus software, locked physical files and backups, data encryption, and other technology tools. When necessary, “personal identifying information” and “sensitive personal information” will be disposed of through secure means, such as shredding paper files and erasing electronic files.

- b) Vendor/Contractor will not bear responsibility for safeguarding information that is (i) publicly available; (ii) that is not “personal identifying information” or “sensitive personal information”; (iii) that is obtained by Vendor/Contractor from third parties without restrictions on disclosure and is not obviously “personal identifying information” or “sensitive personal information”; or (iv) is required to be disclosed by order of a court or other governmental entity.
- c) Vendor/Contractor stipulates that this Agreement does not convey ownership of “personal identifying information” or “sensitive personal information” provided by IDEA under this Agreement.

**Payment and Performance Bonds:** If required By the RFP terms, the Vendor/Contractor shall provide Payment and Performance bonds equal to the total cost of the approved project. This shall be at the sole cost and expense of the Vendor/Contractor.

**Privacy of Employee or Student Data:** When educational records and Student Data will be utilized under the Agreement, or Employee data may be involved, the following provisions apply and Vendor/Contractor will enter into a Data Sharing Agreement provided by IDEA:

- General Guidelines. The Parties acknowledge and agree that certain federal and state laws protect the privacy interests of students and parents with regard to educational records maintained by IDEA, including, without limitation, the Family Educational Rights and Privacy Act (“FERPA”), 20 USC § 1232g. IDEA has determined that Vendor/Contractor has a legitimate educational interest in the educational records, as that term is defined under FERPA, of IDEA’s students who receive the services, and that Vendor/Contractor is the agent of IDEA solely for the purpose of providing services under this Agreement. Vendor/Contractor and its personnel shall maintain the confidentiality of Student Data, as defined below, and comply with the requirements of FERPA and all other applicable law with respect to the privacy of Student Data. Vendor’s/Contractor’s obligations under this Section shall survive the termination or expiration of this Agreement.
- a) Definition of “Student Data”: “Student Data” includes all Personally Identifiable Information (“PII”) and other non-public information and includes, but is not limited to, student data, metadata, and user content.
- b) Collection and Use of Student Data: Vendor/Contractor will only collect Student Data necessary to fulfill its duties as outlined in this Agreement. Vendor/Contractor will use Student Data only for the purpose of fulfilling its duties and providing services under this Agreement, and for improving services under this Agreement. Vendor/Contractor is prohibited from mining Student Data for any purposes other

than those agreed to by the parties. Data mining or scanning of user content for the purpose of advertising or marketing to students or their parents is prohibited.

- c) If Vendor/Contractor has access to Employee PII, it shall protect PII and follow the same data protection and privacy standards as applied for Student Data.
- d) Data De-Identification: Vendor/Contractor may use de-identified Student or Employee Data for product development, research, or other purposes. De-identified Student or Employee Data will have all direct and indirect personal identifiers removed. This includes, but is not limited to, name, ID numbers, date of birth, demographic information, location information, and school ID. Furthermore, Vendor/Contractor agrees not to attempt to re-identify de-identified Student or Employee Data and not to transfer de-identified Student or Employee Data to any party unless that party agrees not to attempt re-identification.
- e) Marketing and Advertising: Vendor/Contractor will not use any Student Data to advertise or market to students or their parents.
- f) Modification of Terms of Service: Vendor/Contractor will not change how Student or Employee Data are collected, used, or shared under the terms of this Agreement in any way without advance notice to and consent from IDEA.
- g) Student Data Sharing: Student Data cannot be shared with any additional parties without prior written consent of IDEA, except as required by law.
- h) Access and Transfer or Destruction: Any Student or Employee Data held by Vendor/Contractor will be made available to IDEA upon request by IDEA. Vendor/Contractor will ensure that all Student or Employee Data in its possession and in the possession of any subcontractors or agents to which Vendor/Contractor may have transferred Student or Employee Data are destroyed or transferred to IDEA when the Student or Employee Data is no longer needed for its specified purpose, at the request of IDEA.
- i) Rights and License In and To Student or Employee Data: The Parties agree that all rights, including all intellectual property rights, shall remain the exclusive property of IDEA, and that Vendor/Contractor has a limited, nonexclusive license solely for the purpose of performing its obligations as outlined in this Agreement. This Agreement does not give Vendor/Contractor any rights, implied or otherwise, to Student or Employee Data, content, or intellectual property, except as otherwise expressly stated in this Agreement. This includes the right to sell or trade Student or Employee Data.
- j) Security Controls: Vendor/Contractor will store and process Student or Employee Data in accordance with industry best practices. This includes appropriate administrative, physical, and technical safeguards to secure Student or Employee Data from unauthorized access, disclosure, and use. Vendor/Contractor will conduct periodic risk assessments and remediate any identified security vulnerabilities in a timely manner. Vendor/Contractor will also have a written incident response plan, to include prompt notification of IDEA in the event of a security or privacy incident, as well as best practices for responding to a breach of PII. Vendor/Contractor agrees to share its incident response plan upon request.

**PART VII –REQUIRED ATTACHMENTS**

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Attachment A – Title Page



**A Proposal Submitted in Response to  
IDEA’s Request for Proposals  
#10-FNCS-0125 for Florida New Construction Signage**

Submitted By:

\_\_\_\_\_

(Full Legal Name of Vendor/Contractor)

Vendor/Contractor d/b/a (if applicable): \_\_\_\_\_

Employer Identification Number: \_\_\_\_\_

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

City, State, and Zip Code: \_\_\_\_\_

Additional Requirements:

The proposal must include the name of each person with at least 25% ownership of the business.

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

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

On:

\_\_\_\_\_

(Date of Proposal Submission)

## Attachment B– Vendor Solicitation Non-Collusion Certification and Signature Page

I, the undersigned authorized representative of Respondent, submit this Proposal and have read the specifications, which are a part of this RFP. My signature certifies that I am authorized to submit this Proposal, sign as a representative for Respondent, and carry out the services solicited in this RFP. The undersigned also affirms that he/she is duly authorized to execute this RFP, that this company, corporation, firm, partnership or individual has not prepared this RFP in collusion with any other Respondent, and that the contents of this RFP as to prices, terms or conditions of said RFP have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this RFP.

Signature of Authorized Representative: \_\_\_\_\_

Printed Name of Authorized Representative: \_\_\_\_\_

Title/Role of Authorized Representative: \_\_\_\_\_

Vendor/Contractor Legal Name: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

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

Project Contact Person: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Web Site Address: \_\_\_\_\_

\_\_\_\_\_  
Legal Vendor/Contractor Name

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title of Authorized Representative

## Attachment C – Proof of Insurance and/or Bonding

Please provide proof of insurance and/or bonding as detailed in RFP specifications. Minimum Coverage Below:

MINIMUM INSURANCE COVERAGE & LIMITS FOR VENDORS AND PROFESSIONAL SERVICE PROVIDERS			
Type of Contractor	Required Coverage	Required Coverage Limits	Other
Speakers, Presenters, Judges, DJ, Decoration and Photobooth Vendors (This is not an all-inclusive list)	NA	NA	Hold Harmless Agreement
Charter Bus Services	Commercial General Liability	Each Occurrence: \$1,000,000 General Aggregate: \$2,000,000 Medical Expenses: \$5,000	Additional Insured and Waiver of Subrogation Endorsement
	Automobile Liability	Combined Single Limit or Umbrella Liability (excess) \$5,000,000 Uninsured Motorist: \$100,000 Medical Payments or Personal Injury Protection: \$5,000	Additional Insured and Waiver of Subrogation Endorsement
Maintenance/Repair (painting, plumbing, HVAC, roofing, landscape, etc.)  Service Providers (copier/fax service, computers, security, equipment vendors, etc.)	Commercial General Liability	Each Occurrence: \$1,000,000 General Aggregate: \$2,000,000 Personal and Advertising Injury: \$500,000	Additional Insured Endorsement
	Automobile Liability Including: <input type="checkbox"/> Owned Vehicles <input type="checkbox"/> Non-Owned Vehicles <input type="checkbox"/> Hired Vehicles (Required for vehicles driven on school property)	Combined Single Limit: \$1,000,000	
	Workers' Compensation* Employers' Liability	Limit: State- Statutory Each Occurrence: \$500,000	Waiver of Subrogation Endorsement

<b>Vendor General Insurance Requirements</b>	Commercial General Liability	Each Occurrence: \$1,000,000 General Aggregate: \$2,000,000 Personal and Advertising Injury: \$500,000	Additional Insured Endorsement
	Automobile Liability Including: <input type="checkbox"/> Owned Vehicles <input type="checkbox"/> Non-Owned Vehicles <input type="checkbox"/> Hired Vehicles (Required for vehicles driven on school property)	Combined Single Limit: \$1,000,000	
	Workers' Compensation* Employers' Liability	Limit: State- Statutory Each Occurrence: \$500,000	Waiver of Subrogation Endorsement

**For the contractor categories below, the following coverages may apply in addition to the general insurance requirements listed above:**

Welders, plumbers (work with open flames)	Fire Damage	Each Occurrence: \$1,000,000	Additional Insured Endorsement
Hazardous Materials, Waste Haulers, Pest Control, etc.	Pollution Liability (May require project-specific coverage)	Each Occurrence: \$1,000,000	Additional Insured Endorsement
Professional Services (accountants, architects, attorneys, education consultants, etc.)	Professional Liability	General Aggregate: \$2,000,000 Each Occurrence: Abuse of Molestation (If applicable) \$1,000,000 \$1,000,000	Additional Insured Endorsement
Nurses, therapists, medical providers	Professional Liability or Medical Malpractice (as applicable)	General Aggregate: \$3,000,000 Each Occurrence: Abuse of Molestation (If applicable) \$1,000,000 \$1,000,000	Additional Insured Endorsement
Payroll company, Data managers	Cyber Liability	Each Occurrence: \$1,000,000	Additional Insured Endorsement

The Additional Insured Endorsement language must name as follows: IDEA Public Schools, 2115 W. Pike Blvd, Weslaco, TX 78596.

Please [click here](#) to see a COI Example.

## Attachment D – IDEA Florida Inc. Conflict of Interest Form

By signature of this Proposal, Vendor/Contractor covenants and affirms that:

- Name and corporate structure of vendor.

---

- If your business entity does not have any officer, partner, director, or proprietor or such officer or employee or the officer's or employee's spouse or child, or any combination of them, with a material interest (5% or more ownership), and a family relationship to the third degree with any IPS or IDEA Florida employees or officers or board members –

Write N/A \_\_\_\_\_

- If your business entity has any officer, partner, director, or proprietor or such officer or employee or the officer's or employee's spouse or child, or any combination of them, with a material interest (5% or more ownership), and a family relationship to the third degree with any IPS or IDEA Florida employees or officers or board members. List the name of the IDEA employee, officer or board member there is a relationship with and the relationship to that person.

---

- No manager, or employee or paid consultant of Vendor is a member of the IDEA Public Schools' Board of Directors, IDEA Florida Inc.'s Board of Directors or an employee of IPS Enterprises Inc. or IDEA Florida Inc.
- No manager or employee or paid consultant of Vendor is married to a member of the IDEA Public Schools' Board of Directors, IDEA's Chief Executive Officer, or an employee of IDEA.
- No member of the IDEA Public Schools' Board of Directors, IDEA's Chief Executive Officer, or employee of IDEA is a manager or paid consultant of Vendor.
- Neither any member of the IDEA Public Schools' Board of Directors, IDEA Florida Inc.'s Board of Directors, IDEA's Chief Executive Officer, nor any employee of IDEA owns or controls more than 5% in Vendor.
- Vendor has disclosed within the Proposal any interest, fact or circumstance which does or may present a potential conflict of interest.
- Should Vendor fail to abide by the foregoing covenants and affirmations regarding conflicts of interest, Vendor shall not be entitled to the recovery of any costs or expenses incurred in relation to any contract with IDEA Public Schools and shall immediately refund to IDEA any fees or expenses that may have been paid under the contract and shall further be liable for any costs incurred or damages sustained by IDEA \ relating to that contract.

- Some but not all of the relationships described above may be disqualifying for vendors.

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Legal Vendor/Contractor Name

---

Signature of Authorized Representative

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Date

---

Printed Name and Title of Authorized Representative

## Attachment E – Certification Regarding Drug-Free Workplace

*This certification is required by the Federal Regulations Implementing Sections 5151-5160 of the Drug-Free Workplace Act, 41 U.S.C. 701 and Pursuant to 2 CFR Part 182.*

The undersigned Vendor/Contractor certifies it will provide a drug-free workplace by:

- Publishing a policy statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the consequences of any such action by an employee.
- Establishing an ongoing drug-free awareness program to inform employees of the dangers of drug abuse in the workplace, Vendor's/Contractor's policy of maintaining a drug-free workplace, the availability of counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed on employees for drug violations in the workplace.
- Providing each employee with a copy of Vendor's/Contractor's policy statement.
- Notifying the employees through Vendor's/Contractor's policy statement that as a condition of services to IDEA, employees shall abide by the terms of the policy statement and notifying Vendor/Contractor in writing within five days after any conviction for a violation by the employee of a criminal drug abuse statute in the workplace.
- Notifying IDEA within ten (10) days of Vendor's/Contractor's receipt of a notice of a conviction of any employee; and,
- Taking appropriate personnel action against an employee convicted of violating a criminal drug statute or requires such employee to participate in a drug abuse assistance or rehabilitation program.

---

Legal Vendor/Contractor Name

---

Signature of Authorized Representative

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Date

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Printed Name and Title of Authorized Representative



## Attachment F – Contract Provisions for Contracts Involving Federal Funds

With respect to the use of federal funds for the procurement of goods and services, 2 CFR 200.326 and Appendix II to 2 CFR 200 require the inclusion of the following contract provisions.

1. Remedies for Contract Breach or Violations. Contracts for more than the simplified acquisition threshold currently set at \$250,000 must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms and provide for such sanctions and penalties as appropriate.
2. Termination for Cause and Convenience. All contracts in excess of \$10,000 must address termination for cause and for convenience by IDEA including the manner by which it will be affected and the basis for settlement.
3. Equal Employment Opportunity. Except as otherwise provided under 41 CFR 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR 60–1.3 must include the equal opportunity clause provided under 41 CFR 60–1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR 1964–1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”
4. Davis-Bacon Act. When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by IDEA must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141–3144, and 3146–3148) as supplemented by Department of Labor regulations (29 CFR 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. IDEA must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. IDEA must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. IDEA must report all suspected or reported violations to the Federal awarding agency.
5. Contract Work Hours and Safety Standards Act. Where applicable, all contracts awarded by IDEA in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or

mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

6. *Rights to Inventions Made Under a Contract or Agreement.* If the Federal award meets the definition of “funding agreement” under 37 CFR 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.
7. *Clean Air Act and the Federal Water Pollution Control Act.* Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the contractor to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
8. *Energy Efficiency Standards and Policies.* Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).
9. *Debarment and Suspension.* A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), “Debarment and Suspension.” The Excluded Parties List System in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
10. *Byrd Anti-Lobbying.* Contractors that apply or bid for an award of \$100,000 or more must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier.
11. *Procurement of Recovered Materials.* IDEA and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified

in the EPA guidelines.

**Vendor/Contractor agrees to comply with all federal, state, and local laws, rules, regulations, and ordinances, as applicable. It is further acknowledged that the vendor certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted above.**

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Legal Vendor/Contractor Name

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Signature of Authorized Representative

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Date

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Printed Name and Title of Authorized Representative

## Attachment G – Criminal History Review of Vendor/Contractor Employees

### Jessica Lunsford Background Screening Compliance

**Introduction:** Florida Law, the Jessica Lunsford Act, requires a vendor who will have employees present on charter school property to undergo a Level II background screening, which consists of an FDLE/FBI search if vendor representatives will be at a school when students are present, have direct contact with students, or have access to or control of school funds. If no personnel will meet any of the three criteria, the law does not apply and no action will be needed. For vendors providing services to charter schools in the Hillsborough District, more information may be found at [www.sdhc.k12.fl.us/Procurement/JessicaLunsfordAct.asp](http://www.sdhc.k12.fl.us/Procurement/JessicaLunsfordAct.asp).

Each vendor will be required, at its own cost, to comply with the background screening and badging requirements prior to providing services and provide proof of compliance.

### Criminal History Review of Contractor Employees

**Please complete the information below:**

I, the undersigned agent for Vendor, certify that [check one]:

None of the employees of Vendor and any subcontractors are “covered employees” as defined above. If this box is checked, I further certify that Vendor has taken precautions or imposed conditions to ensure that the employees of Vendor and any subcontractor will not become covered employees. Vendor will maintain these precautions or conditions throughout the time the contracted services are provided.

**OR**

Some or all of the employees of Vendor and any subcontractor are “covered employees.” If this box is checked, I further certify that:

1. Vendor has complied with all the requirements of the Jessica Lunsford act as required by law.
2. If Vendor receives information that a covered employee subsequently has a reported criminal history, Vendor will immediately remove the covered employee from contract duties and notify IDEA Florida, Inc. in writing within three business days.
3. Upon request, Vendor will provide IDEA Florida, Inc., the school district or its agents with the name and any other requested information regarding covered employees so that IDEA Florida, Inc. may obtain criminal history record information on the covered employees.
4. If IDEA Florida, Inc. objects to the assignment of a covered employee on the basis of the covered employee’s criminal history record information, Vendor agrees to discontinue using that covered employee to provide services to IDEA Florida, Inc.
5. All covered employees hired after January 1, 2008 have completed the required background check process prior to performing any duties related to IDEA Florida, Inc. or having any direct contact with students.

I understand that non-compliance with this certification by Vendor may be grounds for contract termination and/or barring disqualified persons from performing the work.

\_\_\_\_\_  
[Vendor Name]

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title of Authorized Representative

## Attachment H – Reference Sheet

Please list a minimum of three (3) verifiable references of clients/organizations (governments, charter schools, or ISDs) that have used your services. Preferably the Respondent shall list references for any projects completed in the past 5 years that are similar to the scope of work in this Solicitation. If additional space is required, attach additional pages hereto. IDEA would prefer some of the references to be new customers in the last year, and Florida clients/organizations are preferred:

1.	<hr/>	<hr/>
	Customer/Client School or Organization/Entity Name	Dates of Contract
	<hr/>	<hr/>
	Street Address	City State Zip
	<hr/>	<hr/>
	Contact Person	Phone Number Email Address
	<hr/>	<hr/>
	Project Scope	
2.	<hr/>	<hr/>
	Customer/Client School or Organization/Entity Name	Dates of Contract
	<hr/>	<hr/>
	Street Address	City State Zip
	<hr/>	<hr/>
	Contact Person	Phone Number Email Address
	<hr/>	<hr/>
	Project Scope	
3.	<hr/>	<hr/>
	Customer/Client School or Organization/Entity Name	Dates of Contract
	<hr/>	<hr/>
	Street Address	City State Zip
	<hr/>	<hr/>
	Contact Person	Phone Number Email Address
	<hr/>	<hr/>
	Project Scope	

### Attachment I – Litigation, Terminations, Claims

Respondent shall list any project completed in the past five years where litigation was filed by Customer/Client or Organization/Entity against Respondent, the contract was terminated by Customer/Client or Organization/Entity before the expiration of term, or insurance claims were reported against Respondent’s insurance by Customer/Client or Organization/Entity. If additional space is required, attach additional pages hereto.

1. \_\_\_\_\_  
Customer/Client School or Organization/Entity Name

\_\_\_\_\_  
Contact Person Phone Number Email Address

Brief Description of Event or Issues: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
Customer/Client School or Organization/Entity Name

\_\_\_\_\_  
Contact Person Phone Number Email Address

Brief Description of Event or Issues: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
Customer/Client School or Organization/Entity Name

\_\_\_\_\_  
Contact Person Phone Number Email Address

Brief Description of Event or Issues: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that no claims, litigations, or terminations have been filed against my company in the past 5 years.



\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

## Attachment J – Proposed Pricing

Respondent shall provide pricing / price schedule referencing: “ATTACHMENT “J” in its submitted Proposal. Please indicate No Bid on Items you wish not to Bid on. Attachment “J” is available for download as a separate document on our website along with this bid document at [IDEA Florida Website](#)

**\* Please include warranty copy with your submission.**

RFP #10-FCNS-0125 Submission Contact Card										
Firm Name:										
Contact:										
Person/Position:										
Address:										
Email:										
Phone Number:										
RFP #10-FCNS-0125 Submission Contact Card										
This tab will be used to determine which campuses you are able to price.										
Region	Campus	Delivery Address	Mascot	Mascot Photo	Case	Ability to provide services (Y/N)? If so, please appropriate case tab.	Administrative/Annual Fees	Explanation of Administrative/Annual Fees	Signage Fees	Total Price (USD \$)
Jacksonville	Compass	4949 Blanding Boulevard, Jacksonville, FL 322	Leopards		1		\$ -		\$ -	\$0.00
Lakeland	Lakeland	1775 Interstate Dr, Lakeland, FL 33805	Eagles		2		\$ -		\$ -	\$0.00
<b>Grand Total:</b>							\$ -		\$ -	<b>\$0.00</b>





## Attachment L – RFP Questionnaire

Question	Yes	No
Is your firm licensed & insured in the state of Florida?	<input type="checkbox"/>	<input type="checkbox"/>
Are you currently an IDEA Vendor?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a system where a campus can submit an online order without further involvement?	<input type="checkbox"/>	<input type="checkbox"/>
Is your firm located in the State of Florida?	<input type="checkbox"/>	<input type="checkbox"/>
Is your firm located in Jacksonville, FL (or within 100 miles of Jacksonville)?	<input type="checkbox"/>	<input type="checkbox"/>
Is your firm located in Lakeland, FL (or within 100 miles of Lakeland)?	<input type="checkbox"/>	<input type="checkbox"/>

2. Do you currently manage other companies on a national level? If so, please provide firms name. If not, how will you handle producing orders for multiple schools in multiple regions on the same timeline?
3. Will your firm be using any subcontractors?  
 Yes  No
4. If yes, please provide the name of the subcontracted company:
5. Please provide the address of the subcontractor your firm will utilize:
6. Are meetings conducted by a project manager?  
We require a direct line of communication and a designated point of contact. Who will your firm designate as the account manager?
7. Can your firm meet the delivery and installation deadline of July 7, 2025? If not, please specify an alternative delivery and installation date.

## Part VIII: APPENDICES

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The appendices included in this section contain IDEA Florida, Inc. Vendor Packet relevant to this RFP and to the preparation of a responsive Proposal.

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## Appendix A FL: New Construction Signage Package

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# Appendix A

IDEA Signage Project RFP 10-FNCS-0125 FL

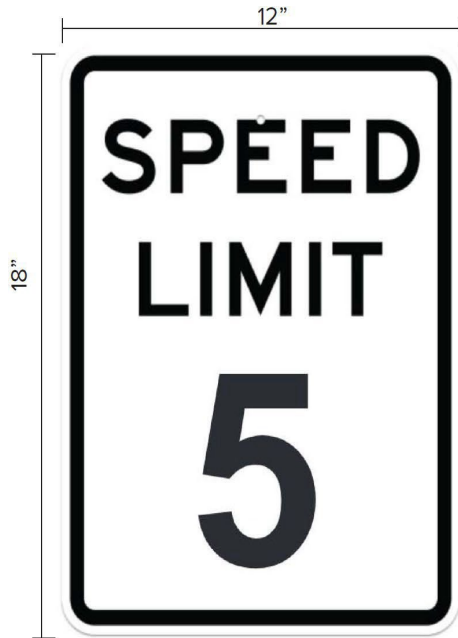


# Phase One



Procurement & Contract Services

IDEA FLORIDA INC.



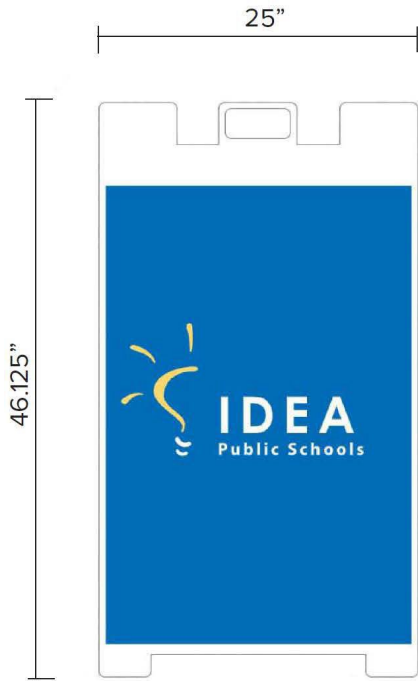
#### SPEED LIMIT SIGN

1. QTY. 3
2. .080" FLAT ALUMINUM WITH RADIUS CORNERS
3. REFLECTIVE BACKGROUND BLACK GRAPHICS
4. PRE-PUNCHED 3/8" MOUNTING HOLES



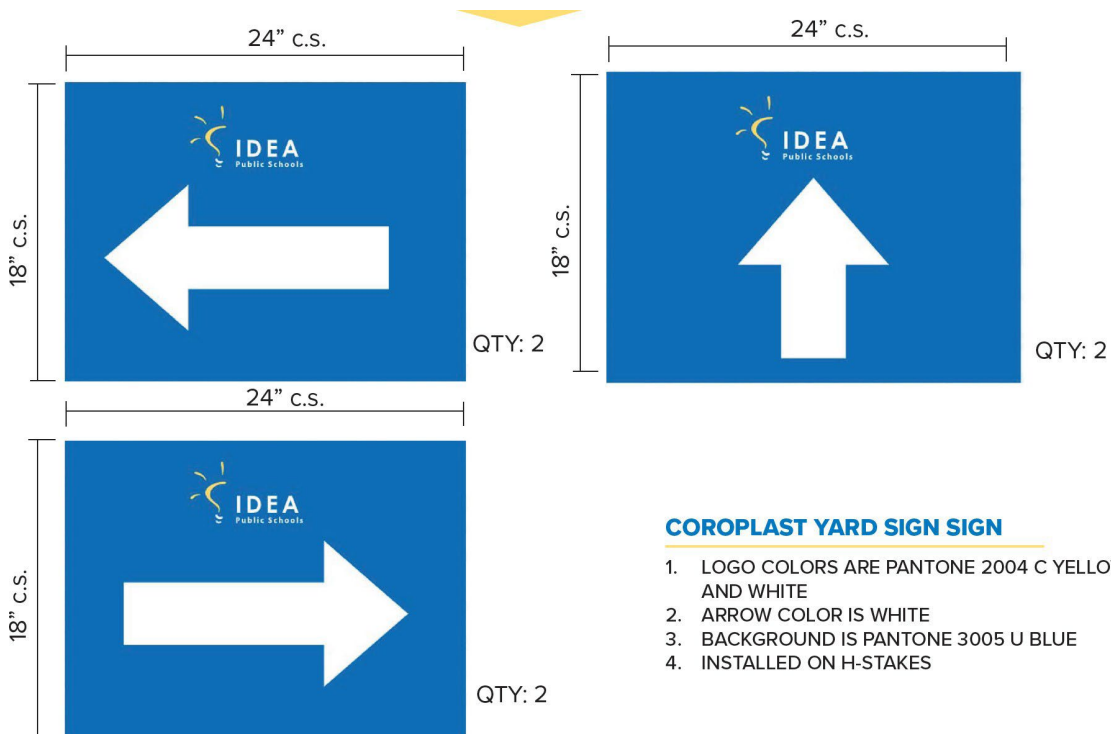
#### DIBOND PANEL

1. QTY. 1
2. SINGLE FACE SIGN
3. DIBOND S/F PANEL
4. BACKGROUND COLOR IS WHITE
5. GRAPHICS COLORS ARE PANTONE 3005 U BLUE AND PANTONE 2004 C YELLOW
6. CORNERS ROUNDED TO RADIUS OF 1"



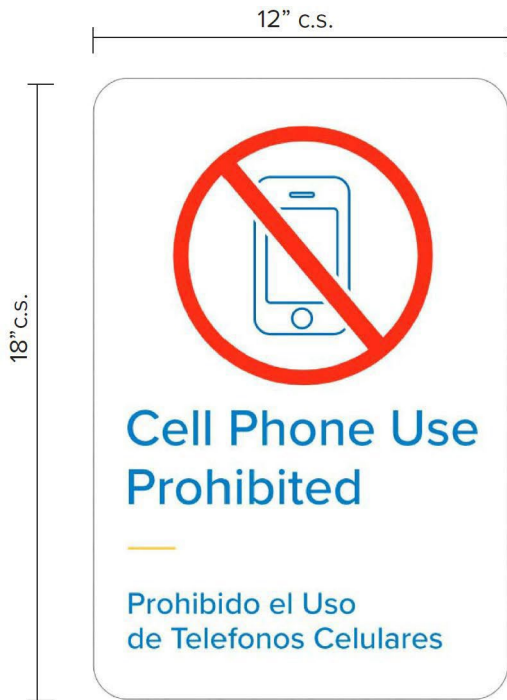
### A-FRAME CORO INSERT

1. QTY. 4
2. ALL GRAPHICS ARE DIGITALLY PRINTED
3. LOGO COLORS: PANTONE 2004 C AND WHITE
4. BACKGROUND PANTONE 3005 U BLUE
5. CHANGEABLE MESSAGE AREA IS 36"H x 24"L COROPLAST



### COROPLAST YARD SIGN SIGN

1. LOGO COLORS ARE PANTONE 2004 C YELLOW AND WHITE
2. ARROW COLOR IS WHITE
3. BACKGROUND IS PANTONE 3005 U BLUE
4. INSTALLED ON H-STAKES



#### DIBOND PANEL

---

1. QTY. 3
2. SINGLE FACE SIGN
3. DIBOND S/F PANEL
4. BACKGROUND COLOR IS WHITE
5. GRAPHICS COLORS ARE PANTONE 3005 U BLUE AND PANTONE 2004 C YELLOW
6. CORNERS ROUNDED TO RADIUS OF 1"



#### WINDOW DECAL

---

1. FULL COLOR DIGITAL PRINT
2. w/ AMINATE
3. INSTALL PER WINDOW CONDITIONS





### SINGLE SIDE BANNER

1. QTY 1
2. FABRIC BANNER MATERIAL
3. ALL GRAPHICS ARE DIGITALLY PRINT WITH UV DURABLE INKS
4. MATTE FINISH
5. 2" POCKET POLE AT THE BOTTOM
6. 6 GROMMETS AT THE TOP



216.4"

12" | WE ARE **COLLEGE BOUND**

124"

12" | WE BRING **JOY**

160.7"

12" | WE ENSURE **EQUITY**

135.3"

12" | WE BUILD

12" | **TEAM & FAMILY**

195.1"

12" | WE ACHIEVE

12" | **ACADEMIC EXCELLENCE**

#### FLAT CUT OUT ACRYLIC LETTERS

1. QTY. 2 OF EACH
2. SIGNS ARE FOR INTERIOR WALLS
3. ALL LETTERS TO BE CUT FROM 1/4" ACRYLIC
4. LETTERS TO BE WHITE AND PANTONE 300M BLUE
5. INSTALL WITH STUDS AND SILICONE, PATTERNS WILL BE PROVIDED.

*\*DRAWING IS NOT TO SCALE BUT IS PROPORTIONATE*

*FIELD VERIFY ALL MEASUREMENTS BEFORE BEGINNING ANY WORK. INSTALLER TO VERIFY MOUNTING SURFACE PRIOR TO INSTALLATION.*

PHASE 1 HALLWAY FCO's

QTY. 2 "We Are College Bound" and ALL others QTY. of 1



216.4"

12" | WE ARE COLLEGE BOUND

189.2"

12" | WE DELIVER RESULTS

146.3"

12" | WE ACT  
12" | WITH INTEGRITY

160"

12" | WE SWEAT  
12" | THE SMALL STUFF

**FLAT CUT OUT ACRYLIC LETTERS**

1. QTY. 1 OF EACH
2. SIGNS ARE FOR INTERIOR WALLS
3. ALL LETTERS TO BE CUT FROM 1/4" ACRYLIC
4. LETTERS TO BE WHITE AND PANTONE 128M YELLOW
5. INSTALL WITH STUDS AND SILICONE, PATTERNS WILL BE PROVIDED.

*\*DRAWING IS NOT TO SCALE BUT IS PROPORTIONATE*

*FIELD VERIFY ALL MEASUREMENTS BEFORE BEGINNING ANY WORK. INSTALLER TO VERIFY MOUNTING SURFACE PRIOR TO INSTALLATION.*

PHASE 1 HALLWAY FCO's

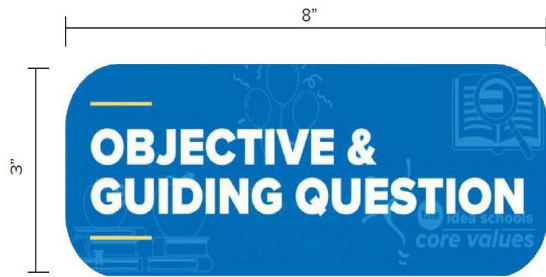
24"



36"

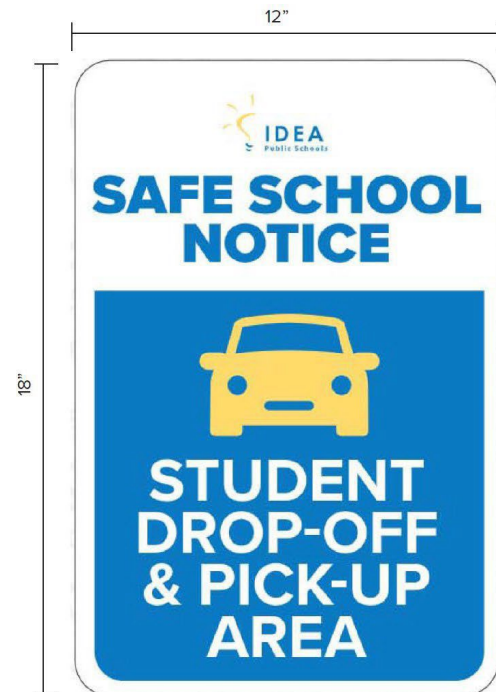
**CLASSROOM BANNER WITH FRAME**

1. QTY. 1
2. FABRIC BANNER MATERIAL
3. ALL GRAPHICS ARE DIGITALLY PRINT WITH UV DURABLE INKS
4. BLACK ALUMINUM FRAME



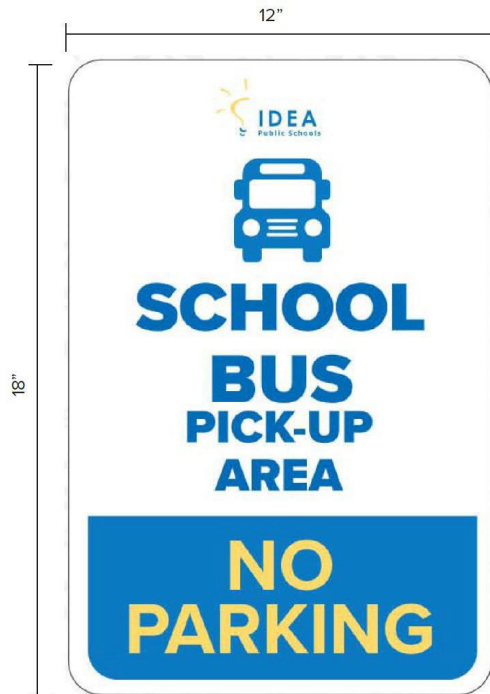
#### CLASSROOM MAGNETS

1. QTY 20 SET ( 80 MAGS)
2. DIGITAL PRINT w. MATTE LAM
3. VEHICLE MAGNET MATERIAL



#### DIBOND PANEL

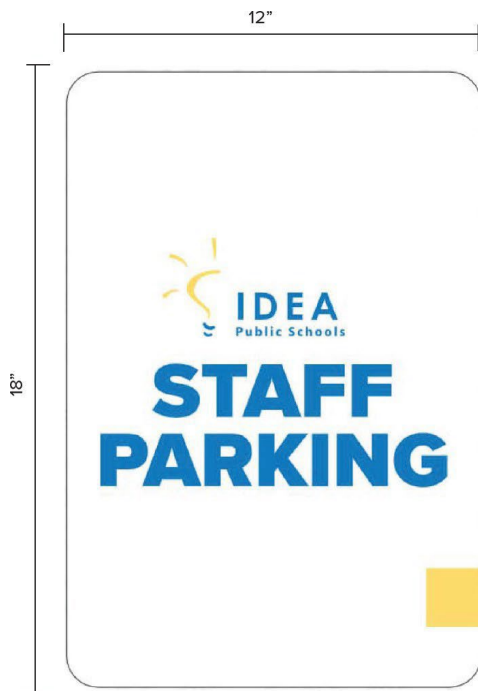
1. QTY. 1
2. SINGLE FACE SIGN
3. DIBOND S/F PANEL
4. BACKGROUND COLOR IS WHITE
5. GRAPHICS COLORS ARE PANTONE 3005 U BLUE AND PANTONE 2004 C YELLOW
6. CORNERS ROUNDED TO RADIUS OF 1"



#### **DIBOND PANEL**

---

1. QTY. 1
2. SINGLE FACE SIGN
3. DIBOND S/F PANEL
4. BACKGROUND COLOR IS WHITE
5. GRAPHICS COLORS ARE PANTONE 3005 U BLUE AND PANTONE 2004 C YELLOW
6. CORNERS ROUNDED TO RADIUS OF 1"



#### **DIBOND PANEL**

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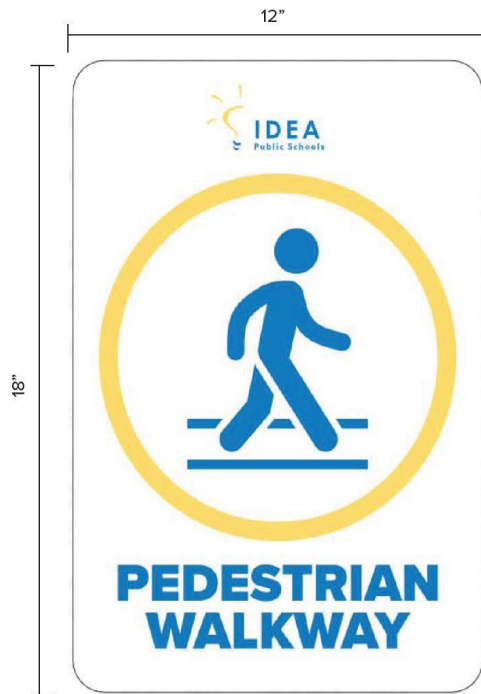
1. QTY. 1
2. SINGLE FACE SIGN
3. DIBOND S/F PANEL
4. BACKGROUND COLOR IS WHITE
5. GRAPHICS COLORS ARE PANTONE 3005 U BLUE AND PANTONE 2004 C YELLOW
6. CORNERS ROUNDED TO RADIUS OF 1"



#### **DIBOND PANEL**

---

1. QTY. 1
2. SINGLE FACE SIGN
3. DIBOND S/F PANEL
4. BACKGROUND COLOR IS WHITE
5. GRAPHICS COLORS ARE PANTONE 3005 U BLUE AND PANTONE 2004 C YELLOW
6. CORNERS ROUNDED TO RADIUS OF 1"



#### **DIBOND PANEL**

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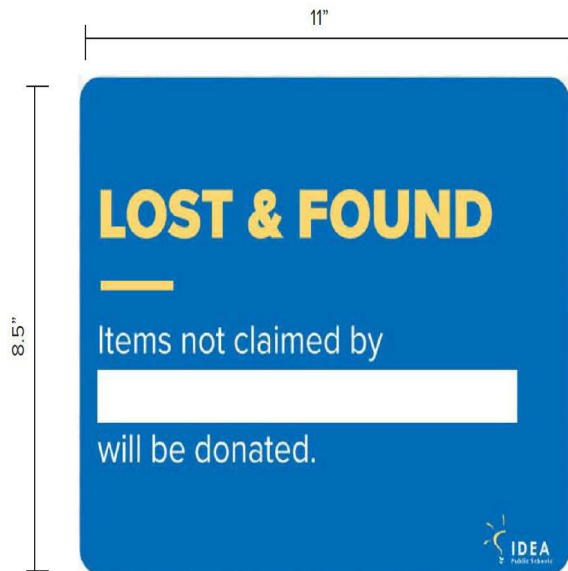
1. QTY. 1
2. SINGLE FACE SIGN
3. DIBOND S/F PANEL
4. BACKGROUND COLOR IS WHITE
5. GRAPHICS COLORS ARE PANTONE 3005 U BLUE AND PANTONE 2004 C YELLOW
6. CORNERS ROUNDED TO RADIUS OF 1"





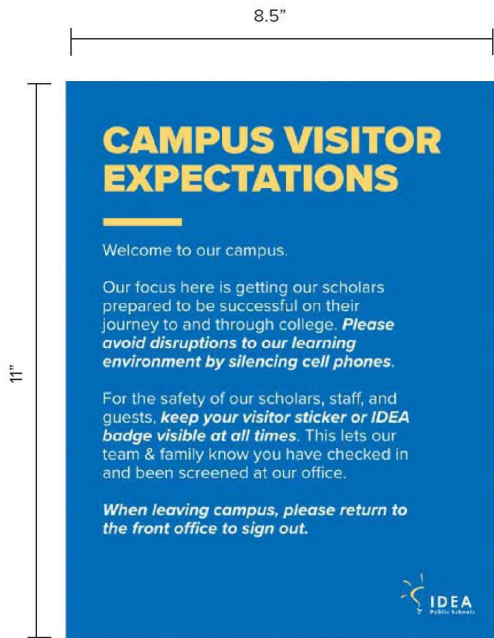
#### DIBOND PANEL

1. QTY. 1
2. SINGLE FACE SIGN
3. DIBOND S/F PANEL
4. BACKGROUND COLOR IS WHITE
5. GRAPHICS COLORS ARE PANTONE 3005 U BLUE AND PANTONE 2004 C YELLOW
6. CORNERS ROUNDED TO RADIUS OF 1"



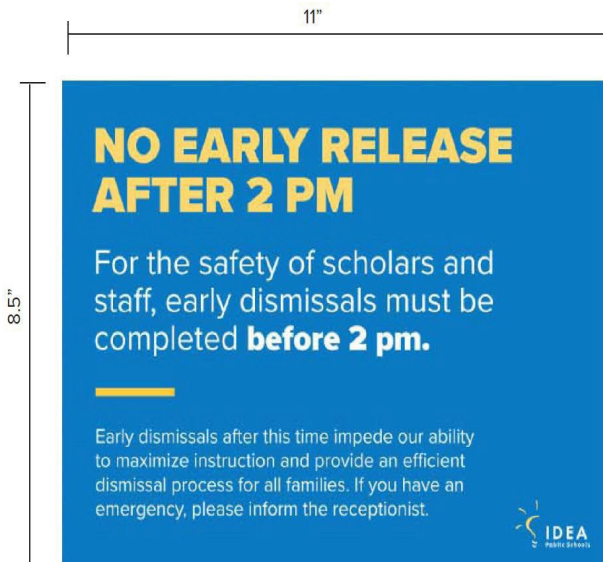
#### DIBOND PANEL

1. QTY 1
2. SINGLE FACE SIGN
3. DIBOND PANEL
4. FULL COLOR DIGITAL PRINT/ DRY ERASE LAMINATE
5. CORNERS ROUNDED TO RADIUS OF 1"
6. VHB TAPE MOUNTE



### POLYSTYRENE PANEL

1. QTY 1
2. SINGLE FACE SIGN
3. .030" POLYSTYRENE w/ FULL COLOR DIG TAL PRINT
4. BACKGROUND COLOR IS PANTONE 3005 U BLUE
5. GRAPHICS COLORS ARE WHITE AND PANTONE 2004 C YELLOW
6. MOUNTED INSIDE SNAP FRAME



### POLYSTYRENE PANEL

1. QTY 1
2. SINGLE FACE SIGN
3. .030" POLYSTYRENE w/ FULL COLOR DIG TAL PRINT
4. BACKGROUND COLOR IS PANTONE 3005 U BLUE
5. GRAPHICS COLORS ARE WHITE AND PANTONE 2004 C YELLOW
6. MOUNTED INSIDE SNAP FRAME





<p><b>WALKER PICK-UP AREA</b></p>	<p><b>AR Zone Procedures</b></p>	<p><b>AR Reading Levels</b></p>	<p><b>Genres at a Glance</b></p>	<p><b>Questions for Reading</b></p>	
<b>QTY: 2</b>	<b>QTY: 1</b>	<b>QTY: 1</b>	<b>QTY: 1</b>	<b>QTY: 1</b>	<b>QTY: 38</b>

<p><b>S.I.A.N.T. IN THE CLASSROOM</b></p>	<p><b>WORD MASTER</b></p>	<p><b>WORD COUNT GOALS</b></p>	<p><b>THE IDEA 55</b></p>	<p><b>iLearning Hotspot Goals</b></p>
<b>QTY: 2</b>	<b>QTY: 1</b>	<b>QTY: 1</b>	<b>QTY: 22</b>	<b>QTY: 1</b>

<p><b>D.E.A.R. Drop Everything And Read</b></p>	<p><b>BE A STAR AT IDEA</b></p>	<p><b>Welcome to the AR Zone</b></p>
<b>QTY: 1</b>	<b>QTY: 13</b>	<b>QTY: 1</b>

- COROPLAST SIGNS**
- 3MM WHITE COROP LAST w/ FULL COLOR DIGITAL PRINT
  - BACKGROUND COLOR IS PANTONE 3005 U BLUE
  - GRAPHICS COLORS ARE WHITE AND PANTONE 2004 C YELLOW
  - MOUNTED INSIDE SNAP FRAME

<p><b>Commitment to Excellence &amp; Achievement</b></p>	<p><b>iLearning Hotspot Goals</b></p>	<p><b>Grade: _____ Homeroom: _____</b></p>
<b>QTY: 21</b>	<b>QTY: 1</b>	<b>QTY: 1</b>

**LAMINATED POSTER PRINTS**

- 13PT CARDSTOCK
- LAMINATED ON BOTH SIDE



### RTA DECAL

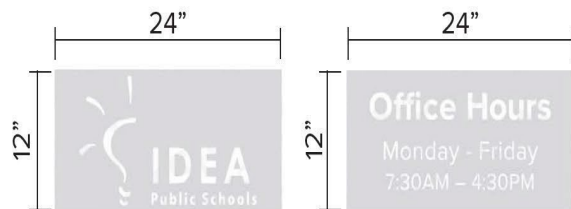
1. QTY 40
2. FULL COLOR DIGITAL PRINT ON 3M-IJ35 w/ LAMINATE



**ALL 72"W x 24"H**

#### **BANNER**

1. QTY 1 OF EACH
2. 13oz BANNER MATERIAL
3. HEMMED AND STITCHED
4. GROMMET S EVERY 24 INCHES



#### **DOOR VINYL**

1. QTY:1 SET
2. ALL GRAPHICS TO BE CUT FROM FROST VINYL
3. INSTALLATION SURFACE T.B.D.
4. INSTALL AS SHOWN

TYPICAL EXTERIOR DOORS

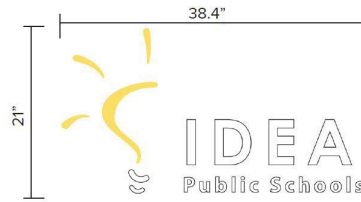


TYPICAL RECEPTION AREA WALL



**FCO LETTERS**

1. QTY 1 SET
2. 1/4" WHITE ACRYLIC PTM PANTONE 2004 C YELLOW AND PANTONE 3005 U BLUE
3. STUD MOUNTED (PATTERN INCLUDED)
4. INSTALL AS SHOWN



**FCO LETTERS**

1. QTY 1 SET
2. 1/8" WHITE ACRYLIC PTM PANTONE 2004 C YELLOW AND WHITE
3. VHB TAPE AND SILICONE MOUNTED (PATTERN INCLUDED)
4. INSTALL AS SHOWN

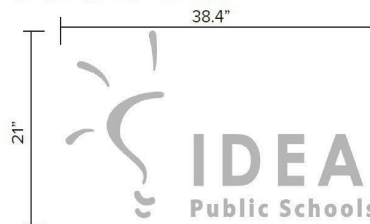


INTERIOR LOBBY WALL



**FCO LETTERS**

1. QTY 1 SET
2. 1/4" WHITE ACRYLIC PTM PANTONE 2004 C YELLOW AND PANTONE 3005 U BLUE
3. STUD MOUNTED (PATTERN INCLUDED)
4. INSTALL AS SHOWN



**WINDOW VINYL**

1. QTY:1 SET
2. A.LL GRAPHICS TO BE CUT FROM FROSTED VINYL
3. INSTALLATION SURFACE T.B.D.
4. INSTALL AS SHOWN



48"

24"

# STAY HYDRATED

WATER CUPS ARE AVAILABLE IN THE KITCHEN

IDEA PUBLIC SCHOOLS  
Healthy  
KIDS HERE

## HOW MUCH WATER SHOULD I DRINK?

On average, people need about 2 liters (8 glasses) of fluids per day to stay properly hydrated. A good rule of thumb is a third of your body weight in oz daily. Your body needs water on an ongoing basis to help aid digestion, replace fluids lost through breathing and sweating, transport nutrients to your cells, and get rid of waste.

## EAT FOODS WITH HIGH WATER CONTENT!

Water hides in much of the food we consume, providing an average of 20% of your daily hydration.

## INFUSE SOME FLAVOR!

Tired of drinking plain old water? Add different combinations of fruits and herbs for some natural flavor! Try a wedge of lemon, lime, or orange, or a sprig of mint or basil. **GET CREATIVE!**

## DID YOU KNOW?

Drinking water can make you **smarter!** Dehydration can reduce the ability to focus and concentrate.

Having a cold glass of water first thing in the morning can speed up your metabolism and keep your skin bright and healthy.

IDEA PUBLIC SCHOOLS

THIS INFORMATION IS FOR GENERAL INFORMATION ONLY.

### H2O STATION BOARD

1. FLAT 1/4" CLARUS PANEL
2. 2ND SURFACE GRAPHICS
3. 4 - 1/2" PRE-DRILLED HOLES, ONE INCH FROM EDGES
4. INSTALL WITH 1" DIAMETER BY
5. 1" DEPTH MSB LOCKING STANDOFFS (PROVIDED BY SIGNAGE COMPANY)

24"

48"

IDEA PUBLIC SCHOOLS  
Healthy  
KIDS HERE

## THE MISSION OF HEALTHY KIDS HERE

The mission of Healthy Kids Here is for IDEA to become the healthiest school district in the country! We do this by creating optimal environments for our students to be their best selves and reach their full academic potential.

### FOOD

Providing nutritious foods like fresh fruits and vegetables during breakfast and lunch to ensure students receive the nutrients needed to fuel their minds and bodies.

### FITNESS

Encouraging physical activity through structured time like PE, recess and athletics.

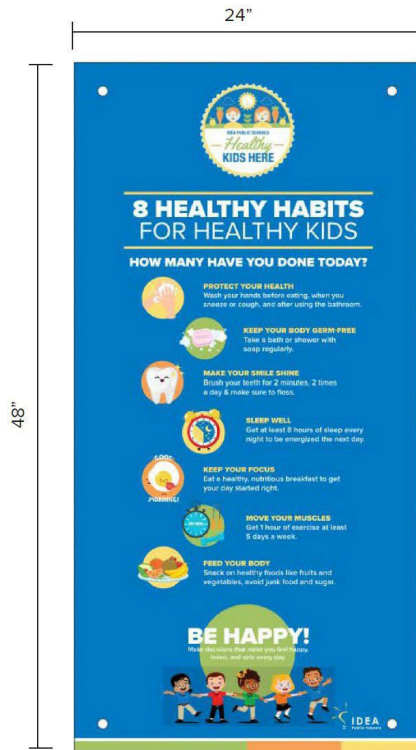
### FOREVER

Increasing health and nutrition education for our students, our staff, and families to ensure they have a strong foundation of skills and knowledge to carry them through college and beyond.

IDEA PUBLIC SCHOOLS

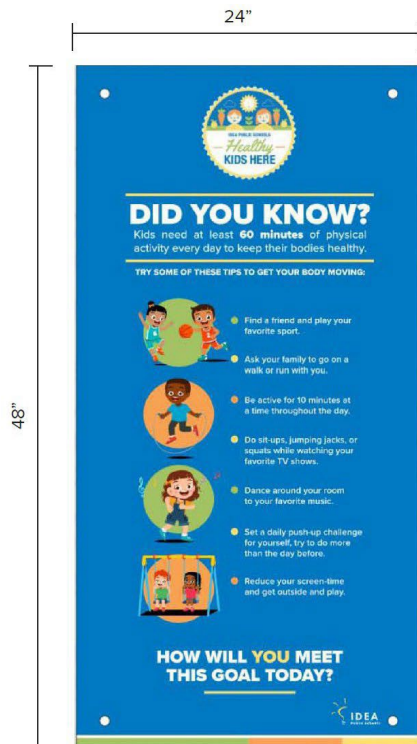
### CAFE MISSION BOARD

1. FLAT 1/4" CLARUS PANEL
2. 2ND SURFACE GRAPHICS
3. 4 - 1/2" PRE-DRILLED HOLES, ONE INCH FROM EDGES
4. INSTALL WITH 1" DIAMETER BY 1" DEPTH MSB LOCKING STANDOFFS (PROVIDED BY SIGNAGE COMPANY)



### HEALTHY HABITS BOARD

1. FLAT 1/4" CLARUS PANEL
2. 2ND SURFACE GRAPHICS
3. 4 - 1/2" PRE-DRILLED HOLES, ONE INCH FROM EDGES
4. INSTALL WITH 1" DIAMETER BY 1" DEPTH MSB LOCKING STANDOFFS (PROVIDED BY SIGNAGE COMPANY)



### DID YOU KNOW BOARD

1. FLAT 1/4" CLARUS PANEL
2. 2ND SURFACE GRAPHICS
3. 4 - 1/2" PRE-DRILLED HOLES, ONE INCH FROM EDGES
4. INSTALL WITH 1" DIAMETER BY 1" DEPTH MSB LOCKING STANDOFFS (PROVIDED BY SIGNAGE COMPANY)



### **FROSTED MASCOT LOBBY DOORS**

1. QUANTITY 1
2. FROSTED DECAL
3. STANDARD SIZE

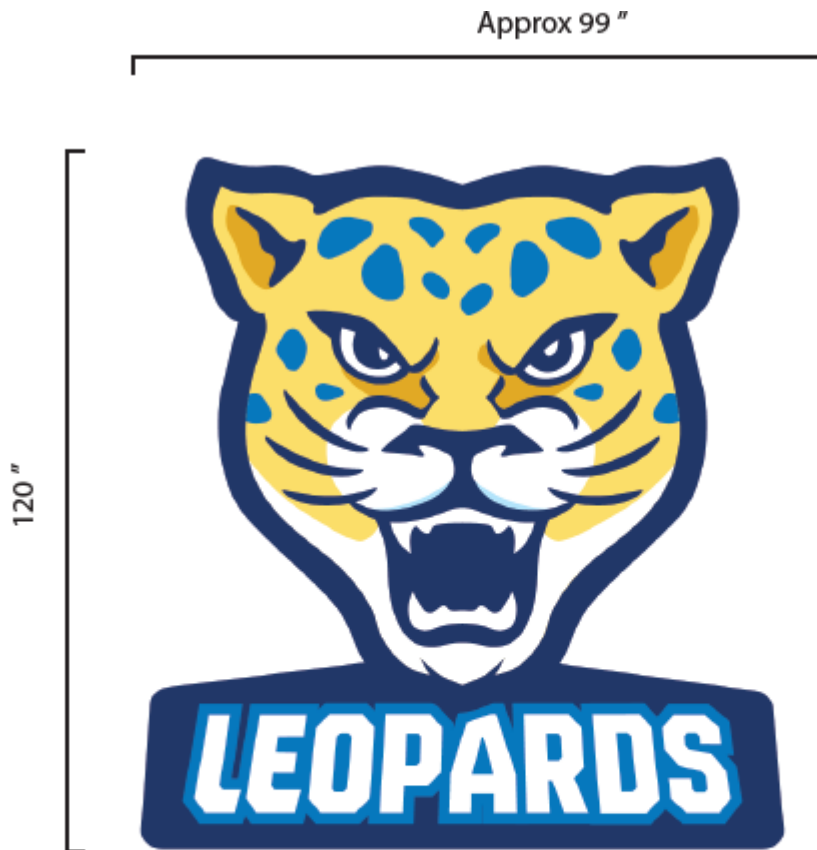
### **TYPICAL INTERIOR DOORS**

Approx. 504"

36" **WE ARE IDEA COMPASS**

### **CAFETERIA WALL SCHOOL NAME**

1. FCO LETTERS
2. 1/4" WHITE ACRYLIC PTM PANTONE 300-C BLUE
3. STUD MOUNTED
4. LETTERS ARE 36" HIGH, LENGTH IS PROPORTIONAL



## **CAFETERIA WALL MASCOT**

1. RTA WALL VINYL
2. FULL COLOR DIGITAL PRINT WITH UV DURABLE INKS AND PROTECTIVE LAMINATE





# Phase Two



Procurement & Contract Services

IDEA FLORIDA INC.



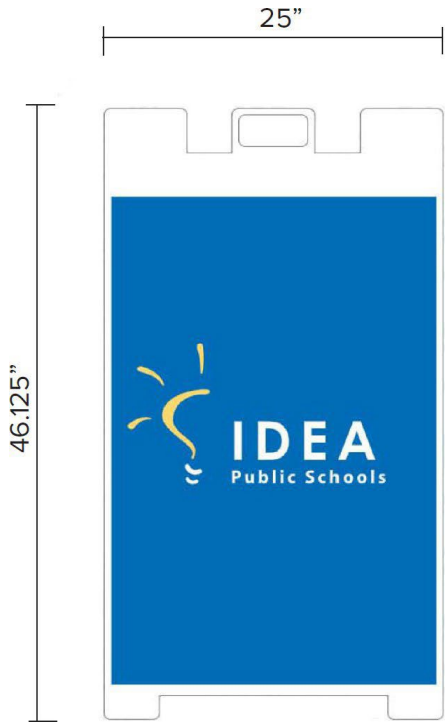
#### **SPEED LIMIT SIGN**

1. QTY. 3
2. .080" FLAT ALUMINUM WITH RADIUS CORNERS
3. REFLECTIVE BACKGROUND BLACK GRAPHICS
4. PRE-PUNCHED 3/8" MOUNTING HOLES



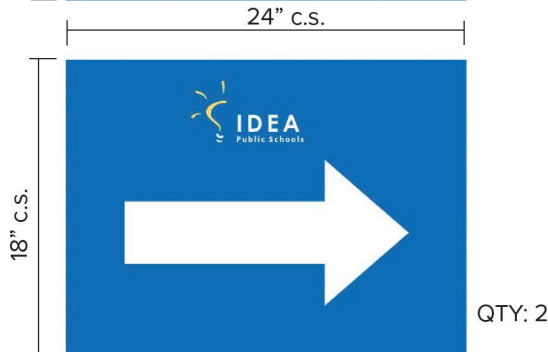
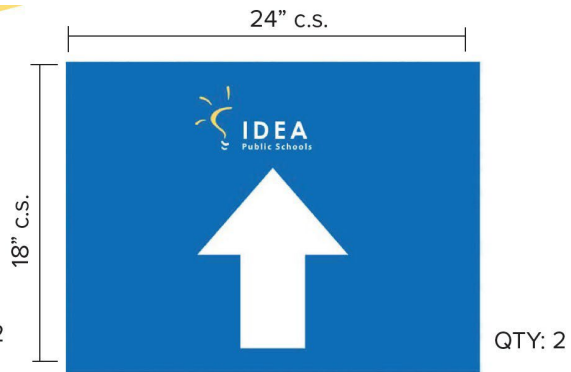
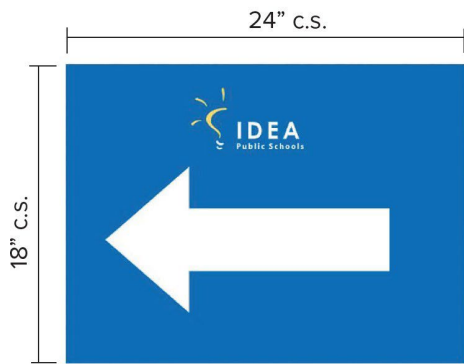
#### **DIBOND PANEL**

1. QTY. 1
2. SINGLE FACE SIGN
3. DIBOND S/F PANEL
4. BACKGROUND COLOR IS WHITE
5. GRAPHICS COLORS ARE PANTONE 3005 U BLUE AND PANTONE 2004 C YELLOW
6. CORNERS ROUNDED TO RADIUS OF 1"



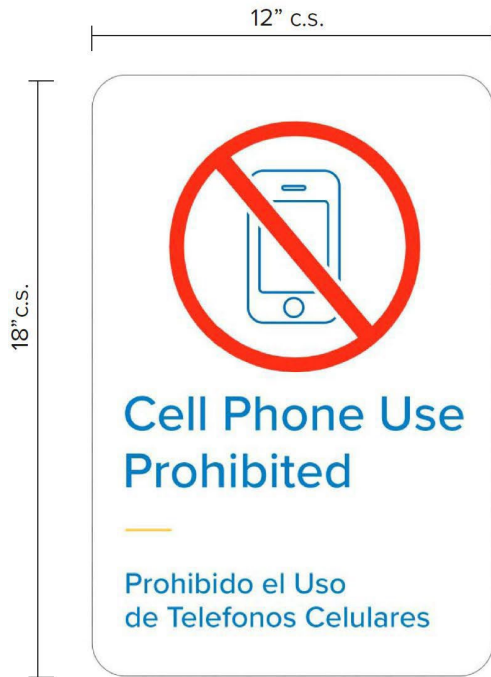
### A-FRAME CORO INSERT

1. QTY. 4
2. ALL GRAPHICS ARE DIGITALLY PRINTED
3. LOGO COLORS: PANTONE 2004 C AND WHITE
4. BACKGROUND PANTONE 3005 U BLUE
5. CHANGEABLE MESSAGE AREA IS 36"H x 24"L COROPLAST



### COROPLAST YARD SIGN SIGN

1. LOGO COLORS ARE PANTONE 2004 C YELLOW AND WHITE
2. ARROW COLOR IS WHITE
3. BACKGROUND IS PANTONE 3005 U BLUE
4. INSTALLED ON H-STAKES



#### DIBOND PANEL

1. QTY. 3
2. SINGLE FACE SIGN
3. DIBOND S/F PANEL
4. BACKGROUND COLOR IS WHITE
5. GRAPHICS COLORS ARE PANTONE 3005 U BLUE AND PANTONE 2004 C YELLOW
6. CORNERS ROUNDED TO RADIUS OF 1"



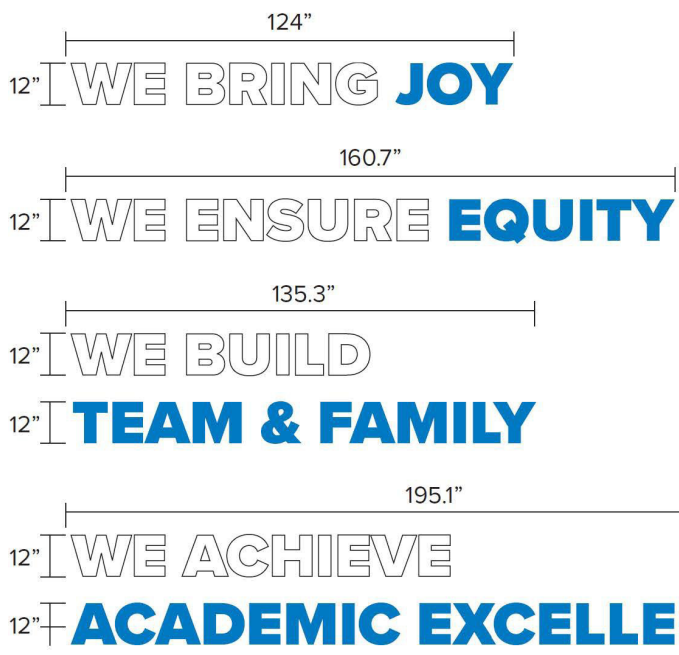
#### WINDOW DECAL

1. FULL COLOR DIGITAL PRINT
2. w/ AMINATE
3. INSTALL PER WINDOW CONDITIONS



**SINGLE SIDE BANNER**

1. QTY 1
2. FABRIC BANNER MATERIAL
3. ALL GRAPHICS ARE DIGITALLY PRINT WITH UV DURABLE INKS
4. MATTE FINISH
5. 2" POCKET POLE AT THE BOTTOM
6. 6 GROMMETS AT THE TOP



**FLAT CUT OUT ACRYLIC LETTERS**

1. QTY.1 OF EACH
2. SIGNS ARE FOR INTERIOR WALLS
3. ALL LETTERS TO BE CUT FROM 1/4" ACRYLIC
4. LETTERS TO BE WHITE AND PANTONE 300M BLUE
5. INSTALL WITH STUDS AND SILICONE, PATTERNS WILL BE PROVIDED.

*\*DRAWING IS NOT TO SCALE BUT IS PROPORTIONATE*

*FIELD VERIFY ALL MEASUREMENTS BEFORE BEGINNING ANY WORK. INSTALLER TO VERIFY MOUNTING SURFACE PRIOR TO INSTALLATION.*

189.2"  
 12" | WE DELIVER RESULTS

146.3"  
 12" | WE ACT  
 12" | WITH INTEGRITY

160"  
 12" | WE SWEAT  
 12" | THE SMALL STUFF

**FLAT CUT OUT ACRYLIC LETTERS**

1. QTY. 1 OF EACH
2. SIGNS ARE FOR INTERIOR WALLS
3. ALL LETTERS TO BE CUT FROM 1/4" ACRYLIC
4. LETTERS TO BE WHITE AND PANTONE 128M YELLOW
5. INSTALL WITH STUDS AND SILICONE, PATTERNS WILL BE PROVIDED.

*\*DRAWING IS NOT TO SCALE BUT IS PROPORTIONATE*

*FIELD VERIFY ALL MEASUREMENTS BEFORE BEGINNING ANY WORK. INSTALLER TO VERIFY MOUNTING SURFACE PRIOR TO INSTALLATION.*



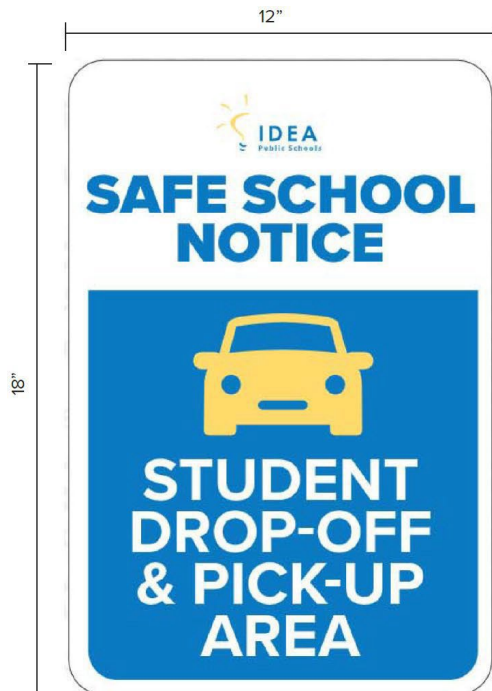
**CLASSROOM BANNER WITH FRAME**

1. QTY. 1
2. FABRIC BANNER MATERIAL
3. ALL GRAPHICS ARE DIGITALLY PRINT WITH UV DURABLE INKS
4. BLACK ALUMINUM FRAME



#### CLASSROOM MAGNETS

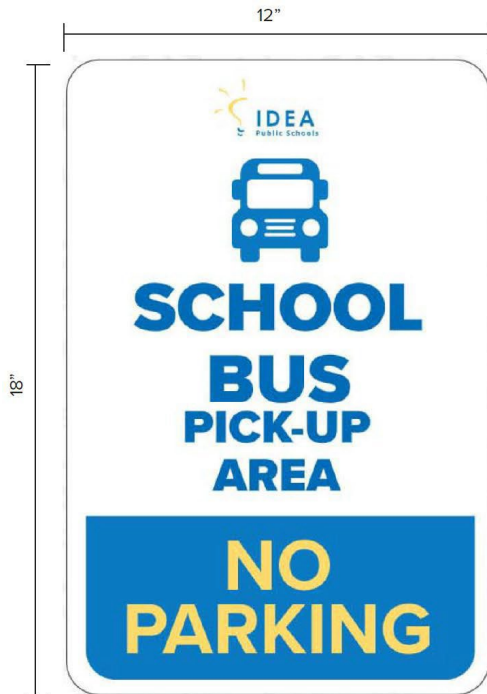
1. QTY 20 SET ( 80 MAGS)
2. DIGITAL PRINT w. MATTE LAM
3. VEHICLE MAGNET MATERIAL



#### DIBOND PANEL

1. QTY. 1
2. SINGLE FACE SIGN
3. DIBOND S/F PANEL
4. BACKGROUND COLOR IS WHITE
5. GRAPHICS COLORS ARE PANTONE 3005 U BLUE AND PANTONE 2004 C YELLOW
6. CORNERS ROUNDED TO RADIUS OF 1"





#### **DIBOND PANEL**

---

1. QTY. 1
2. SINGLE FACE SIGN
3. DIBOND S/F PANEL
4. BACKGROUND COLOR IS WHITE
5. GRAPHICS COLORS ARE PANTONE 3005 U BLUE AND PANTONE 2004 C YELLOW
6. CORNERS ROUNDED TO RADIUS OF 1"



#### **DIBOND PANEL**

---

1. QTY. 1
2. SINGLE FACE SIGN
3. DIBOND S/F PANEL
4. BACKGROUND COLOR IS WHITE
5. GRAPHICS COLORS ARE PANTONE 3005 U BLUE AND PANTONE 2004 C YELLOW
6. CORNERS ROUNDED TO RADIUS OF 1"

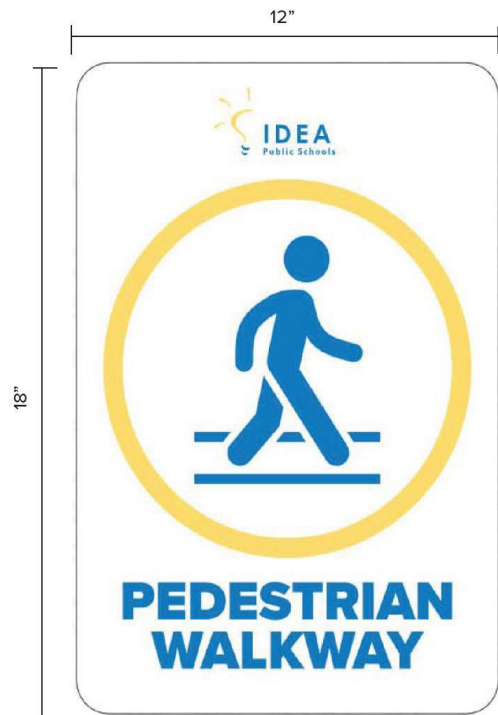




#### **DIBOND PANEL**

---

1. QTY. 1
2. SINGLE FACE SIGN
3. DIBOND S/F PANEL
4. BACKGROUND COLOR IS WHITE
5. GRAPHICS COLORS ARE PANTONE 3005 U BLUE AND PANTONE 2004 C YELLOW
6. CORNERS ROUNDED TO RADIUS OF 1"



#### **DIBOND PANEL**

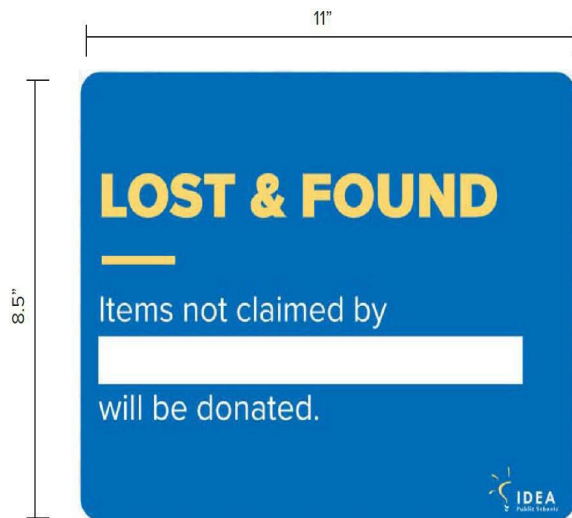
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1. QTY. 1
2. SINGLE FACE SIGN
3. DIBOND S/F PANEL
4. BACKGROUND COLOR IS WHITE
5. GRAPHICS COLORS ARE PANTONE 3005 U BLUE AND PANTONE 2004 C YELLOW
6. CORNERS ROUNDED TO RADIUS OF 1"



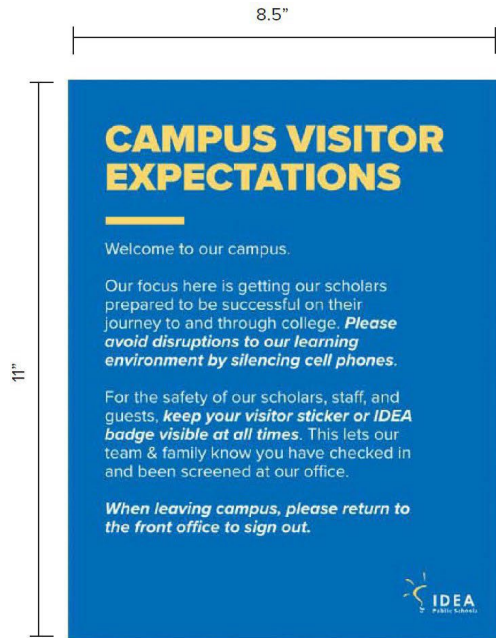
#### DIBOND PANEL

1. QTY. 1
2. SINGLE FACE SIGN
3. DIBOND S/F PANEL
4. BACKGROUND COLOR IS WHITE
5. GRAPHICS COLORS ARE PANTONE 3005 U BLUE AND PANTONE 2004 C YELLOW
6. CORNERS ROUNDED TO RADIUS OF 1"



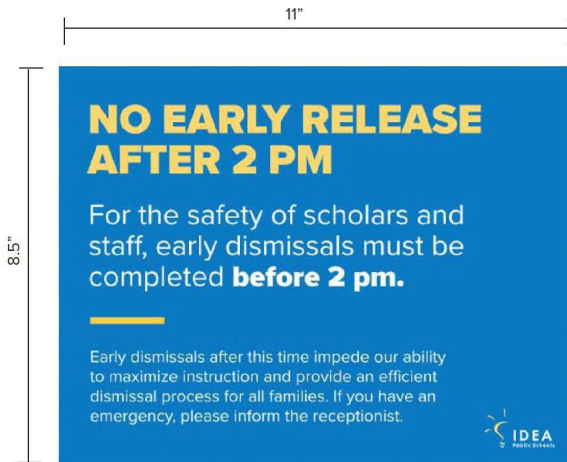
#### DIBOND PANEL

1. QTY 1
2. SINGLE FACE SIGN
3. DIBOND PANEL
4. FULL COLOR DIGITAL PRINT/ DRY ERASE LAMINATE
5. CORNERS ROUNDED TO RADIUS OF 1"
6. VHB TAPE MOUNTED



### POLYSTYRENE PANEL

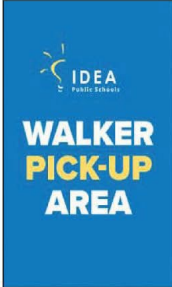
1. QTY 1
2. SINGLE FACE SIGN
3. .030" POLYSTYRENE w/ FULL COLOR DIG TAL PRINT
4. BACKGROUND COLOR IS PANTONE 3005 U BLUE
5. GRAPHICS COLORS ARE WHITE AND PANTONE 2004 C YELLOW
6. MOUNTED INSIDE SNAP FRAME



### POLYSTYRENE PANEL

1. QTY 1
2. SINGLE FACE SIGN
3. .030" POLYSTYRENE w/ FULL COLOR DIG TAL PRINT
4. BACKGROUND COLOR IS PANTONE 3005 U BLUE
5. GRAPHICS COLORS ARE WHITE AND PANTONE 2004 C YELLOW
6. MOUNTED INSIDE SNAP FRAME

24"24"24"24"24"24"



**WALKER PICK-UP AREA**

**AR Zone Procedures**

1. Enter quietly and quickly.
2. If you have a book in your folder, begin to read.
3. If you need a book, use the correct signal.
4. Make sure to have 2-3 books to read for the period.
5. Use the correct signals, (Rest Room, question, technical).
6. Quickly and quietly put materials away.
7. Wait to be dismissed.

**AR Reading Levels**

Level	Lexile	AR Level	Lexile
1	100-150	1.0-1.5	100-150
2	150-200	2.0-2.5	150-200
3	200-250	3.0-3.5	200-250
4	250-300	4.0-4.5	250-300
5	300-350	5.0-5.5	300-350
6	350-400	6.0-6.5	350-400
7	400-450	7.0-7.5	400-450
8	450-500	8.0-8.5	450-500
9	500-550	9.0-9.5	500-550
10	550-600	10.0-10.5	550-600
11	600-650	11.0-11.5	600-650
12	650-700	12.0-12.5	650-700
13	700-750	13.0-13.5	700-750
14	750-800	14.0-14.5	750-800
15	800-850	15.0-15.5	800-850
16	850-900	16.0-16.5	850-900
17	900-950	17.0-17.5	900-950
18	950-1000	18.0-18.5	950-1000

**Genres at a Glance**

Genre	Characteristics
FICTION	Imaginative, entertaining, often with a plot
NON-FICTION	Informative, factual, often with a purpose
OTHER GENRES	Includes poetry, drama, and more


**Questions for Reading**

**FICTION**

- Who is telling the story?
- What is the problem of the story?
- What are the important events in the story?
- How does the character change in the story?
- Why do you think the author wrote this book?

**NON-FICTION**

- What are the main ideas of the text?
- What is the best evidence of the text?
- How do you think the author wrote this book?
- What is the author's purpose?
- What is the author's main idea?
- Why do you think the author wrote this book?



**QTY: 2****QTY: 1****QTY: 1****QTY: 1****QTY: 1****QTY: 38**

36"36"36"32"24"

**S.I.T.U.P.**

**SIT UP**

**L**ISTEN

**A**SK QUESTIONS

**N**OD

**T**RACK THE SPEAKER

**WORD MASTER**

**WORD COUNT GOALS**

**Academy**

1st Grade: 95,000 words  
2nd Grade: 50,000 words  
3rd Grade: 125,000 words  
4th Grade: 225,000 words  
5th Grade: 325,000 words

**College Prep**

6th Grade: 425,000 words  
7th Grade: 425,000 words

**WORD COUNT GOALS**

**Academy**

1st - 5th Grade  
**1 million words**

**College Prep**

6th & 7th Grade  
**2 million words**

**THE IDEA 55**

Grade	Words
1st	95,000
2nd	125,000
3rd	175,000
4th	225,000
5th	275,000
6th	325,000
7th	375,000
8th	425,000
9th	475,000
10th	525,000
11th	575,000
12th	625,000

**iLearning Hotspot Goals**


**Driving Campus Hotspot Goal:**  
Campus will earn Hotspot Honor Roll or Exemplary Hotspot Honor Roll by the end of the school year.

**Student Goal:**  
I will become a Word Master by the end of the school year.

**QTY: 2****QTY: 1****QTY: 1****QTY: 22****QTY: 1**

24"36"32"

**D.E.A.R. Drop Everything And Read**



**SIT TALL**

**TALK BIG**

**ANSWER ON SIGNAL**

**RESPECT OTHERS**

**BE A STAR AT IDEA**

**Welcome to the AR Zone**

**QTY: 1****QTY: 13****QTY: 1**

### COROPLAST SIGNS

1. 3MM WHITE COROP LAST w/ FULL COLOR DIGITAL PRINT
2. BACKGROUND COLOR IS PANTONE 3005 U BLUE .
3. GRAPHICS COLORS ARE WHITE AND PANTONE 2004 C YELLOW
4. MOUNTED INSIDE SNAP FRAME

24"24"36"

**Commitment to Excellence & Achievement**

**STUDENT COMMITMENT:**

**ADMINISTRATION COMMITMENT:**

**TEACHERS COMMITMENT:**

**PARENT COMMITMENT:**

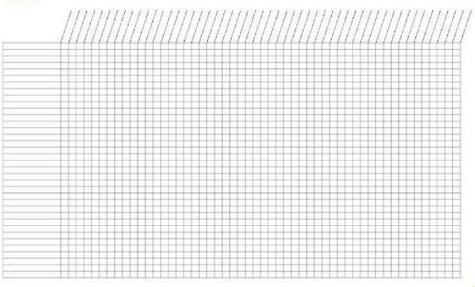
**iLearning Hotspot Goals**

**Weekly Goal:**

**Quarterly Goal:**

**Yearly Goal:**

**Grade: \_\_\_\_\_ Homeroom: \_\_\_\_\_**



**QTY: 21****QTY: 1****QTY: 1**

### LAMINATED POSTER PRINTS

1. 13PT CARDSTOCK
2. LAMINATED ON BOTH SIDE





### RTA DECAL

1. QTY 40
2. FULL COLOR DIGITAL PRINT ON 3M-IJ35 w/ LAMINATE



**ALL 72"W x 24"H**

### BANNER

1. QTY 1 OF EACH
2. 13oz BANNER MATERIAL
3. HEMMED AND STITCHED
4. GROMMET S EVERY 24 INCHES

10"

IDEA  
Public School  
SAFETY & QUALITY

# Press to Talk to Office

Oprima y Mantenga  
Presionado el Baton  
Para Hablar con la Oficina

## PUSH TO TALK EXTERIOR GATE and EXTERIOR FRONT OFFICE ENTRANCE

1. QTY. 2
2. SINGLE FACE. SIGN
3. DIIBOND SJF PANEL
4. BACKGROUND COLOR IS WHITE
5. GRAPHICS COLORS ARE PANTONE 3005 U BLUE AND PANTONE 2 004 C YELLOW
5. CORNERS ROUNDED TO RADIUS OF 1"



### **FROSTED MASCOT LOBBY DOORS**

1. QUANTITY 1
2. FROSTED DECAL
3. STANDARD SIZE

**TYPICAL INTERIOR DOORS**

Approx. 560"

36" [ **WE ARE IDEA LAKELAND**

### **CAFETERIA WALL SCHOOL NAME**

1. FCO LETTERS
2. 1/4" WHITE ACRYLIC PTM PANTONE 300-C BLUE
3. STUD MOUNTED
4. LETTERS ARE 36" HIGH, LENGTH IS PROPORTIONAL

Approx. 120"

---

Proportional to width



## CAFETERIA WALL MASCOT

1. RTA WALL VINYL
2. FULL COLOR DIGITAL PRINT WITH UV DURABLE INKS AND PROTECTIVE LAMINATE



END OF APPENDIX A

## Part IX: ADDENDA OR ERRATA

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Any interpretations, corrections, additions, or changes to this RFP will be communicated to Respondents by the issuance of an addenda or errata. It is the responsibility of Respondent, prior to submitting a Proposal, to determine whether an addenda or errata was issued by checking IDEA's website: <https://ideapublicschools.org/states/florida/> . All Respondents shall comply with the requirements specified in any addenda or errata issued by IDEA.

*(The rest of this page was intentionally left blank.)*

**END OF IDEA Florida, Inc. RFP**