



**WAKULLA COUNTY BOARD OF COUNTY COMMISSIONERS
REQUEST FOR WRITTEN QUOTE
RFQ 2024-20 WAKULLA SANDS GOLF CLUB SIGNAGE**

Information for Vendor:

Quotes must be on company letterhead with a date and signature of an authorized representative of the vendor. All vendors providing written quotes must have the required expertise and capability to perform the work or supply the commodities or equipment. Consideration will be given to the vendor who has the capability to perform the work or supply the commodities or equipment, consideration shall also be given to the vendor's geographic proximity to Wakulla County for future ease of delivery, mobilization, or customer support after a purchase. The lowest cost, responsible and responsive vendor who is capable of performing the services or supplying the commodities or equipment shall be awarded the contract.

If there are specific questions regarding the scope of services, please contact Somer Pell, CFM, CPM, Assistant County Administrator of Community Development at spell@mywakulla.com or 850-926-0919.

Issue Date: Monday, March 11, 2024

Purpose:

The Board of County Commissioners is seeking written quotes from licensed and insured firms/vendors with the required expertise and capability to design and install an 8ft x 10ft sign for the Wakulla Sands Golf Club.

Scope of Services to be provided but not limited to:

- Project Specifications:
 - Type: Single-sided sign (Static)
 - 8ft wide x 10ft tall
 - Ad Space Size: 200 square feet total
- Allocation of Space:
 - 80% for Wakulla Sands Golf Club
 - 10% for Tennant 1
 - 10% for Tennant 2
- Design:
 - Professional, visually appealing, southern/Florida flare
- Material:
 - Weather-resistant and durable material suitable for outdoor installation; limestone (or comparable style) accent
- Mounting:
 - The sign should be designed inclusive of any mounting requirements

REQUEST FOR WRITTEN QUOTE – DEBT RECOVERY AND COLLECTIONS SERVICES

Time and Deliverables:

The selected vendor shall be expected to design and install an 8ft x 10ft sign for the Wakulla Sands Golf Club located at 3874 Coastal Highway, Crawfordville, FL 32327.

Warranty:

Upon award of the written quotation the vendor will be required to provide the necessary liability insurance as per County requirements.

Quote Responses are Due By:

Monday, March 18, 2024 @ 3:00 PM and will be received by the Procurement office located at 3093 Crawfordville Hwy, Crawfordville, Florida 32327. Quotes can be hand-delivered, sent via express mail to the above referenced address or sent via email to ptaylor@mywakulla.com. If the response to this request is not received by the above deadline it will be considered null and void.

Procurement Office Contact
Patty Taylor
3093 Crawfordville Hwy
Crawfordville, FL 32327
850.926.0919 Ext. 705
ptaylor@mywakulla.com