

B250290SML
LeeTran Advertising Graphics
Bladorn Investments, Inc. dba Monarch Direct

E1 Contract #n/a - PO

AGREEMENT FOR LEETRAN ADVERTISING GRAPHICS

THIS AGREEMENT ("Agreement") is made and entered into by and between Lee County, a political subdivision of the State of Florida, hereinafter referred to as the "County" and Bladorn Investments, Inc. dba Monarch Direct, a Florida corporation, whose address is 1264 Market Circle #6, Port Charlotte, Florida 33953, and whose federal tax identification number is 20-4129086, hereinafter referred to as "Vendor."

WITNESSETH

WHEREAS, the County intends to purchase bus advertising graphics and installation from the Vendor in connection with "LeeTran Advertising Graphics" (the "Purchase"); and,

WHEREAS, the County issued Solicitation No. B250290SML on June 27, 2025 (the "Solicitation"); and,

WHEREAS, the County evaluated the responses received and found the Vendor qualified to provide the necessary products and services; and,

WHEREAS, the County posted a Notice of Intended Decision on September 2, 2025; and,

WHEREAS, the Vendor has reviewed the products and services to be supplied pursuant to this Agreement and is qualified, willing and able to provide all such products and services in accordance with its terms.

NOW, THEREFORE, the County and the Vendor, in consideration of the mutual covenants contained herein, do agree as follows:

I. PRODUCTS AND SERVICES

The Vendor agrees to diligently provide all products and services for the Purchase, a more specific description of the Project Scope of Services is set forth in the Scope of Work of B250290SML, a photocopy of said section being attached hereto and incorporated by reference as Exhibit A. Vendor shall comply strictly with all of the terms and conditions of Solicitation No. B250290SML, as modified by its addenda, copies of which are on file with the County's Department of Procurement Management and are deemed incorporated into this Agreement.

II. TERM AND DELIVERY

- A. This Agreement shall commence immediately upon the effective date and shall continue on an "as needed basis" for a three (3) year period. There may be an option to extend this agreement upon mutual written agreement of both parties for three (3) additional one (1) year periods. The effective date shall be November 19, 2025.

- B. A purchase order must be issued by the County before commencement of any work or purchase of any goods related to this Agreement.

III. COMPENSATION AND PAYMENT

- A. The County shall pay the Vendor in accordance with the terms and conditions of this Agreement for providing all products and services as set forth in Exhibit A, and further described in Exhibit B, Fee Schedule, attached hereto and incorporated herein. Said total amount to be all inclusive of costs necessary to provide all products and services as outlined in this Agreement, and as supported by the Vendor's submittal in response to the Solicitation, a copy of which is on file with the County's Department of Procurement Management and is deemed incorporated into this Agreement.
- B. Notwithstanding the preceding, Vendor shall not make any deliveries or perform any services under this Agreement until receipt of written authorization from the County. Vendor acknowledges and agrees that no minimum order or amount of product or service is guaranteed under this Agreement and County may elect to request no products or services. If the County authorizes delivery of products or performance of services, the County reserves the right to amend, reduce, or cancel the authorization in its sole discretion.
- C. All funds for payment by the County under this Agreement are subject to the availability of an annual appropriation for this purpose by the County. In the event of non-appropriation of funds by the County for the services provided under this Agreement, the County will terminate the contract, without termination charge or other liability, on the last day of the then current fiscal year or when the appropriation made for the then-current year for the services covered by this Agreement is spent, whichever event occurs first. If at any time funds are not appropriated for the continuance of this Agreement, cancellation shall be accepted by the Vendor on thirty (30) days' prior written notice, but failure to give such notice shall be of no effect and the County shall not be obligated under this Agreement beyond the date of termination.

IV. METHOD OF PAYMENT

- A. The County shall pay the Vendor in accordance with the Local Government Prompt Payment Act, Section 218.70, Florida Statutes, upon receipt of the Vendor's invoice and written approval of same by the County indicating that the products and services have been provided in conformity with this Agreement.
- B. The Vendor shall submit an invoice for payment to the County on a monthly basis for those specific products and services as described in Exhibit A (and the corresponding fees as described in Exhibit B) that were provided during that invoicing period.

- C. For partial shipments or deliveries, progress payments shall be paid monthly in proportion to the percentage of products and services delivered on those specific line items as approved in writing by the County.

V. ADDITIONAL PURCHASES

- A. No changes to this Agreement or the performance contemplated hereunder shall be made unless the same are in writing and signed by both the Vendor and the County.
- B. If the County requires the Vendor to perform additional services or provide additional product(s) related to this Agreement, then the Vendor shall be entitled to additional compensation based on the Fee Schedule as amended to the extent necessary to accommodate such additional work or product(s). The additional compensation shall be agreed upon before commencement of any additional services or provision of additional product(s) and shall be incorporated into this Agreement by written amendment. The County shall not pay for any additional service, work performed or product provided before a written amendment to this Agreement.

Notwithstanding the preceding, in the event additional services are required as a result of error, omission or negligence of the Vendor, the Vendor shall not be entitled to additional compensation.

VI. LIABILITY OF VENDOR

- A. The Vendor shall save, defend, indemnify and hold harmless the County from and against any and all claims, actions, damages, fees, fines, penalties, defense costs, suits or liabilities which may arise out of any act, neglect, error, omission or default of the Vendor arising out of or in any way connected with the Vendor or subcontractor's performance or failure to perform under the terms of this Agreement.
- B. This section shall survive the termination or expiration of this Agreement.

VII. VENDOR'S INSURANCE

- A. Vendor shall procure and maintain insurance as specified in Exhibit C Insurance Requirements, attached hereto and made a part of this Agreement.
- B. Vendor shall, on a primary basis and at its sole expense, maintain in full force and effect, at all times during the life of this Agreement, insurance coverage (including endorsements) and limits as described in Exhibit C. These requirements, as well as the County's review or acceptance of insurance maintained by Vendor, are not intended to and shall not in any manner limit or qualify the liabilities or obligations assumed by Vendor

under this Agreement. Insurance carriers providing coverage required herein must be licensed to conduct business in the State of Florida and must possess a current A.M. Best's Financial Strength Rating of "B or better." No changes are to be made to these specifications without prior written specific approval by County Risk Management. To the extent multiple insurance coverages and/or County's self-insured retention may apply, any and all insurance coverage purchased by Vendor and its subcontractors identifying the County as an additional named insured shall be primary.

VIII. RESPONSIBILITIES OF THE VENDOR

- A. The Vendor shall be responsible for the quality and functionality of all products supplied and services performed by or at the behest of the Vendor under this Agreement. The Vendor shall, without additional compensation, correct any errors or deficiencies in its products, or if directed by County, supply a comparable replacement product or service.
- B. The Vendor warrants that it has not employed or retained any company or person (other than a bona fide employee working solely for the Vendor), to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm other than a bona fide employee working solely for the Vendor, any fee, commission, percentage, gift, or any other consideration, contingent upon or resulting from the award of this Agreement.
- C. The Vendor shall comply with all federal, state, and local laws, regulations and ordinances applicable to the work or payment for work thereof, and shall not discriminate on the grounds of race, color, religion, sex, or national origin in the performance of work under this Agreement.
- D. Vendor specifically acknowledges its obligations to comply with Section 119.0701, Florida Statutes, with regard to public records, and shall:
 - 1) keep and maintain public records that ordinarily and necessarily would be required by the County in order to perform the services required under this Agreement;
 - 2) upon request from the County, provide the County 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, Florida Statutes, or as otherwise provided by law;
 - 3) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed, except as authorized by law; and

- 4) meet all requirements for retaining public records and transfer, at no cost to the County, all public records in possession of Vendor upon termination of this Agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the County in a format that is compatible with the information technology system of the County.

IF THE VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE VENDOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 239-533-2221, 2115 SECOND STREET, FORT MYERS, FL 33901, PRRCustodian@leegov.com; <http://www.leegov.com/publicrecords>.

- E. The Vendor is, and shall be, in the performance of all work, services and activities under this Agreement, an independent contractor. Vendor is not an employee, agent or servant of the County and shall not represent itself as such. All persons engaged in any work or services performed pursuant to this Agreement shall at all times, and in all places, be subject to the Vendor's sole direction, supervision and control. The Vendor shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the Vendor's relationship and the relationship of its employees to the County shall be that of an independent contractor and not as employees of the County. The Vendor shall be solely responsible for providing benefits and insurance to its employees.
- F. The Vendor shall comply with the Vendor Background Screening Affidavit attached hereto and incorporated herein as Exhibit D.

IX. OWNERSHIP OF PRODUCTS

It is understood and agreed that all products provided under this Agreement shall become the property of the County upon acceptance by the County.

X. TIMELY DELIVERY OF PRODUCTS AND PERFORMANCE OF SERVICES

- A. The Vendor shall ensure that all of its staff, contractors and suppliers involved in the production or delivery of the products are fully qualified and capable to perform their assigned tasks.

- B. The personnel assigned by the Vendor to perform the services pursuant to this Agreement shall comply with the terms set forth in this Agreement. If the services provided require use of specific key personnel, the personnel shall be agreed to by the County and Vendor. If the Vendor's key personnel have been predetermined and approved, through the Solicitation process or otherwise, any subsequent change or substitution to the personnel must receive the County's written approval before said changes or substitution can become effective.
- C. The Vendor specifically agrees that all products shall be delivered within the time limits as set forth in this Agreement, subject only to delays caused by force majeure, or as otherwise defined herein. "Force majeure" shall be deemed to be any unforeseeable and unavoidable cause affecting the performance of this Agreement arising from or attributable to acts, events, omissions or accidents beyond the control of the parties.

XI. COMPLIANCE WITH APPLICABLE LAW

This Agreement shall be governed by the laws of the State of Florida. Vendor shall promptly comply with all applicable federal, state, county and municipal laws, ordinances, regulations, and rules relating to the services to be performed hereunder and in effect at the time of performance. Vendor shall conduct no activity or provide any service that is unlawful or offensive.

XII. CONTRACT TERMINATION

- A. MATERIAL BREACH A Vendor may be Terminated for Cause by the County, at the sole discretion of the Procurement Management Director, for failing to perform a contractual requirement or for a material breach of any term or condition. A material breach of a term or condition of the Agreement may include but is not limited to: 1. Vendor failure to perform services or deliver materials, supplies, or equipment by the date required or by an alternate date as mutually agreed in a written amendment to the Agreement; 2. Vendor failure to carry out any warranty or fails to perform or comply with any mandatory provision of the Agreement; 3. Vendor becomes insolvent or in an unsound financial condition so as to endanger performance hereunder; 4. Vendor becomes the subject of any proceeding under any law relating to bankruptcy, insolvency or reorganization, or relief from creditors and/or debtors that endangers the Vendor's proper performance hereunder; 5. Appointment of any receiver, trustee, or similar official for Vendor or any of the Vendor's property and such appointment endangers the Vendor's proper performance hereunder; 6. A determination that the Vendor is in violation of federal, state, or local laws or regulations and that such determination renders the Vendor unable to perform any aspect of the Agreement.

- B. **OPPORTUNITY TO CURE** In the event that Vendor fails to perform a contractual requirement or materially breaches any term or condition, the County may issue a written cure notice. The Vendor may have a period of time in which to cure. The County is not required to allow the Vendor to cure defects if the opportunity for cure is not feasible as, determined solely within the discretion of the County. Time allowed for cure shall not diminish or eliminate Vendor's liability for damages, or otherwise affect any other remedies available against Vendor under the Agreement or by law. If the breach remains after Vendor has been provided the opportunity to cure, the County may do any one or more of the following: 1. Exercise any remedy provided by law; 2. Terminate this Agreement and any related contracts or portions thereof; 3. Procure replacements and impose damages as set forth elsewhere in this Agreement, if applicable; 4. Impose actual or liquidated damages; 5. Suspend or bar Vendor from receiving future solicitations or other opportunities; 6. Require Vendor to reimburse the County for any loss or additional expense incurred as a result of default or failure to satisfactorily perform the terms of the Agreement.
- C. **TERMINATION FOR CAUSE** In the event the Procurement Management Director, in his/her sole discretion, determines that the Vendor has failed to comply with the conditions of this Agreement in a timely manner or is in material breach, the Procurement Management Director has the right to terminate this Agreement, in part or in whole. If corrective action is deemed acceptable by the County, the Procurement Management Director shall notify the Vendor in writing of the need to take corrective action and the date in which the corrective action must be completed. If corrective action is not completed as specified by the Procurement Management Director, or if such corrective action is deemed by the County to be insufficient, the Agreement may be terminated. The County reserves the right to withhold further payments, or prohibit the Vendor from incurring additional obligations of funds during investigation of the alleged breach and pending corrective action by the Vendor or a decision by the County to terminate the Agreement. In the event of termination, the County shall have the right to procure any replacement materials, supplies, services and/or equipment that are the subject of this Agreement on the open market. In addition, the Vendor shall be liable for damages as authorized by law including, but not limited to, any price difference between the original Agreement and the replacement or cover contract and all administrative costs directly related to the replacement contract, e.g., cost of the competitive bidding, mailing, advertising and staff time. If it is determined that: (1) the Vendor was not in material breach; or (2) failure to perform was outside of Vendor's or its subcontractor's control, fault or negligence, the termination shall be deemed to be a "Termination for Convenience." The rights and remedies of the County provided in this Agreement are not exclusive and are in addition to any other rights and remedies provided by law.

- D. **TERMINATION FOR CONVENIENCE** Except as otherwise provided in this Agreement, the County, at the sole discretion of the Procurement Management Director, may terminate this Agreement, in whole or in part by giving thirty (30) calendar days written notice beginning on the second day after mailing to the Vendor. If this Agreement is so terminated, the County shall be liable only for payment required under this Agreement for properly authorized services rendered, or materials, supplies and/or equipment delivered to and accepted by the County prior to the effective date of Agreement termination. The County shall have no other obligation whatsoever to the Vendor for such termination.
- E. The County's rights under this Agreement shall survive the termination or expiration of this Agreement and are not waived by final payment or acceptance and are in addition to the Vendor's obligations under this Agreement.

XIII. DISPUTE RESOLUTION

- A. In the event of a dispute or claim arising out of this Agreement, the parties agree first to try in good faith to settle the dispute by direct discussion. If this is unsuccessful, the parties may enter into mediation in Lee County, Florida, with the parties sharing equally in the cost of such mediation.
- B. In the event mediation, if attempted, is unsuccessful in resolving a dispute, the parties may proceed to litigation as set forth below.
- C. Any dispute, action or proceeding arising out of or related to this Agreement will be exclusively commenced in the state courts of Lee County, Florida, or where proper subject matter jurisdiction exists, in the United States District Court for the Middle District of Florida. Each party irrevocably submits and waives any objections to the exclusive personal jurisdiction and venue of such courts, including any objection based on forum non conveniens.
- D. This Agreement and the rights and obligations of the parties shall be governed by the laws of the State of Florida without regard to its conflict of laws principles.
- E. Unless otherwise agreed in writing, the Vendor shall be required to continue all obligations under this Agreement during the pendency of a claim or dispute including, but not limited to, actual periods of mediation or judicial proceedings.

XIV. STOP WORK ORDER

The County may, at any time, by written order to the Vendor, require the Vendor to stop all or any part of the work called for by this Agreement. Any order shall be identified specifically as a stop work order issued pursuant to this clause. This order shall be effective as of the date the order is delivered to

the Vendor. Upon receipt of such an order, the Vendor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. The Vendor shall not resume work unless specifically so directed in writing by the County. The County may take one of the following actions:

1. Cancel the stop work order; or
2. Terminate the work covered by the order; or
3. Terminate the Agreement in accordance with provisions contained in Section XII.

In the event the County does not direct the Vendor to resume work, the stop work order may be converted into a notice of termination for convenience pursuant to Section XII. The notice period for such termination shall be deemed to commence on the date of issuance of the stop work order. In the event the County does not direct the Vendor to resume work within ninety (90) days, the Vendor may terminate this Agreement.

XV. VENDOR WARRANTY

- A. All products provided under this Agreement shall be new (unless specifically identified otherwise in Exhibit B) and of the most suitable grade for the purpose intended.
- B. If any product delivered does not meet performance representations or other quality assurance representations as published by manufacturers, producers or distributors of the products or the specifications listed in this Agreement, the Vendor shall pick up the product from the County at no expense to the County. The County reserves the right to reject any or all materials if, in its judgment, the item reflects unsatisfactory workmanship or manufacturing or shipping damage. In such case, the Vendor shall refund to the County any money which has been paid for same.
- C. Vendor shall secure from the applicable third-party manufacturers, and assign and pass through to the County, at no additional cost to the County, such warranties as may be available with respect to the equipment, parts and systems provided through the Purchase.

XVI. MISCELLANEOUS

- A. This Agreement constitutes the sole and complete understanding between the parties and supersedes all other contracts between them, whether oral or written, with respect to the subject matter. No amendment, change or addendum to this Agreement is enforceable unless agreed to in writing by both parties and incorporated into this Agreement.

- B. The provisions of this Agreement shall inure to the benefit of and be binding upon the respective successors and assignees of the parties hereto. A party to this Agreement shall not sell, transfer, assign, license, franchise, restructure, alter, or change its corporate structure or otherwise part with possession or mortgage, charge or encumber any right or obligation under this Agreement without the proposed assignee and/or party restructuring, altering or changing its corporate structure agreeing in writing with the non-assigning party to observe and perform the terms, conditions and restrictions on the part of the assigning party to this Agreement, whether express or implied, as if the proposed assignee and/or party restructuring, altering or changing its corporate structure was an original contracting party to this Agreement. Notwithstanding the foregoing provision, the Vendor may assign its rights if given written authorization by the County and claims for the money due or to become due to the Vendor from the County under this Agreement may be assigned to a financial institution or to a trustee in bankruptcy without such approval from the County. Notice of any such transfer or assignment due to bankruptcy shall be promptly given to the County.
- C. The exercise by either party of any rights or remedies provided herein shall not constitute a waiver of any other rights or remedies available under this Agreement or any applicable law.
- D. The failure of the County to enforce one or more of the provisions of the Agreement shall not be construed to be and shall not be a waiver of any such provision or provisions or of its right thereafter to enforce each and every such provision.
- E. The parties covenant and agree that each is duly authorized to enter into and perform this Agreement and those executing this Agreement have all requisite power and authority to bind the parties.
- F. Neither the County's review, approval or acceptance of, nor payment for, the products and services required under this Agreement shall be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.
- G. If the Vendor is comprised of more than one legal entity, each entity shall be jointly and severally liable hereunder.
- H. When any period of time is referred to by days herein, it shall be computed to exclude the first day and include the last day of such period. When the period of time is fewer than three (3) days, it shall mean business days as defined by Lee County. If the period of time is greater than three (3) days, then it shall mean calendar days. For any period of time greater than seven (7) days, where the deadline falls on a Saturday, Sunday, or Lee County recognized holiday, the deadline will then fall to the next Monday or non-Lee County recognized holiday.

- I. Any notices of default or termination shall be sufficient if sent by the parties via email, United States certified mail, postage paid, or via a nationally recognized delivery service, to the addresses listed below:

Vendor's Representative

Name: Mike Bladorn
 Title: CEO/Owner
 Address: 1264 Market Circle, Unit #6
Port Charlotte, FL 33953
 Telephone: (941) 627-0014
 Facsimile: n/a
 Email: mike@monarchdirect.com

County's Representative

Name: Mary Tucker
 Title: Procurement Management Director
 Address: P.O. Box 398
Fort Myers, FL 33902
 Telephone: (239) 533-8881
 Facsimile: (239) 485-8383
 Email: mtucker@leegov.com

- J. Any change in the County's or the Vendor's Representative will be promptly communicated by the party making the change.
- K. Paragraph headings are for the convenience of the parties and for reference purposes only and shall be given no legal effect.
- L. Each individual signing this Agreement directly and expressly warrants that he/she has been given and has received and accepted authority to sign and execute the Agreement on behalf of the party for whom it is indicated he/she has signed, and further has been expressly given and received and accepted authority to enter into a binding agreement on behalf of such party with respect to the matters contained herein and as stated herein.
- M. In the event of conflicts or inconsistencies, the documents shall be given precedence in the following order:
1. Agreement
 2. County's Purchase Order
 3. Solicitation
 4. Vendor's Submittal in Response to the Solicitation

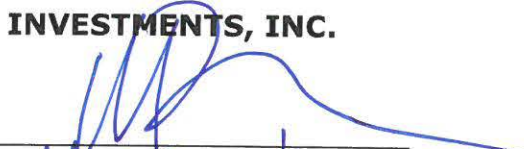
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IN WITNESS WHEREOF, the parties have executed this Agreement as of the date last below written.

WITNESS:

BLADORN INVESTMENTS, INC.

Signed By: 

Signed By: 

Print Name: Desiree Ferrer

Print Name: Mike Bladorn

Title: Owner/CEO

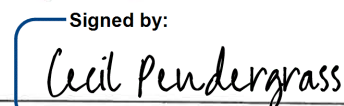
Date: 9/17/25



LEE COUNTY

BOARD OF COUNTY COMMISSIONERS
OF LEE COUNTY, FLORIDA

Signed by:

Signed By: 

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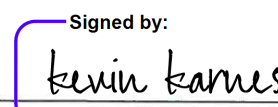
Print Name: Cecil Pendergrass

Title: County Commissioner

Date: 10/22/2025 | 9:18 AM EDT

ATTEST:
CLERK OF THE CIRCUIT COURT

Signed by:

BY: 

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DEPUTY CLERK

APPROVED AS TO FORM FOR THE
RELIANCE OF LEE COUNTY ONLY:

DocuSigned by:

BY: 

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OFFICE OF THE COUNTY ATTORNEY

EXHIBIT A
SCOPE OF WORK AND SPECIFICATIONS

SCOPE OF WORK

1. GENERAL SCOPE OF PROJECT

- 1.1 Lee County Board of County Commissioners, on behalf of Lee County Transit, also known as LeeTran, seeks to contract with a skilled and qualified Vendor to provide bus advertising graphics and installation, on an as needed basis, in accordance with the requirements stated herein.

2. DETAILED SCOPE OF PROJECT, DELIVERABLES, & PROJECT PROVISIONS

- 2.1 Installation, removal, and/or repair of bus advertising wraps shall be completed at the LeeTran Headquarters facility located at 3401 Metro Parkway, Fort Myers, FL 33901. In no event shall the Vendor remove a bus from the LeeTran facility.
- 2.2 Vendors are prohibited from driving LeeTran vehicles. If vehicles need to be moved by the Vendor, they must coordinate this effort with the maintenance supervisor or appointed designee on duty.
- 2.3 LeeTran shall make available to the Vendor suitable space for the application, removal, and/or maintenance of advertising. Work shall be completed seven (7) days per week during the hours of 05:00 AM to 12:00 AM with weekend days being the preferable option. LeeTran shall maintain control over the days that are acceptable for installations in order to minimize service disruptions. Coordination between the appointed designee and the Vendor will occur at least 3 weeks prior to any scheduled installation.
- 2.4 Work must be scheduled with the appointed designee to guarantee workspace and the availability of the vehicle at least three (3) business days in advance.
- 2.5 All materials, equipment, and tools required to complete services or tasks shall be furnished by the Vendor and are not to be stored on LeeTran property other than during the hours that work is being completed. All equipment used by the Vendor shall be in safe operational condition at all times and free from defects or wear which may in any way constitute a hazard to any person or persons.
- 2.6 All materials and trash shall be removed immediately following the completion of work. Trash receptacles and dumpsters are available.
- 2.7 Smoking is prohibited on LeeTran facilities.
- 2.8 The Vendor shall provide LeeTran with a list of all materials and chemicals along with MSDS sheets that shall be used while on property.
- 2.9 The Vendor must have an online platform to allow for graphic upload, necessary approvals, project tracking and billing status.
- 2.10 Upon receipt of final artwork, the Vendor shall ship all product to LeeTran Headquarters facility located at 3401 Metro Parkway, Fort Myers, FL 33901 F.O.B. destination within fourteen (14) calendar days.
- 2.11 Upon notification from LeeTran that product has been received, the Vendor shall install product within fourteen (14) days, unless otherwise arranged and/or requested by LeeTran. The installation must be complete within two (2) calendar days per vehicle.

- 2.12 Vendor shall use 3M Graphics products as described in the applicable 3M Graphics Product and Instruction Bulletins found at 3Mgraphics.com/TechInfo to ensure the 3M™ MCS Warranty remains in effect.
- 2.13 The Vendor shall ensure all vehicle wrap material has an over laminate of either luster or matte. The over laminate material used must be 3M™ 8519 Luster Overlaminate or 3M™ 8520 Matte Overlaminate.
- 2.14 Vendor shall be a 3M Certified Graphics Installation Company and/or ensure installers are a 3M Preferred Graphics Installer. LeeTran reserves the right to request proof of certification at any point during term of Agreement, inclusive of any renewals.
- 2.15 Graphics and vehicle designs developed within the course of this Agreement shall become the sole ownership of LeeTran. This includes transfer of software files, electronic and printed formats of design media to LeeTran.
- 2.16 Pricing shall be inclusive of all labor, equipment, supplies, overhead, profit, material, travel, and any other incidental costs required to perform and complete all work as specified. All unit prices will be bid at the nearest whole penny.

❖ **FULL BUS WRAP INCLUDING WINDOWS – INSTALLATION REQUIRED**

Coverage: Full bus including windows

Material: 3MIJ46-20 w/laminate

Windows shall be covered in FLEXcon® SEETHRU-SIGN® White/Black Flex

Bus Model/size: 29' Gillig, 30' Gillig, 35' Gillig, 40' Gillig, 35' Hybrid Diesel, 40' Hybrid Diesel

❖ **FULL BUS WRAP – INSTALLATION REQUIRED**

Coverage: Full bus without window film

Material: 3MIJ46-20 w/laminate

Bus Model/size: 29' Gillig, 30' Gillig, 35' Gillig, 40' Gillig, 35' Hybrid Diesel, 40' Hybrid Diesel

❖ **SUPER KING AD – INSTALLATION REQUIRED**

Coverage: Driver side of the bus from top to bottom, back of front wheel well to front of rear wheel well.

Material: 3MIJ46-20 w/laminate

Windows shall be covered in FLEXcon® SEETHRU-SIGN® White/Black Flex

Bus Model/size: 29' Gillig, 30' Gillig, 35' Gillig, 40' Gillig, 35' Hybrid Diesel, 40' Hybrid Diesel

❖ **MISCELLANEOUS ITEMS**

Chrysler Minivan Full Wrap

Ford F350 Full Wrap

Ford F350 Bed Cover

❖ **BUS GRAPHICS – INSTALLATION NOT REQUIRED**

Material: FLEXcon® Busmark 5800 with UV Clear Coat

Print: Screen or inkjet printed in full color

Size: Various sizes listed on Proposal Form

❖ **SHELTER GRAPHICS – INSTALLATION NOT REQUIRED**

Material: 13 oz. backlit flexface banner vinyl illuminated Vulite®

Size: 48" x 68.55"

❖ **INFORMATION PANELS – INSTALLATION NOT REQUIRED**

Material: .020 Polystyrene
Print: Full Color
Size: Various sizes listed on Proposal Form

❖ **BUS INTERIOR CARDS – INSTALLATION NOT REQUIRED**

Material: .020 Polystyrene
Print: Full Color
Size: 28" X 11"

❖ **BUS WRAP REMOVAL & REPAIR**

Full Vehicle Removal shall be billed per vehicle.
Bus wrap repair shall be billed at an hourly rate for the cost of production to repair the material only. Repairs shall only be completed during scheduled installs. No billable hours shall apply to the application of the material which has been repaired.

3. PERFORMANCE STANDARDS

3.1 Quality Control-Inspection and Acceptance

3.1.1 All services or tasks performed under the Agreement shall be subject to inspection and acceptance by the maintenance supervisor or an appointed designee while the work is in progress or after its completion. If any of the items described within this solicitation are determined to be unsatisfactory or is found to be otherwise not in accordance with the requirements of this Agreement, the maintenance supervisor or appointed designee shall notify the Vendor, and the Vendor shall take immediate steps to take corrective action and schedule re-inspection. LeeTran will be the sole judge as to the acceptability of the work and the condition of the facilities.

3.1.2 LeeTran reserves the right to declare service personnel to be unacceptable for work under this Agreement without cause or reason and if so declared, the Vendor shall remove and replace the individual immediately.

3.2 Administrative Charges

3.2.1 In the event of a failure to complete any service(s) or task(s) in accordance with the Agreement or to the satisfaction of LeeTran, within any stipulated time, LeeTran may assess an administrative cost for the failure to perform such work. These charges shall be based on the cost which would be incurred should LeeTran staff or another Vendor have to perform the work and may be assessed on a daily basis.

4. DELIVERY

4.1. Pricing shall include all delivery costs.

4.2. All returns and/or exchanges for any reason other than Lee County error shall be at the Vendor's expense. A shipping return label must be provided upon request.

4.3. All items shall be delivered F.O.B. destination.

4.4. There shall be NO MINIMUM amount required for delivery and there shall be no minimum requirement for wrap orders to schedule an installation.

End of Scope of Work Section



Solicitation No.: B250290SML

Solicitation Name: LeeTran Advertising Graphics

Subject: Addendum Number 1

The following represents clarification, additions, deletions, and/or modifications to the above referenced bid. This addendum shall hereafter be regarded as part of the solicitation. Items not referenced herein remain unchanged, including the response date. Words, phrases or sentences with a strikethrough represent deletions to the original solicitation. Underlined words and bolded, phrases or sentences represent additions to the original solicitation.

1. ATTACHMENT 1 – Four Side Photos of a current bus

2. QUESTIONS/ANSWERS

1.	Do you have photos of all four sides of the buses?
Answer	All four sides of a complete bus have been attached to this addendum, however the make and models of the fleet may vary.
2.	Can we see one of the current buses for removal?
Answer	This contract is on an as needed basis and we do not currently have any buses that have wraps needing to be removed.
3.	How old are the wraps that need to be removed?
Answer	This contract is on an as needed basis and we do not currently have any buses that have wraps needing to be removed.
4.	What would the start date of e contract be?
Answer	The current contract expires November 18, 2025 and the new contract will go into effect November 19, 2025.
5.	Please confirm we can obtain a Lee County business tax license after award and ending Pending in response to Q10 on the portal
Answer	A Lee County business tax license is not required but may be provided. The system will allow you to submit your bid without a Lee County business tax receipt.
6.	Please confirm that the difference between the first two pricing items is that FULL BUS WRAP - INSTALLATION REQUIRED has no window coverage - thanks.
Answer	Full wraps under this solicitation do include perforated window vinyl.
7.	Page 2 of the scope of work lists three Miscellaneous Items (Chrysler Minivan Full Wrap, Ford F350 Full Wrap and Ford F350 Bed Cover) but the online pricing section, part 4 - MISCELLANEOUS VEHICLES - INSTALLATION REQUIRED has only two items - 4.1 Ford F350 Bed Cover and 4.2Beach Tram Trailer: please advise
Answer	The Chrysler Minivan Full Wrap is listed in section 1.7 of the bid tab, please provide your pricing in that location.

8.	Question please about this statement on page 3 of the scope of work 'Bus wrap repair shall be billed at an hourly rate for the cost of production to repair the material only' can you please clarify how the contractor can charge for the replacement vinyl material?
Answer	The hourly rate shall include the cost of production and the material.
9.	Please confirm that the bid prices are to exclude any form of tax and that the contractor will be provided with a tax exemption certificate following award of contract.
Answer	Yes, prices shall exclude tax and Lee County will provide their tax exempt certificate.
10.	Is there an estimated value for the first 12 months of business on contract?
Answer	This contract is on an as needed basis and it is unknown what the needs will be of the contract at this time.
11.	We have duly noted the statement in paragraph 4.4. 'There shall be NO MINIMUM amount required for delivery and there shall be no minimum requirement for wrap orders to schedule an installation' also the fourteen (14) calendar days in paragraph 2.10 - can we ask if volumes are sufficient for LeeTran to agree that work can be completed in economically viable batch sizes?
Answer	LeeTran makes every attempt for volume installation work however, as stated in the solicitation, "there shall be NO MINIMUM amount required for delivery and there shall be no minimum requirement for wrap orders to schedule an installation"

BIDDER/PROPOSER IS ADVISED, YOU ARE REQUIRED TO ACKNOWLEDGE RECEIPT OF THIS ADDENDUM WHEN SUBMITTING A BID/PROPOSAL. FAILURE TO COMPLY WITH THIS REQUIREMENT MAY RESULT IN THE BIDDER/PROPOSER BEING CONSIDERED NON-RESPONSIVE.

ALL OTHER TERMS AND CONDITIONS OF THE SOLICITATION DOCUMENTS ARE AND SHALL REMAIN THE SAME.

Sara Long

Sara Long
Procurement Analyst Direct Line: 239-533-8886
Lee County Procurement Management

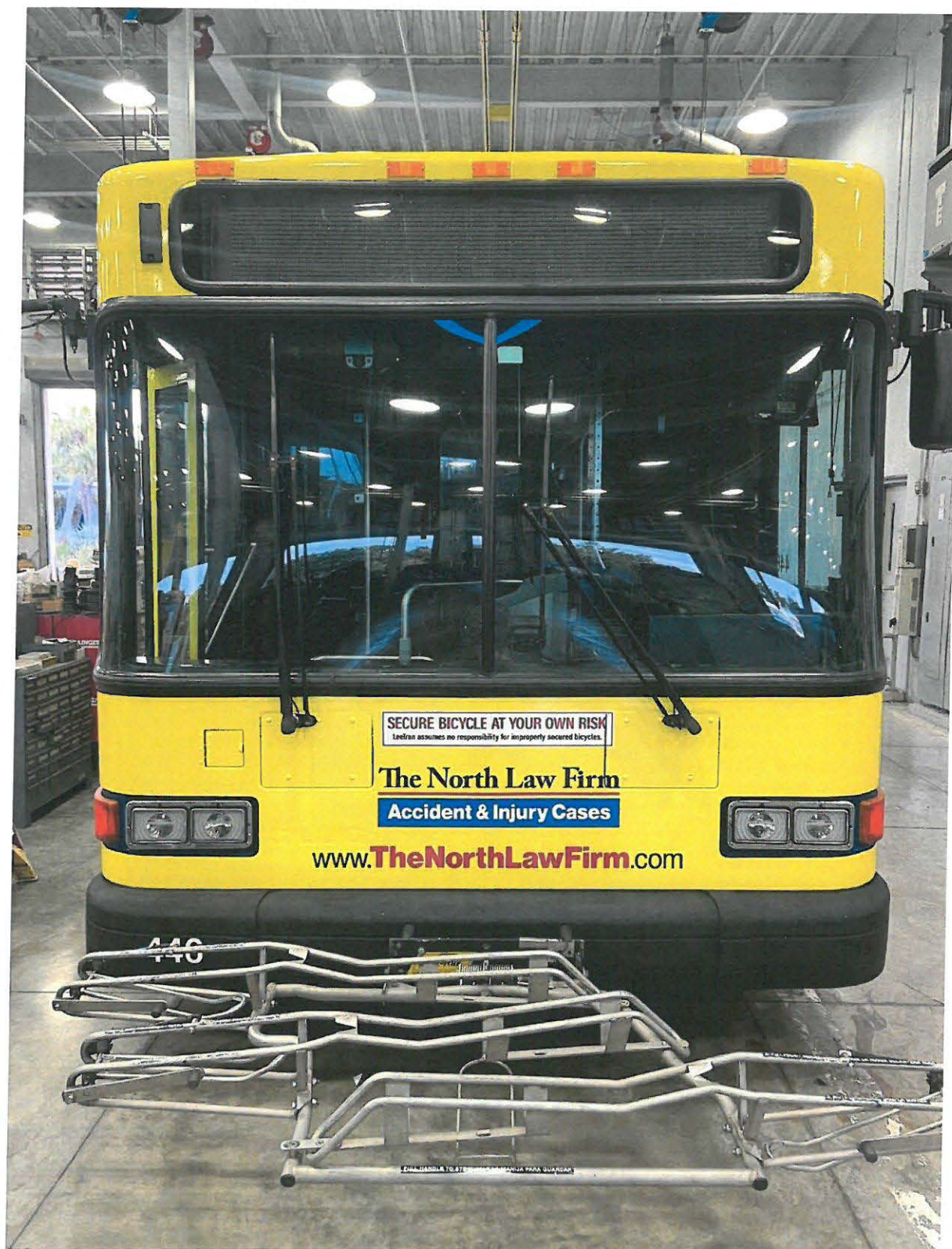
Addendum 1 – Photos
B250290SML



Addendum 1 – Photos
B250290SML



Addendum 1 – Photos
B250290SML



Addendum 1 – Photos
B250290SML





Solicitation No.: B250290SML

Solicitation Name: LeeTran Advertising Graphics

Subject: Addendum Number 2

The following represents clarification, additions, deletions, and/or modifications to the above referenced bid. This addendum shall hereafter be regarded as part of the solicitation. Items not referenced herein remain unchanged, including the response date. Words, phrases or sentences with a strikethrough represent deletions to the original solicitation. Underlined words and bolded, phrases or sentences represent additions to the original solicitation.

1. OPEN DATE / BID DUE DATE EXTENSION NOTICE:

FROM: AUGUST 1, 2025 at 2:30 PM

TO: AUGUST 13, 2025 at 2:30 PM

Bidders must ensure they continue to monitor the Lee County Procurement IonWave website for any follow-up information regarding this solicitation.

2. ATTACHMENTS – Photos of a current F350 XL with wrapping

3. MODIFICATIONS

As listed in Line Items, 1.8 Ford F350 XL Full Wrap ~~with Windows~~
Line Item 1.8 shall be Ford F350 XL Full Wrap

4. QUESTIONS/ANSWERS

1.	We understand that this contract is on an as needed basis and it is unknown what the needs will be of the contract at this time. For context, could you please advise whether the pricing list is essentially a menu rather than a requirement, also for indication purposes, is this a new contract, or if not, approximately the comparable business volume in the past 12 months?
Answer	The list of pricing is for contract purposes and contains all the potential business to be completed. LeeTran does not wrap all sizes but requires pricing on the various options listed in the event those sizes were to become a requirement throughout the length of the contract. No work is guaranteed; however, for information purposes only, LeeTran has previously scheduled an install every month, which has ranged from 5 to 9 wraps per install. Additionally, the scheduled installs ranged in size from single tails to full wraps. Previous installs were scheduled for 3 to 5 days in order to complete the scheduled number of required wraps.
2.	Please help, we have nothing to declare on the Alleged Negligence/Breach Of Contract/Non-Compliance With Governmental Regulation Form - should we just enter the company name and leave blank, or put N/A in the box, also does it need to be signed? Thanks.

Answer	If there is no action pending or action taken in the last 10 years, complete the company name and write "NONE" in the first "Type of Incident" box of this page and return with your proposal package.
--------	--

3.	Please confirm that insurance certificates are not required with the submission but can be provided at award.
Answer	Insurance certificates shall be provided after the notice of intended decision.

4.	Regarding the Attributes tab, please confirm that the required answer to Q8 Number of Employees (State of Florida requires E-Verify registration for employers with 25 or more employees) is the number of Florida-based employees.
Answer	The E-Verify affidavit is to be completed with total number of employees not based on geography.

5.	Question about the preferred option in paragraph 2 05:00 AM to 12:00 AM with weekend days being the preferable option - two questions please. 1) Just to confirm this is essentially stating no vehicle access between midnight and 5am on weekdays 2) We note this an IFB (low bid) and our understanding is that the bidder does not need to provide a method statement on issues such as installation time windows. So we need to quote on either weekdays or the higher labor rates for weekend days - please confirm we can quote the lower labor price of weekdays.
Answer	We do not allow property access outside the listed timeframes in the scope of work, due to a lack of staff on site. This restricts any access between midnight and 5:00am. Our service is lighter on the weekends, which is why it is preferable to complete installs during that time. There are occasions where volume dictates weekdays to wrap around the install weekends, but weekend installs are scheduled most of the time and pricing should not fluctuate based on the days in which the installs are occurring.

6.	Question regarding the pricing block 9 (Bus Wrap Removal & Repair) please confirm these are the coverages installed by the same vendor e.g. not coverages that pre-date the start of contract? Reason being that quoted price will depend on type, age and condition of the existing graphics and photos would be required to provide a fixed price on pre-existing graphics - please advise.
Answer	Removals and repairs would include existing wraps with no restriction to age or condition of wrap.

7.	Please confirm that the Pricing Items marked "INSTALLATION NOT REQUIRED" are inclusive of production and delivery only, whereas the Pricing items marked "INSTALLATION REQUIRED" are production and delivery and installation but exclusive of pre-and post project removal service.
Answer	Pricing of Items marked "INSTALLATION NOT REQUIRED" are inclusive of production and delivery only. However, the Pricing of items marked "INSTALLATION REQUIRED" include production and delivery as well as installation but they are NOT exclusive of pre-and post project removal service. Most removals are done in-house which is why we have requested removal service to be quoted separately in the one-off event that we require this type of assistance.

8.	Question regarding the pricing block 9 (Bus Wrap Removal & Repair) is this pre- or post-project removal?
Answer	Bus Wrap Removal & Repair could apply to either pre or post project.

9.	Question about paragraph 2.12 which states that "Vendor shall use 3M Graphics products" but the list below includes non-3M items such as FLEXcon® Busmark 5800 for BUS GRAPHICS and 13 oz. backlit flexface banner vinyl illuminated Vulite® for SHELTER GRAPHICS, are bidders permitted to quote the 3M equivalents for the non-3M item?
Answer	Vendors are required to bid based on the specifications set forth in the solicitation. If a vendor would like to submit an alternate product, they must follow Lee County's substitution procedure as stated in Lee County's terms and conditions: 10. SUBSTITUTION(S)/APPROVED ALTERNATE(S) 10.1. Unless otherwise specifically provided in the specifications, reference to any equipment, material, article or patented process, by trade name, brand name, make or catalog number, shall be regarded as establishing a standard of quality and shall not be construed as limiting competition. If a bidder wishes to make a substitution in the specifications, the bidder shall furnish to the County, no later than ten (10) business days prior to the bid opening date, the name of the manufacturer, the model number, and other identifying data and information necessary to aid the County in evaluating the substitution. Such information is submitted through the Procurement Management Division. Any such substitution shall be subject to County approval through the issuance of a written addendum by the County's Procurement Management Division. Substitutions shall be approved only if determined by the County to be an Approved Alternate to the prescribed specifications. 10.2. A bid containing a substitution is subject to disqualification if the substitution is not approved by the County. Items bid must be identified by brand name, number, manufacturer, and model, and shall include full descriptive information, brochures, and appropriate attachments. Brand names are used for descriptive purposes only. An Approved Alternate product or service may be used.
10.	What was the annual advertising revenue for the past 12 months?
Answer	Our annual ad revenue for fiscal year 24/25 was \$1,183,208. This includes revenues generated from our entire ad program including benches, shelters, printed guides, and tram ads. We do not have the revenue itemized by marketing medium.
11.	Follow-up on Q6 of Final Addendum 1: to rephrase our question - please confirm that pricing item 1 FULL BUS WRAP INCLUDING WINDOWS - INSTALLATION REQUIRED (Package Items 1.1 through 1.8) includes window coverage and is therefore different from pricing item 2 FULL BUS WRAP - INSTALLATION REQUIRED (Package Items 2.1 through 2.6) which is substrate only and excludes windows e.g. Package Items 2.1 through 2.6 have no window coverage, thanks
Answer	Correct, Items 1.1-1.8 include windows and installation. Items 2.1-2.6 do not include windows but do include installation. Please see above modifications as well.
12.	Question about Package Item 1.8 - Ford F350 XL Full Wrap with Windows request for pictures to understand the size and coverage of the box on the rear?
Answer	Please see Modifications as listed above. Item 1.8 Ford F350 XL Full Wrap will not include "with windows." Photos of a current example of an F350 from the LeeTran fleet are attached.
13.	Question about 3 - SUPER KING AD - please confirm that the price for this package item (3.1 through 3.6) is one side only.
Answer	Yes, it is only the king side (driver side) of the vehicle.

14.	Could you please help our understanding as to why an advertising requirement is being handled as a low bid with some details of the main types of client (commercial or not-for-profit e.g. community-based advertising), typical length of advertising contract and average how many vehicles involved per campaign
Answer	Lee County has selected this method to ensure a fair and competitive process based on clearly defined specifications with the award being made to the lowest responsive and responsible bidder.
15.	Will the low bid determination be based on the sum of the unit prices (e.g. the basket total) or quantity-based calculations (e.g. comparison of most popular items) or benchmarking individual package item like the full wrap for comparison?
Answer	As stated in the special conditions of the solicitation "The basis of award shall be determined by the lowest Grand Total of the most responsive, responsible, and qualified Vendor meeting all bid specifications."
16.	Are bidders permitted to submit a mini proposal as an additional attachment? (also, we notice the supplier information is not a tab- should that be uploaded as additional attachment) - Thanks!
Answer	Vendors shall provide the information as directed within the solicitation. A mini proposal should not be provided. Please review all attachments provided within the Attachments Tab and complete the required fields located within the Attributes tab, Line Item Tab, and Required Response Attachments.

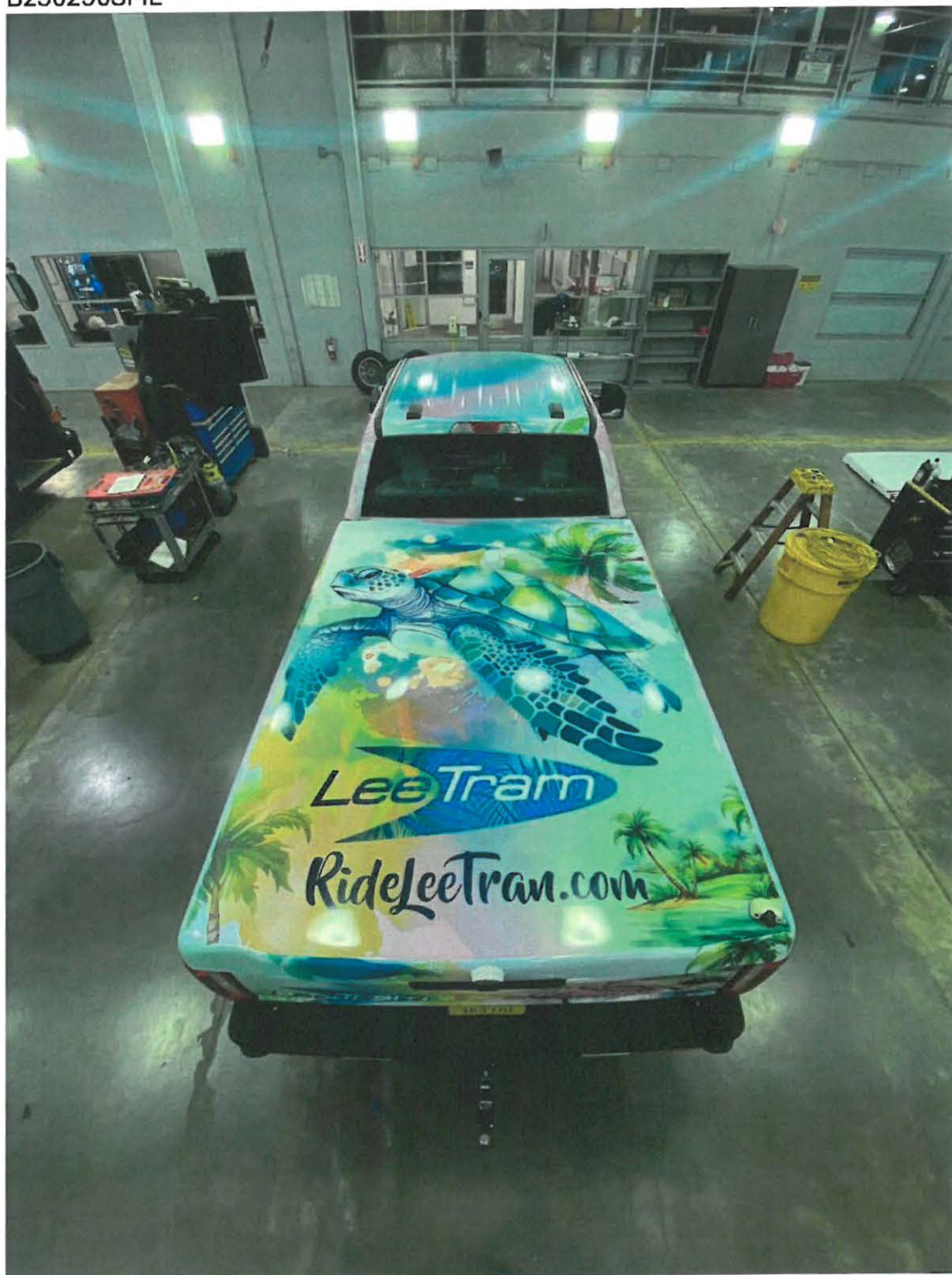
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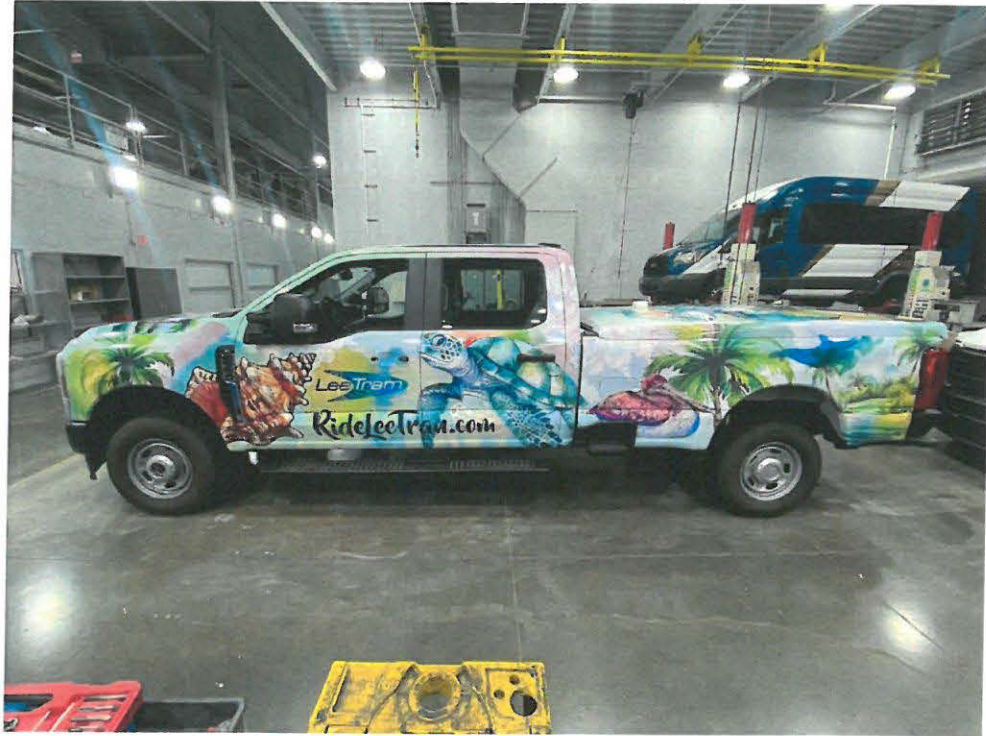
Sara Long

Sara Long
Procurement Analyst Direct Line: 239-533-8886
Lee County Procurement Management

Attachments to Addendum 2
B250290SML











Solicitation No.: B250290SML

Solicitation Name: LeeTran Advertising Graphics

Subject: Addendum Number 3

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TO: AUGUST 13, 2025 at 2:30 PM

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ALL OTHER TERMS AND CONDITIONS OF THE SOLICITATION DOCUMENTS ARE AND SHALL REMAIN THE SAME.

Sara Long

Sara Long
Procurement Analyst Direct Line: 239-533-8886
Lee County Procurement Management



Solicitation No.: B250290SML

Solicitation Name: LeeTran Advertising Graphics

Subject: Addendum Number 4

The following represents clarification, additions, deletions, and/or modifications to the above referenced bid. This addendum shall hereafter be regarded as part of the solicitation. Items not referenced herein remain unchanged, including the response date. Words, phrases or sentences with a strikethrough represent deletions to the original solicitation. Underlined words and bolded, phrases or sentences represent additions to the original solicitation.

1. ATTACHMENTS – Photos of Chrysler Minivan and Beach Trams.

2. QUESTIONS/ANSWERS

1.	Can you please provide photos of the Chrysler Minivan 1.7 as well as the Beach Tram Trailer 4.2?
Answer	Please see the photos attached to this addendum. The tram wrap would include the visible area on the top near the roof which is only about 6" of space in height and about 17.5' length per trailer. The back of the tram trailer is 7' x 3'.

BIDDER/PROPOSER IS ADVISED, YOU ARE REQUIRED TO ACKNOWLEDGE RECEIPT OF THIS ADDENDUM WHEN SUBMITTING A BID/PROPOSAL. FAILURE TO COMPLY WITH THIS REQUIREMENT MAY RESULT IN THE BIDDER/PROPOSER BEING CONSIDERED NON-RESPONSIVE.

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Sara Long

 Sara Long
 Procurement Analyst Direct Line: 239-533-8886
 Lee County Procurement Management

B250300SML - Minivan



B250300SML - Beach Tram



B250300SML - Beach Tram Rear



EXHIBIT B

FEE SCHEDULE

The Vendor is the primary vendor for the line items listed below. The County shall contact the primary vendor first for orders. If the primary vendor is unable to fulfill the need or meet the timeline required, the County may contact the secondary vendor. Products are to be charged in accordance with the unit prices provided below:

Monarch Direct			
Line #	Description	UOM	Unit Price
FULL BUS WRAP INCLUDING WINDOWS - INSTALLATION REQUIRED			
1.1	29' Gillig	EA	\$5,008.50
1.2	30' Gillig	EA	\$5,087.25
1.3	35' Gillig	EA	\$5,449.50
1.4	40' Gillig	EA	\$5,827.50
1.5	35' Hybrid Diesel	EA	\$5,449.50
1.6	40' Hybrid Diesel	EA	\$5,827.50
1.7	Chrysler Minivan	EA	\$2,094.75
1.8	Ford F350XL	EA	\$2,157.75
FULL BUS WRAP - INSTALLATION REQUIRED			
2.1	29' Gillig	EA	\$4,693.50
2.2	30' Gillig	EA	\$4,756.50
2.3	35' Gillig	EA	\$5,071.50
2.4	40' Gillig	EA	\$5,386.50
2.5	35' Hybrid Diesel	EA	\$5,071.50
2.6	40' Hybrid Diesel	EA	\$5,386.50
SUPER KING AD - INSTALLATION REQUIRED			
3.1	29' Gillig	EA	\$1,072.58
3.2	30' Gillig	EA	\$1,179.68
3.3	35' Gillig	EA	\$1,283.63
3.4	40' Gillig	EA	\$1,425.38
3.5	35' Hybrid Diesel	EA	\$1,283.63
3.6	40' Hybrid Diesel	EA	\$1,425.38

MISCELLANEOUS VEHICLES - INSTALLATION REQUIRED			
4.1	Ford F350 Bed Cover	EA	\$500.63
4.2	Beach Tram Trailer	EA	\$419.17
BUS GRAPHICS - INSTALLATION NOT REQUIRED			
5.1	90" x 42"	EA	\$85.05
5.2	137" x 32"	EA	\$97.65
5.3	140" x 37"	EA	\$113.40
5.4	90" x 38"	EA	\$75.60
5.5	71" x 37"	EA	\$59.85
5.6	71" x 32"	EA	\$50.40
5.7	90" x 32"	EA	\$63.00
5.8	140" x 32"	EA	\$100.80
SHELTER GRAPHICS - INSTALLATION NOT REQUIRED			
6.1	48" x 68.55"	EA	\$75.60
INFORMATION PANELS - INSTALLATION NOT REQUIRED			
7.1	23.25" x 35"	EA	\$20.70
7.2	23.625" x 35"	EA	\$20.70
7.3	24" x 36"	EA	\$20.70
7.4	23.25" x 28.25"	EA	\$13.80
BUS INTERIOR CARDS- INSTALLATION NOT REQUIRED			
8.1	28" x 11" (Quantities 1-10)	EA	\$10.50
8.2	28" x 11" (Quantities 11-30)	EA	\$10.00
8.3	28" x 11" (Quantities 31-60)	EA	\$9.50
8.4	28" x 11" (Quantities 61-100)	EA	\$9.00
BUS WRAP REMOVAL & REPAIR			
9.1	29' Gillig - Full Wrap Removal	EA	\$350.00
9.2	30' Gillig - Full Wrap Removal	EA	\$350.00
9.3	35' Gillig - Full Wrap Removal	EA	\$350.00
9.4	40' Gillig - Full Wrap Removal	EA	\$350.00
9.5	35' Hybrid Diesel - Full Wrap Removal	EA	\$350.00
9.6	40' Hybrid Diesel - Full Wrap Removal	EA	\$350.00
9.7	29' Gillig - Super King Ad Removal	EA	\$175.00
9.8	30' Gillig - Super King Ad Removal	EA	\$175.00

9.9	35' Gillig - Super King Ad Removal	EA	\$175.00
9.10	40' Gillig - Super King Ad Removal	EA	\$175.00
9.11	35' Hybrid Diesel - Super King Ad Removal	EA	\$175.00
9.12	40' Hybrid Diesel - Super King Ad Removal	EA	\$175.00
9.13	Chrysler Minivan Full Wrap with Windows Removal	EA	\$175.00
9.14	Ford F350 XL Full Wrap with Windows Removal	EA	\$175.00
9.15	Ford F350 Bed Cover Removal	EA	\$175.00
9.16	Bus Wrap Repair per hour	Hour	\$120.00

EXHIBIT C

INSURANCE REQUIREMENTS



Lee County Insurance Requirements

Minimum Insurance Requirements: *Risk Management in no way represents that the insurance required is sufficient or adequate to protect the vendors' interest or liabilities. The following are the required minimums the vendor must maintain throughout the duration of this contract. The County reserves the right to request additional documentation regarding insurance provided*

- a. **Commercial General Liability** - Coverage shall apply to premises and/or operations, products and completed operations, independent contractors, contractual liability exposures with minimum limits of:
 - \$1,000,000 per occurrence
 - \$2,000,000 general aggregate
 - \$1,000,000 products and completed operations
 - \$1,000,000 personal and advertising injury

- b. **Business Auto Liability** - The following Automobile Liability will be required and coverage shall apply to all owned, hired and non-owned vehicles use with minimum limits of:
 - \$1,000,000 combined single limit (CSL); or
 - \$500,000 bodily injury per person
 - \$1,000,000 bodily injury per accident
 - \$500,000 property damage per accident

- c. **Workers' Compensation** - Statutory benefits as defined by FS 440 encompassing all operations contemplated by this contract or agreement to apply to all owners, officers, and employees regardless of the number of employees. Workers Compensation exemptions may be accepted with written proof of the State of Florida's approval of such exemption. Employers' liability will have minimum limits of:
 - \$500,000 per accident
 - \$500,000 disease limit
 - \$500,000 disease – policy limit

****The required minimum limit of liability shown in a. and b. may be provided in the form of "Excess Insurance" or "Commercial Umbrella Policies." In which case, a "Following Form Endorsement" will be required on the "Excess Insurance Policy" or "Commercial Umbrella Policy."***



Lee County Insurance Requirements

Verification of Coverage:

1. Coverage shall be in place prior to the commencement of any work and throughout the duration of the contract. A certificate of insurance will be provided to the Risk Manager for review and approval. The certificate shall provide for the following:

- a. **Under the Description of Operations, the following must read as listed:**

"Lee County, a political subdivision and Charter County of the State of Florida, its agents, employees, and public officials are automatic additional insureds and includes an automatic waiver of subrogation with regard to general liability. The certificate holder is an additional insured on a primary and noncontributory basis with regards to general liability."

- b. **The certificate holder must read as follows:**

Lee County, a political subdivision and Charter County of the State of Florida
P.O. Box 398
Fort Myers, Florida 33902

Special Requirements:

1. An appropriate "Indemnification" clause shall be made a provision of the contract.
2. It is the responsibility of the general contractor to ensure that all subcontractors comply with all insurance requirements.

EXHIBIT D

VENDOR BACKGROUND SCREENING AFFIDAVIT



VENDOR BACKGROUND SCREENING AFFIDAVIT

Florida Statutes Chapter 435 governs required background screenings for any employees, contractors, subcontractors, or agents of the Vendor who will have contact with any vulnerable person, as defined by statute, or who otherwise are required to undergo a Level 1 or Level 2 background screening in accordance with Florida law.

The Vendor is responsible for ensuring that such required background screenings are conducted in accordance with Florida Statutes Chapter 435. Documentation of such completed background screenings must be maintained for a period of no less than five (5) years and are subject to audit by Lee County at any time during such five (5) year period.

Under penalty of perjury, I declare that I have read and understand the requirements stated above, and that all required background screenings shall be conducted in accordance with this affidavit. I further understand that there may be additional local, state, and federal regulations that may require background screening, and that the Vendor will be solely responsible for complying with such legal requirements. Furthermore, the Vendor shall indemnify and hold Lee County harmless from any and all claims or actions resulting from failure to comply with this affidavit.

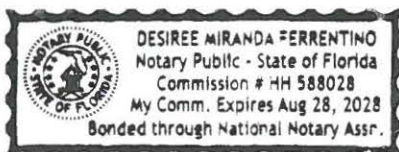
Date: 9/17/25

STATE OF Florida
COUNTY OF Charlotte


Signature
Mike Bloom Owner/CEO
Name/Title

The foregoing instrument was sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 17 day of September, 2025, by the above-named person and in their stated capacity, and is either personally known to me or who has produced the following type of identification: N/A
Type of Identification

[Stamp/seal required]




Signature, Notary Public



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/17/2025

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

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

PRODUCER Michael Gee Inc 786 South Orange Ave, Unit 5 Sarasota, FL 34289	CONTACT NAME: Joy Turcotte	
	PHONE (A/C, No, Ext): 941-677-0110	FAX (A/C, No): 941-866-2476
E-MAIL ADDRESS: certs@worksitehr.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : Midwest Employers Casualty Company		23612
INSURER B :		
INSURER C :		
INSURER D :		
INSURER E :		
INSURER F :		

INSURED
 Worksite LLC dba Worksite Employee Leasing
 Alt Emp: Bladorn Investments, Inc dba Monarch Printing and Design dba Monarch Direct
 2579 N Toledo Blade Blvd.
 North Port, FL 34289

COVERAGES

CERTIFICATE NUMBER:NTKEA3GE

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY ☐ AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ Y ☒ N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	CFFL600001	01/01/2025	01/01/2026	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000 \$ \$ \$ \$

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

Coverage is provided for only those employees leased to but not subcontractors of the Alternate Employer Bladorn Investments, Inc dba Monarch Printing and Design dba Monarch Direct for any job, operation or project performed during the above-mentioned policy period.

CERTIFICATE HOLDER

Lee County, a political subdivision and Charter County of the State of Florida
 PO Box 398
 Fort Myers, FL 33902-0398

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

Michael C Gee



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/17/2025

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

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

PRODUCER WWW Insurance, LLC 300 First Avenue South Suite 500 Saint Petersburg FL 33701 License#: PC-1099682 MONAPRO-01	CONTACT NAME: PHONE (A/C, No, Ext): 727-522-7777 FAX (A/C, No): 727-521-2902 E-MAIL ADDRESS: agencymail@w3ins.com <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A : Southern-Owners Insurance Company</td> <td>10190</td> </tr> <tr> <td>INSURER B : Auto-Owners Insurance Co.</td> <td>18988</td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Southern-Owners Insurance Company	10190	INSURER B : Auto-Owners Insurance Co.	18988	INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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INSURER D :															
INSURER E :															
INSURER F :															
INSURED Bladorn Investments, Inc. dba MonarchDirect 1264 Market Cir Unit 6 Port Charlotte FL 33953-3899															

COVERAGES**CERTIFICATE NUMBER:** 1137953769**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC OTHER:		20872160	5/24/2025	5/24/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY		5600019500	5/24/2025	5/24/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☒ RETENTION \$ 10,000		4985062602	5/24/2025	5/24/2026	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐ N/A				PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

Lee County, a political subdivision and Charter County of the State of Florida, its agents, employees, and public officials are included as Additional Insured on the General Liability Policy, if required by written contract or agreement, subject to the policy terms and conditions.

CERTIFICATE HOLDER**CANCELLATION**

Lee County, a political subdivision and Charter County of the State of Florida
 P.O. Box 398
 Fort Myers FL 33902

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

AUTHORIZED REPRESENTATIVE