

## Written Bid

### SOLICITATION OF SERVICES VIA INVITATION TO BID FOR COMPANY LOGO

The purpose of this solicitation is to obtain services for the design and creation of company logo for *On Everything I Love, LLC*.

#### **Scope of Services:**

The Procured Vendor shall furnish all labor, materials, and services, to perform and complete all work required for the creation of company logo for said company. In an efficient and workmanlike manner, bids shall be submitted and received with both initial and final pricing and rendering in accordance with logo examples enclosed (Appendix A). The selected Vendor shall then enter into contract based on submitted rendering and bid price for an original product. Final design shall be in agreement with specifications made by Company prior to payment.

#### **Detailed Specifications:**

All Vendors should read thoroughly to gain a clear understanding of all requirements under this bid. When making a quote, Vendors should include all costs incurred including labor, materials, and any other costs acquired when performing services. The final product shall reflect a penciled style similar to that of the enclosed examples (Appendix A) of darker skinned people, including appropriately levels of shadowing, contrast and highlights. Subjects of renderings should be easily identifiable as melanated peoples including details of hair texture, hair style, and skin tones. All submissions will become the property of the Company.

#### **Time of Commencement and Completion:**

The successful Vendor agrees to begin work within ten (10) calendar days after Notice To Proceed is issued. All work is to be completed within forty-five (45) calendar days of the date of the Notice To Proceed. Liquidated damages of five percent (5%) of bid price per day will be deducted for unauthorized extensions of the contract time.

#### **Bid Proposal:**

Complete the attached Bid Proposal Form including all requested samples and submit to:

**On Everything I Love, LLC.**

**c/o Shawn Edwards**

**925 Laney Walker Blvd. 3<sup>rd</sup> Floor**

**Augusta, GA 30901**

Bids must be received by close of business **NOVEMBER 17, 2017.**

All work will commence within ten (10) days of the Company notifying the contractor of the work to be completed. All building demolition work shall be completed within forty-five (45) days after the job has been given to the Vendor.

#### **Special Conditions:**

The successful Vendor may not subcontract any part of the work covered by this contract. Any subcontractor must be disclosed as part of the bid submission for review by the Company prior to final selection.

The Company reserves the right to cancel any contract if and when it feels services rendered are unsatisfactory. The City shall be the sole judge in this matter.

**Basis of Award:**

This contract will be awarded to the Vendor who offers the lowest net price and who meets or exceeds all specifications of the Company.

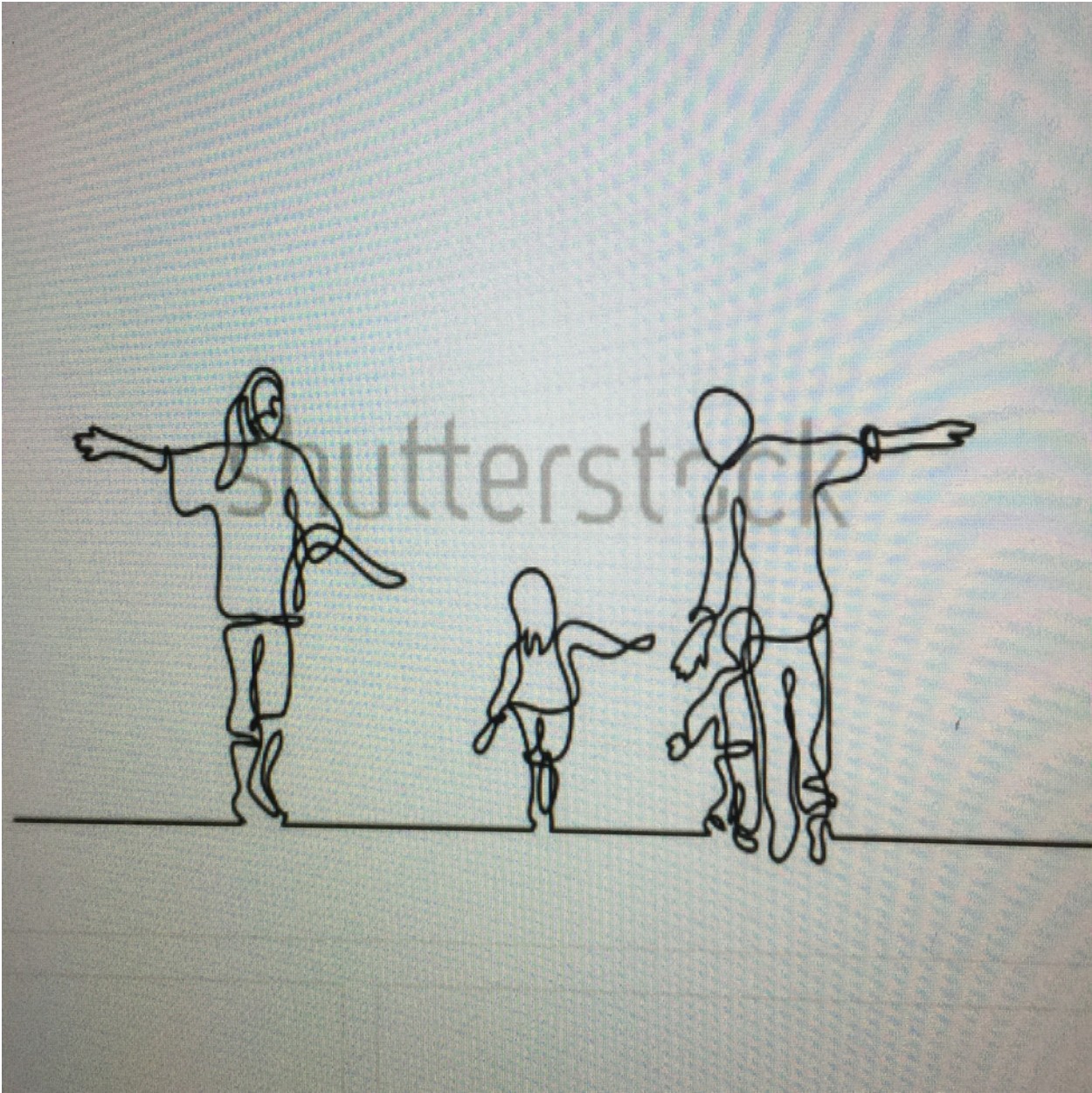
Appendix A Image 1



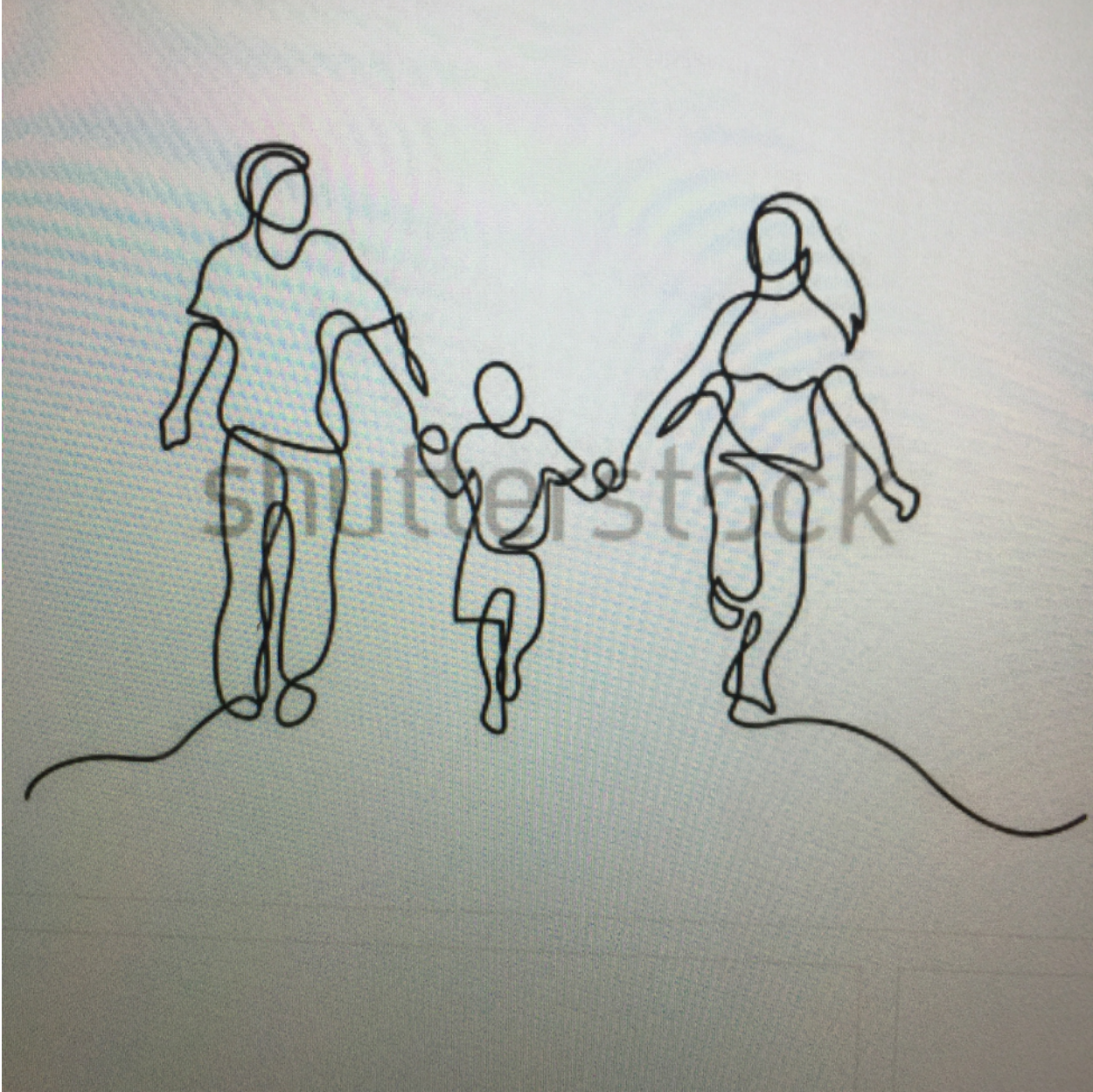
Appendix A Image 2



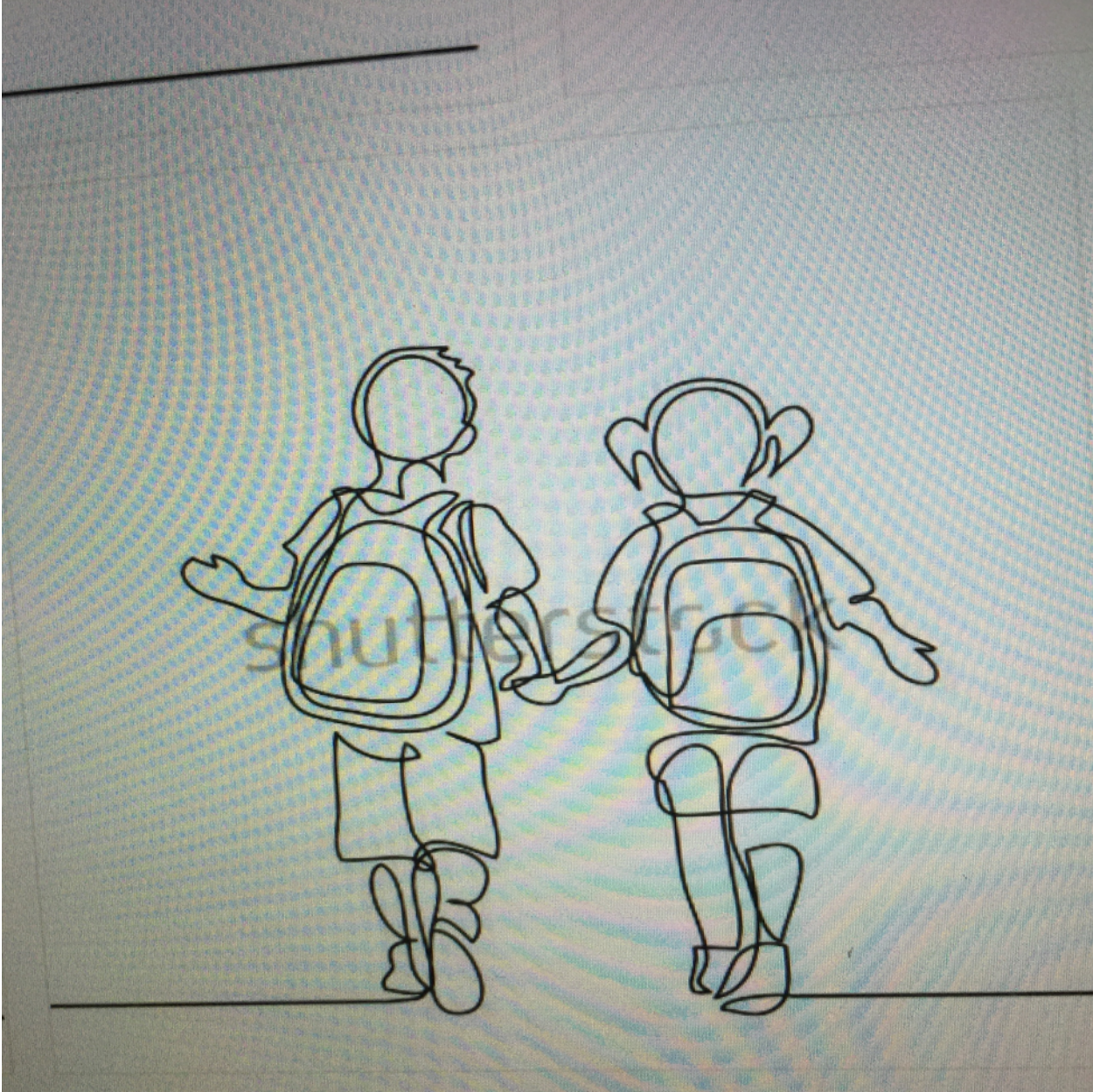
Appendix A Image 3



Appendix A Image 4



Appendix A Image 5



Appendix A Image 6





**Written Bid # LOGO - 2017**

BID: \$ (initial deposit required) \_\_\_\_\_

\$ (remaining balance of contract) \_\_\_\_\_

\$ (total contract bid) \_\_\_\_\_

I, (Vendor) \_\_\_\_\_ have read and understand this contract.

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

Phone #: (     ) \_\_\_\_\_

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

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

Signature: \_\_\_\_\_

**PREPARING THE BID:**

1. Complete Written Bid form including full contract price and initial deposit.
2. Submit sample renderings meeting specifications of Company outlined in Detailed Specifications section.
3. Submit bid packets by close of business on November 1, 2017 to:  
*On Everything I Love, LLC*  
C/O Shawn Edwards  
925 Laney Walker Blvd., 3<sup>rd</sup> Floor  
Augusta, GA 30901
4. Submit any questions on bid specifications by close of business on November 10, 2017 to:  
Shawn Edwards  
**RE: *On Everything I Love, LLC***  
[oneilovegeorgia@gmail.com](mailto:oneilovegeorgia@gmail.com)