

**REQUEST FOR PROPOSALS
FOR
DIGITAL MONUMENT SIGN RENOVATION
AND MODERNIZATION**

RFP Number: 2026-02



Chino Basin Water Conservation District

Thursday, October 15, 2026

- Questions regarding RFP due **Thursday, October 29, 2026 at 4:00 p.m.**
- Response to Questions due **Thursday, November 5, 2026 by 5:00 p.m.**
- Proposals due by **Friday, November 13, 2026 by 2:00 p.m.**
- Selection by **December 2026**

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**NOTICE TO RESPONDENTS &
FOR PUBLICATION**

**REQUEST FOR PROPOSALS (RFP NO. 2026-02) FOR
DIGITAL MONUMENT SIGN RENOVATION AND MODERNIZATION**

The **CHINO BASIN WATER CONSERVATION DISTRICT**, hereinafter referred to as the **DISTRICT**, will accept responses for **Request for Proposals for DIGITAL MONUMENT SIGN RENOVATION AND MODERNIZATION** until **Friday, November 13, 2026 by 2:00 p.m.** at the Chino Basin Water Conservation District, located at 4594 San Bernardino Street, Montclair, California 91763. **Proposals received after the deadline will be considered late. Late proposals will not be accepted. Faxed proposals are not acceptable.**

The RFP document is available on the District's website at <https://cbwcd.org/bids>. The District reserves the right to amend this RFP prior to the deadline for submission of qualifications. **In order to receive copies or notices of any such amendments/addenda, you must complete the "Prospective Bidder Contact Information" form available on the District's website at <https://cbwcd.org/bids>.** The submission of this information gives you access to the RFP and will place your firm on the Prospective Bidders List. All amendments/addenda will be issued via email only to those listed in the Prospective Bidders List and will be posted on the District's website.

For submittals via *mail*, the envelope containing the Response to RFP must be sealed and contain the words "**DIGITAL MONUMENT SIGN RENOVATION AND MODERNIZATION: Proposal Submittal.**" For submittals via *email*, one (1) PDF version of the proposal should be emailed with the same words in the subject line. Please refer to Section 4, "Submittal of Proposal" for submittal instructions.

SCOPE OF WORK: This is a design/build project. The District is soliciting proposals from qualified firms to design, engineer, fabricate and install an updated digital monument sign with digital and non-digital elements onto the concrete base and footing of the District's existing outdated digital monument sign. The work will include but is not limited to obtaining necessary permits, removal of the existing sign's non-concrete elements and will include two-side-facing push-through internally-lit lettering as well as a two-sided digital display.

License Requirements: The District has determined that the respondent shall possess a license in the classification of California C-45 Contractor's License – Sign Contractor.

See Appendix "A" for further requirements.

Job Walk: An optional job walk is offered on October 23, 2026, at 9:00 AM to see the existing sign location and footing and ask questions.

A contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in this chapter, unless currently registered and qualified to perform public work pursuant to Section 1725.5. Please note: It is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded. Any bids submitted without proof that bidder and any listed subcontractor(s) are currently registered and qualified to perform public work, pursuant to Labor Code Section 1725.5, may not be accepted by the District. This is a prevailing wage project for all demolition and installation labor portions of the scope of work.

REQUEST FOR PROPOSALS ("RFP NO. 2026-02") FOR DIGITAL MONUMENT SIGN RENOVATION AND MODERNIZATION

The Chino Basin Water Conservation District (District) is inviting qualified firms to submit proposals to provide **DIGITAL MONUMENT SIGN RENOVATION AND MODERNIZATION** with the preliminary scope of work, as set forth in **APPENDIX A – PRELIMINARY SCOPE OF WORK**.

The qualified respondent shall be an independent service provider capable of providing experienced, knowledgeable, and professional staff, and shall provide adequate staffing levels at all times and adhere to established schedules.

The qualified respondent shall comply with all federal, state, and local laws, rules, regulations, ordinances, and statutes.

The District will conduct a Non-Mandatory job walk at 4594 San Bernardino St., Montclair, CA 91763 on Friday, October 23, 2026, starting at 9:00 a.m.

1. INTRODUCTION

This RFP is intended to procure contracted services for **DIGITAL MONUMENT SIGN RENOVATION AND MODERNIZATION** for the District which is a public agency whose goal is the protection of the Chino Groundwater Basin (Basin) in order to guarantee that current and future water needs will be met.

2. SCHEDULE OF RFP EVENTS

It is the goal of the District to select the service provider by the end of **December 2026**. In preparation for that action, the following *tentative* schedule of events has been prepared.

<u>Schedule Item</u>	<u>Date**</u>
Release of RFP	Thursday, October 15, 2026
Non-Mandatory Job Walk	Friday, October 23, 2026, at 9:00 a.m.
Deadline for Written Questions	Thursday, October 29, 2026 at 4:00 p.m.
Responses to Questions	Thursday, November 5, 2026 by 5:00 p.m.
Proposals are Due	Thursday, November 12, 2026 by 2:00 p.m.
Approval of Agreement	December 2026

****All dates are subject to change at the discretion of the District.**

All questions, requests for clarifications, changes, exceptions or deviations to the Scope of Work set forth in this RFP must be submitted **via email**:

Scott Kleinrock, Conservation Programs Manager
Chino Basin Water Conservation District
Email: procurement@cbwcd.org

The District will respond to all written questions, if applicable, by issuing a written addendum. Addendums will be emailed to respondents who complete the "Prospective Bidder Contact Information" form available on the District's website at <https://cbwcd.org/bids>

3. PERIOD OF PERFORMANCE

Performance under the proposed Design/Build Agreement is intended to commence after **December 2026** and continue through the duration of the design, fabrication, and installation of the project. In addition, as indicated in Appendix A, Preliminary Scope of Work, Major Task Categories, paragraph 1, subdivisions "r" and "t", diagnostic warranty service is to be provided for the life of the sign, along with manufacturer's online training.

No price increase will be considered during the agreement term, except as may be required by U.S. or State of California wage determinations.

4. SUBMITTAL OF PROPOSAL

Three (3) hard copies or one (1) emailed PDF version of the proposal must be provided no later than Thursday, November 12, 2026 by 2:00 p.m. Submittals received after this time will not be accepted.

All submittals should be clearly marked with the submittal address as follows:

Chino Basin Water Conservation District
Attention: **Scott Kleinrock, Conservation Programs Manager**
4594 San Bernardino Street
Montclair, CA 91763
Email: procurement@cbwcd.org

**RFP Submittal for:
DIGITAL MONUMENT SIGN RENOVATION AND MODERNIZATION**

5. COST OF RFP PREPARATION

The District reserves the right to amend, withdraw and cancel this RFP; to reject all responses to this RFP at any time prior to the agreement execution; and to request or obtain additional information about Respondents and their proposals.

The District shall not be liable for any pre-contractual expenses incurred by any Respondent who prepares a submittal or portions thereof. Pre-contractual expenses are defined as

including, without limitation, expenses incurred by respondents or service providers, if any, in:

- Preparing the proposals and related information in response to this RFP
- Negotiations with the District or any matter related to this procurement
- Costs associated with interviews, meetings, travel or presentations
- All other expenses incurred by a respondent or service provider prior to the date of award and a formal notice to proceed

6. WITHDRAWAL OF PROPOSAL

Proposals may be withdrawn by written notice received by the District at any time prior to the submittal deadline.

7. GENERAL TERMS AND CONDITIONS

The District's Design/Build Agreement Sample Agreement may be found on the District's website at: <https://cbwcd.org/bids/>, under the "See Sample Agreements" section on the main page. Each Respondent is expected to review the general terms and conditions of the sample Design/Build Agreement and acknowledge, in its proposal cover letter, its acceptance of the conditions and terms set forth in that sample Agreement. The District reserves the right to further clarify the terms and conditions of the PSA. **Respondents may suggest changes during the written questions period during the RFP process, for review by legal counsel. The selected Provider will be required to enter into the District's standard Agreement, including provisions related to insurance, indemnification, and ownership of work product, as set forth in the sample Agreement.** The Contract documents governing this work shall include this Request for Proposals and the Appendices attached hereto, and the District's standard agreement form amended or modified for the Scope of Work referenced herein.

8. COMPENSATION

Compensation will be based on a not-to-exceed cost as proposed by the respondent on the Proposal Price Schedule plus reimbursable expenses. Reimbursable expenses must be pre-approved by the District and will be reimbursed at cost without mark-up. The only anticipated reimbursable expense for this project is for the actual cost of the permit paid to the City of Montclair.

9. SCOPE OF WORK

The scope of work shall include the requested services and work described in **Appendix A** of this RFP, which each Respondent should review carefully.

LICENSE REQUIREMENTS

The District has determined that the respondent's team shall include, at a minimum, a California C-45 Contractor's License and Subcontractors shall be identified and licensed

appropriate for their scope of work.

PREVAILING WAGE

The demolition and installation tasks within this RFP's Scope of Work require labor compensation at prevailing wage. The Director of the Department of Industrial Relations of the State of California has ascertained the prevailing rate of per diem wages in dollars, based on a working day of eight hours, for each craft or type of worker or mechanic needed to execute any construction or maintenance contract, which may be awarded by Public Works. Contractors must determine whether services to be performed include classifications subject to the state or federal prevailing wage requirements. The current prevailing wage rates as adopted by the Director of the Department of Industrial Relations are incorporated herein by reference and may be accessed at <http://www.dir.ca.gov/>. Your attention is directed to the California Department of Industrial Relations (DIR) newly published wage classification for wage determinations that may be applicable to this type of work.

The Contractor is required to pay the prevailing wage rate referred to above and is responsible for selecting the classification of workers which will be required to perform this service in accordance with the Contractor's method of performing the work. Pursuant to Section 1775 of the Labor Code (State of California) Contractor shall forfeit \$50 for each calendar day, or portion thereof, for each worker paid less than the stipulated prevailing wage rates for any public work done under this Contract or by any subcontractor. Labor categories subject to prevailing wage requirements, when employed for any work on this project, are wholly the responsibility of the firm or individual named in any Agreement approved by the District. The District will not assume any responsibility for Contractor's failure to pay prevailing wages in accordance with State law.

PAYMENT BOND

Should the selected Contractor utilize the services of any Subcontractor, Contractor also shall provide a Payment Bond in a form acceptable to District listing the District as the obligee of the bond for 100% of the Contract value with surety acceptable to the District. The protection and coverage of the bond furnished by Contractor shall extend at least to the entities protected and types of claims covered by the District's bonds so that no claim can be made against the District's bonds which are not recoverable against Contractor's bonds.

10. RIGHT TO TERMINATE THIS SOLICITATION

The District reserves the right to terminate this solicitation at any time and for any reason.

11. PREPARATION OF PROPOSAL

Proposals must be signed by a duly authorized official of the respondent and include an acknowledgment of receipt of all amendments and/or addenda to the RFP.

12. REQUIREMENTS

The District will seek to award the agreement to the respondent that demonstrates the ability to best meet the needs of the District for the **Design, Fabrication, Installation, and Support Services** in this RFP. Past experience in performing similar services will be a heavily weighted factor in the selection process.

Proposed design and product specifications; quality of performance on previous agreements; ability to meet schedules and budgets; ability to communicate well with District staff, other agencies, and other consultants, will be some of the attributes and factors considered.

All firms participating in this RFP process will be required to submit the following information:

- The legal name of your firm, address, and telephone number.
- The year your present firm was established as currently operated.
- The firm's current annual dollar volume of work.
- A list of agreements that the firm has had with public agencies during the past five years.
- Contact information for principal contact person.
- A representative listing of clients with up-to-date contact information that have received similar services for **DIGITAL MONUMENT SIGN RENOVATION AND MODERNIZATION** or digital monument sign design, fabrication, and installation as described in this RFP during the last 3 years, along with email address of clients the District may contact for reference checks.
- Valid C-45 California Contractor's license number.

Additional Requirements:

- All minimum specifications provided in Appendix A, Preliminary Scope of Work, must be met by the proposed project. Documentation sheets for proposed digital displays must be provided to sufficiently prove that all minimum specifications will be met or exceeded.

13. PROPOSAL CONTENT AND FORMAT

The District requires a specific format for the proposals. The proposals, not including Appendices, **shall not exceed 25 pages in length**. Submission of a folded 11x17 sheet will be allowable and be counted as one (1) page towards the 25-page limitation requirement.

14.1 Cover Letter

The cover letter shall be limited to two (2) pages maximum and will not be counted as part of the total pages count for the submittal. The cover letter shall identify a single contact person for this RFP; **and include a commitment to accept the terms and conditions in the RFP and the Design/Build Agreement.**

14.2 Project Understanding and Approach

This section should demonstrate an understanding of the scope of services. It should describe the general approach, organization, and staffing required for the services requested. All subcontractors and their roles should be identified. The below content is also required as part of this section of the submittal:

- A. Preliminary Design: A scaled drawing or rendering showing the respondent's proposed design for the sign. The design must:
 - a. Follow the design guidance provided in Appendix I
 - b. Show both the existing grade and concrete base which will serve as the base for the new sign elements
 - c. Show the height of the total designed sign relative to grade at the top of the slope. The total height is not to exceed 6'6" above grade at the top of the slope and should be as close as possible to that height. Relevant dimensions are provided in Appendix I.
 - d. Meet all other requirements listed in Appendix A, Scope of Work as relevant to the design.
- B. Specifications: Specifications and product documentation must be provided for the LED Display, Software, Data Connectivity, and any other relevant aspects of the project. Information provided must address ALL specifications listed for the LED Display, Software, and Data Connectivity hardware to prove that the proposal meets the minimum listed specifications.

Proposal pages associated with Sections 14.2.A Design and 14.2.B Specifications will not be counted against the proposal's 25 page limit.

14.3 Qualifications of Respondent and Subcontractor Staff

This section shall identify the qualifications and experience of the responding company, including a summary of relevant work experience and a statement of availability.

Should any firm submitting a proposal consider subcontracting portions of the engagement, that fact must be clearly identified in the proposal along with the name of the proposed subcontracting firms and summaries of those firms' qualifications, work experience, and availability.

14.4 Experience of Firm

Relevant experience of the firm shall be identified. The focus shall be on experience, analysis and documentation for similar **Design, Fabrication, Installation, and Support Services** projects and/or services. Identify recent clients for whom similar services have been provided during the past three years. If relevant work has been performed in this period for public agencies, include those agencies in the list.

14.5 Appendices

Information about the responding firm should be included in this section, along with Appendices C through H (*Appendix B is submitted with Section 14.6*). ***There is no page limit in this section.***

14.6 Fee Schedule

See Appendix B for Cost Proposal Requirements. Fee schedule will be reviewed during the proposal review process and shall include a total cost and not-to-exceed amount for the work described, for each Task, in the Scope of Work (**Appendix A attached hereto**). A Project Milestone schedule should also be included. ***Please list optional tasks, if any, separately.*** Cost proposals will be evaluated as part of the overall proposal; however, the District reserves the right to negotiate scope and fees with the highest-ranked respondent.

Each respondent must fully complete all parts of the Fee Schedule, or their Proposal may be rejected. Be advised that, at any time, the District may require the respondent to further itemize/detail components of proposed prices and/or invoices; i.e. labor, materials, travel expenses, sales taxes, freight charges, etc.). If the respondent desires to convey clarifications/explanations to the information presented on the Proposal Price Schedule, an addendum page(s) may be attached thereto.

14. EVALUATION PROCESS AND CRITERIA

The District will seek to award the agreement to the respondent whose proposal is determined to be the most advantageous to the District, based on proposed design and product specifications, demonstrated competence, professional qualifications, and responsiveness to the requirements of this RFP. Cost will be considered; however, the District is not obligated to award the agreement to the lowest-cost proposer.

All submittals will be initially evaluated by the Assistant General Manager for completeness and quality of the content. Only those providing complete information as required will be considered for evaluation. The ability to follow the instructions in this RFP demonstrates attention to detail. **Proposal Appendices are included as part of this RFP (*Appendices B through H only, as Appendices A and I are not part of the proposal submittal*) and are required to be completed by each respondent in compliance with this RFP.** Respondents submitting incomplete proposals may be deemed nonresponsive and their Proposals rejected in the sole discretion of the District.

The top-ranked firms may be invited to respond to questions about their submittals at an oral interview.

Following the evaluation and ranking of proposals, the District intends to enter into negotiations with the highest-ranked firm to finalize a scope of services and to establish a fair and reasonable not-to-exceed compensation amount. If the District is unable to negotiate a satisfactory agreement with the highest-ranked firm, the District may, in its sole discretion,

terminate negotiations and proceed to negotiate with the next highest-ranked firm, and so forth until an agreement is reached or the District cancels the solicitation. The District reserves the right to reject any and all proposals, to waive informalities and minor irregularities, and to award the agreement in the best interests of the District.

If a proposal is accepted, the respondent will be required to enter into a Professional Services Agreement with the District. A sample of the standard District agreement to be used for services provided under this RFQ may be found on the District's website at: <https://cbwcd.org/bids/>, under the "See Sample Agreements" section on the main page.. The District reserves the right to amend the PSA based on the information provided by the respondent in its response to the RFP. The Contract documents governing this work shall include this Request for Proposals and the Appendices attached hereto, and the District's standard agreement form amended or modified for the Scope of Work referenced herein.

Upon selection of the successful firm and prior to the execution of the Agreement, the firm is required to submit to the District the required insurance certificates for the service provider, and if appropriate its sub-consultants or subcontractors.

15. ADDITIONAL INFORMATION

15.1 EQUAL EMPLOYMENT OPPORTUNITY

The District is an equal opportunity employer and requires all firms to comply with policies and regulations concerning equal employment opportunity.

15.2 PUBLIC INFORMATION ACT REQUESTS

All information contained in proposals submitted in response to this solicitation may be subject to the California Public Records Act (Government Code Section 6250 et seq.), and the use and disclosure of all information submitted to the District will be governed by this Act.

15.3 Identification of proposed subcontractors and requirement for Payment Bond. As indicated in Exhibit H attached hereto, Respondents are required to identify all contractors they propose to utilize in performing work under this Agreement. In the event the successful Respondent intends to utilize a subcontractor or subcontractors, the Contractor will be required to provide a Payment Bond to the District for 100% of the Contract value with surety acceptable to the District. The protection and coverage of the bond furnished by Contractor shall extend at least to the entities protected and types of claims covered by the District's bonds so that no claim can be made against the District's bonds which are not recoverable against Contractor's bonds.

APPENDIX A

PRELIMINARY SCOPE OF WORK

APPENDIX A PRELIMINARY SCOPE OF WORK

The District is inviting qualified firms to submit proposals to provide **DIGITAL MONUMENT SIGN RENOVATION AND MODERNIZATION**, which includes, but is not limited to the following tasks:

The total not-to-exceed cost for each of the MAJOR TASK CATEGORIES listed below shall be listed in Appendix B, COST PROPOSAL. If the respondent believes that additional tasks are warranted, they must be clearly identified in the respondent's proposal as an "Add Alternate".

MAJOR TASK CATEGORIES:

- 1. LED Display:** Respondent shall provide one double face 6mm RGB full color LED outdoor display in accordance with the minimum specifications listed below. **Note: See Appendix I for existing conditions and design requirements:**
 - a. Pixel Pitch: 6mm or higher resolution.
 - b. Pixel Matrix will be 144x384 or higher.
 - c. LED Pixel Configuration: All-in-one SMD 1 Red / 1 Green / 1 Blue.
 - d. LEDs shall be large chip: As part of respondent provided specifications, respondent must provide chip specification sheet including the following information: manufacturer, model, LED dimensions in mm.
 - e. Color Capability: Minimum 281 Trillion Colors.
 - f. Viewing Angle: respondent to provide the display viewing angle specifications in the proposal specifications section.
 - g. Auto Dimming: Equipped with an auto dimming sensor that will automatically adjust LED display brightness based on ambient light.
 - h. LED Cabinet Cooling: Fan System with hood system to keep water out of displays.
 - i. Operating temperature: to 140F or hotter.
 - j. LED Module Waterproofing: IP65 Rated or better for front and back of modules.
 - k. Anode Material: Gold anodes preferred. Respondent to provide information related to anode material (gold or copper) in submittal specifications.
 - l. Display certification: The LED sign and manufacturer must be specifically certified by a Nationally Recognized Testing Laboratory (NRTL) such as Underwriters Laboratory (UL), Intertek (formerly ETL), MET or other NRTL's that are authorized to certify electronic message signs. Signs must be certified and tested complaint with UL48 and UL8750 standards.

- m.** Display Unit Printed Circuit Boards: Four-layer PCBs preferred for signal clarity and thermal management. Respondent to provide information related to PCBs (two or four-layer) in submittal specifications.
- n.** LED Display Dimensions: Design shall maximize available area for LED display while maintaining adequate size for non-digital lettering and complying with structure height limitations (See Appendix I for related design guidance). Respondent to propose precise size based on existing conditions, all listed requirements and specifications, and proposed product module size options.
- o.** Power requirements: Respondent to provide power requirements for the entire sign, including the LED display and back lighting for push-through lettering as part of proposal specifications.
- p.** Communications: Wireless Ethernet, or Cellular. For products utilizing cellular communications, display manufacturer to include a lifetime data plan which will provide cellular data to the display for the life of the display. Respondent to provide information on communications connections and hardware as part of proposal specifications.
- q.** Software: Fully web-based (online) system supporting multiple users, scheduling, content creation editor. Content and schedules saved in user online library. Software to include content library of graphics.
- r.** Warranty: minimum five (5) year parts, five (5) year labor with onsite service. Free diagnostic warranty is to be provided for the life of the sign. Diagnostic warranty is to include technical support, diagnostics, and remote repair when applicable.
- s.** Parts Availability Guarantee: Manufacturer must guarantee all LED display replacement parts for the provided product will remain stocked and available for a minimum of 10 years from installation.
- t.** Training: Display manufacturer is to provide an online training session at a mutually agreed upon time. Assistance with training by phone or by webinar must be available for the life of the display.
- u.** Manufacturer-provided technician must be present for the display installation and initial start-up. Technician will setup all communication interfaces.
- v.** Support and documentation:

 - i.** LED Display must be fully supported in California to provide the best quality control and access to parts and support. US-based factory support personnel must be available by phone or email to ensure timely resolution of support or customer service needs.
 - ii.** Manufacturer provided technical training must be available via phone, web, or onsite to execute initial installation and setup. Additional support and training shall be provided at no charge to maintain long-term support of the system.

- iii. Clear documentation shall be provided in English for all cabinet, structural supports, internal components, external accessories, communication devices, software and installation specific to the system provided.

2. Non-LED Display Sign Elements: Respondent shall provide monument sign elements in accordance with specifications and requirements listed below:

- a. The “Chino Basin Water Conservation District” name cabinet shall use fonts and colors from the Brand Guide document, provided in Appendix I. Final layout, colors, and fonts to be reviewed and approved by the District in writing prior to fabrication.
- b. Lettering shall be Push-through style, ¾” depth cut letters pushed through the sign’s surface and illuminated with LED lights internal to the sign cabinet.
- c. LED lights shall be connected to an auto dimming sensor that will automatically adjust LED display brightness based on ambient light.
- d. Cabinet and any reveal elements shall be made of all aluminum construction and powder coated to CBWCD Brand Guide colors. Final colors to be approved by the District in writing prior to fabrication.
- e. Mounting and structural system: Respondent to provide support structure necessary to securely attach all sign and LED display elements to the existing concrete base. All steel elements are to be primed and painted.
- f. Warranty: shall be provided for Non-LED Display Sign Elements listed in this section. Proposal specifications shall specify warranty length and what is included in the warranty.

3. Exploratory Site Survey:

- a. Prior to finalizing design and prior to beginning fabrication, respondent’s representative will perform an exploratory site survey at the existing sign location.
- b. The exploratory site survey will minimally include: photos of existing building, existing sign, and conditions around the existing sign, measurements of the existing concrete base and footing to be used as the base and footing for all new sign elements, investigation and measurements of existing pole structure internal to the existing sign cabinet and embedded in the concrete base, check and verification of available power, location of any unforeseen obstacles or installation complications.

4. Final Design:

- a. Respondent shall create final design drawings for approval by the District in writing prior to city permit submittals or fabrication.
- b. Design shall be based on the specifications and requirements in this document, design direction provided in appendixes, and any additional direction from District staff.

- c. Design must comply with the District's existing variance with the City of Montclair specifying that the total height of the sign is not to exceed 6'6" above grade where the sign meets grade on the upper side of the slope. See Appendix I for clarification.
- d. Design shall take into account existing footing and concrete base dimensions with engineering confirmation that proposed design meets structural and wind load safety requirements for the total sign size.
- e. Fabrication shall not begin until the District approves the final design in writing. District will submit final design to the City of Montclair for approval prior to providing approval to respondent. Respondent shall provide design revisions as necessary to meet District and City of Montclair requirements.

5. Permit:

- a. Respondent will obtain necessary sign permit as required, meeting all City of Montclair requirements including physical site survey, document gathering, site map drawing, engineering drawings and permit form completion.
- b. Actual direct cost of the permit from City of Montclair may be billed to the District once the permit fee cost is provided by the City of Montclair to the respondent. Permit fees shall be a reimbursement with no markup added.

6. Removal of Existing Sign Elements and Installation of New Sign Elements:

- a. Respondent shall remove and dispose of all parts of the existing sign above the concrete base and footing.
- b. The existing concrete base and footing is to remain to be reused as the base and footing of the new sign elements.
- c. All removal and installation work is to be at California prevailing wage. Respondent to meet all prevailing wage compliance requirements.
- d. Respondent shall provide all installation services of new sign elements. Installation labor to be at California prevailing wage. Respondent shall meet all prevailing wage compliance requirements.
- e. Installation and wiring shall be in accordance with the manufacturer's specifications.
- f. Respondent shall design and include in installation all structural components for the support of all sign and LED display elements.
- g. Installers are to avoid damage to all landscape planting and irrigation elements on site.

7. Optional: Replace CBWCD Round Color Logo Inserts in Concrete Base

- a. Fabricate and install new round CBWCD color logo inserts on both sides of existing concrete sign base.
- b. Use current CBWCD brand guidelines logo. Logo graphic file will be provided by District.

- c. Use high-quality UV-resistant materials for outdoor durability in intense sunlight conditions.
- d. If proposing, provide proposed materials for logo replacement with proposal specification information.

NON-TASK ITEMS:

1. Contractor's Non-Compliance:

If the District determines that there are deficiencies in the performance of this scope of work, the District will provide a written notice to the Contractor to correct the deficiencies within the specified time frames. Said specified time frames shall be reasonable, as determined by the District, in order to correct the specified deficiencies. Should the Contractor fail to correct deficiencies within the specified time frames, the District may contract the work or may perform the work utilizing District employees and/or contract labor. The District will deduct from the Contractor's payment any cost that the District incurs correcting a deficiency of the Contractor. This action shall not be construed as a penalty but as an adjustment of payment to the Contractor for the purpose of recovering the costs incurred by the District due to the failure of the Contractor to comply with the provision of this scope of work. If it becomes necessary for the District to provide personnel to assist or complete a task that was not completed by the Contractor, or not completed in an acceptable manner, the Contractor will be charged the blended hourly rate as established by the District, plus the cost of materials, supplies and equipment. Except as otherwise provided herein, if the District determines that there are deficiencies in the performance of the contract and the District agrees that it is impractical to fix the extent of actual damages resulting from the deficiency, \$500.00 of liquidated damages will be deducted from the Contractor's payment, as indicated in the District's standard Agreement form. In the event of a failure to correct a deficiency or for any other breach of this contract by the Contractor, this contract may be terminated by the District upon thirty (30) calendar days written notice by the District at its sole discretion. In the event of such termination, the Contractor shall only be paid for services rendered and expenses necessarily incurred prior to the effective date of termination.

2. Contractor's Liability:

All damages that, in the District's opinion, are due to the Contractor's operation shall be repaired at the Contractor's expense. All such repairs or replacements shall be completed within the time limits as designated by the District.

3. Safety:

The Contractor agrees to perform all work outlined in this scope of work in such a manner as to meet all accepted standards for safe practices during maintenance operations and to safely maintain and operate all equipment, machines, materials, and chemicals consequential or related to the work; and is solely responsible for complying at all times with all local, County, State Federal or other legal requirements including OSHA Safety Orders, so as to protect all persons, including the Contractor's employees, agents of the District, vendors, members of the public, and others from foreseeable injury to themselves or damage to their property. It shall be the Contractor's responsibility to inspect and identify any practices and conditions that render any portion of the maintained facilities unsafe. The District shall be notified immediately of any unsafe condition that requires correction. The Contractor shall cooperate fully with the District in the investigation of any accidental injury or death occurring on the premises. The Contractor shall clearly post signs in all entry areas prior to any potentially hazardous situations.

4. Construction Hours:

Construction hours shall be 7:30 AM – 4:30 PM, Monday-Friday. Periodic exceptions to this requirement can be requested by the contractor and must be approved by the District in writing.

5. Contractor's Staff:

The Contractor shall require each of their employees or subcontractors to wear safe working attire. This shall include proper safety-toe work shoes and other clothing and personal protective equipment required by Federal and State Safety Regulations.

6. Contractor Signs:

The Contractor shall not post advertising signs within the work areas.

7. Non-Interference:

The Contractor shall respect the peace and quiet of the areas where construction is being performed. The Contractor shall perform services with the least possible obstruction and inconvenience to the public so as to not interfere with the use of the facilities. The District understands that the effects of this project may have some disruption to pedestrian traffic; however, the contractor will be required to have a plan to safely route pedestrians around the construction area, as required.

8. Maintenance, Repairs and Replacements Due to Extraordinary Incidents:

Any extraordinary incident, such as vandalism not related to Contractor negligence, acts of God, and third-party negligence which has or will affect the District's property and is within the scope of the Contractor's responsibilities, shall be documented by the Contractor by phone call, photographs, and/or written statement, and documentation shall be given to the District within eight (8) hours of discovery. The Contractor shall submit a written estimate for the cost of performing vandalism repair work to the District. The District may, upon review and approval of such estimate, authorize the Contractor to perform said work by the issuance of a written work order.

9. Meetings:

The Contractor and any of its staff shall be available to meet daily during the installation process, or as directed by the District, with District staff at a mutually

agreed upon time and District facility to review installation activities, operational and timing activities, pending work, estimates, work quality, and any items related to the Contractor's work under the contract.

APPENDIX B

COST PROPOSAL

APPENDIX B
COST PROPOSAL FOR DIGITAL MONUMENT SIGN RENOVATION AND MODERNIZATION

Respondents shall fully complete this Cost Proposal Schedule and return it with their submittal. All proposed prices and fees shall be held firm-fixed throughout the anticipated contract performance period, and shall include costs associated with all equipment, materials, transportation, overhead, travel, profit insurance, sales and other taxes, licenses, incidentals, and all other related costs necessary to provide any required inspection, certification, load testing, or related services.

A Project Milestone schedule should also be included in this section indicating the respondent's availability to start and the total number of weeks the project is expected to take once an agreement is signed.

Refer to Appendix A, SCOPE OF WORK for additional information on requirements for each major task category.

TASK CATEGORY	CATEGORY COST
1. LED DISPLAY UNIT	
2. NON-LED DISPLAY SIGN ELEMENTS	
3. EXPLORATORY SITE SURVEY	
4. FINAL DESIGN	
5. PERMITTING-RELATED TASKS	
6. REMOVAL OF EXISTING SIGN ELEMENTS AND INSTALLATION OF NEW SIGN ELEMENTS	
7. OPTIONAL: REPLACE CBWCD ROUND LOGO INSERTS	
8. OPTIONAL: OTHER*	
TOTAL NOT-TO-EXCEED COST	

*Note: Costs shall only be included under Category 8, OTHER if the respondent identifies items or tasks required to complete the project which *cannot* be included within the other listed task categories. If costs are proposed under Category 8, OTHER, respondent must attach a supplemental sheet to the cost proposal providing a detailed list of all items or tasks included in OTHER, their itemized costs, and justification for why they were not included in any of the other task categories.

APPENDIX C

DISQUALIFICATION QUESTIONNAIRE

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

APPENDIX D

DISCLOSURE OF GOVERNMENT POSITIONS

APPENDIX D

DISCLOSURE OF GOVERNMENT POSITIONS

Each Respondent shall disclose below whether any owner or employee of Firm currently hold positions as elected or appointed officials, directors, officers, or employees of a governmental entity or held such positions in the past twelve months. List below or state "None."

[illegible]

APPENDIX E

EX PARTE COMMUNICATIONS CERTIFICATION

APPENDIX E
EX PARTE COMMUNICATIONS CERTIFICATION

Please indicate by signing below one of the following two statements. **Only sign one statement.**

I certify that Respondent and Respondent's representatives have not had any communication with a member of the District's Board of Directors concerning **RFP FOR DIGITAL MONUMENT SIGN RENOVATION AND MODERNIZATION**.

Signature

Date

Print

OR

I certify that Respondent and Respondent's representatives have communicated after **Thursday, March 12, 2026** with a member of the District's Board of Directors concerning the **RFP FOR DIGITAL MONUMENT SIGN RENOVATION AND MODERNIZATION**. A copy of all such communications is attached to this form for public distribution.

Signature

Date

Print

APPENDIX F

REFERENCES

**APPENDIX F
REFERENCES**

Respondent: _____

Provide firm name, address, contact person, telephone number, and appropriate information on the service(s) provided to customers similar to those requested in this solicitation document. Respondent must provide requested number of references, or the bid may be considered “non-responsive.” References should be current or former customers for which Respondent is performing, or has performed, similar services within the last **three (3) years**. Potential Subcontractors cannot be references. Any Subcontractors arrangement for the completion of this work shall be listed on a separate page.

Reference #1:

Firm Name: _____

Address (include Zip + 4) _____

Contact Person: _____

Phone No. _____

E-Mail Address: _____

Project Award & Completion Date: _____

Product(s) Used and/or Service(s) Provided:

Reference #2:

Firm Name: _____

Address (include Zip + 4) _____

Contact Person: _____

Phone No. _____

E-Mail Address: _____

Project Award & Completion Date: _____

Product(s) Used and/or Service(s) Provided:

Reference #3:

Firm Name: _____

Address (include Zip + 4) _____

Contact Person: _____

Phone No. _____

E-Mail Address: _____

Project Award & Completion Date: _____

Product(s) Used and/or Service(s) Provided: _____

APPENDIX G

ADDENDA ACKNOWLEDGEMENT FORM

APPENDIX G
ADDENDA ACKNOWLEDGEMENT FORM

As required by the RFP, Respondent must submit this acknowledgement form with its response. One acknowledgement form per response, listing all addenda, is appropriate.

Addendum No.: _____

Addendum No.: _____

Addendum No.: _____

Addendum No.: _____

Addendum No.: _____

Addendum No.: _____

Respondent: _____

Representative's Name: _____

Signature

Date

APPENDIX H

CLASSIFICATION TRADES/SUBCONTRACTORS

APPENDIX H
CLASSIFICATION TRADES/SUBCONTRACTORS

In submitting a proposal for this RFP, the respondent certifies that the following listed DIR Classification Trades and Subcontractors will be used in the work:

Contractor DIR No.: _____

Contractor License No.: _____

Trades used by Contractor:

Subcontractors:

COMPANY NAME	CLASSIFICATION TRADE	LICENSE NO.	EXPIRATION DATE	DIR NO.

By:

Contractor Name

Printed Name

Signature

APPENDIX I

SUPPLEMENTAL INFORMATION



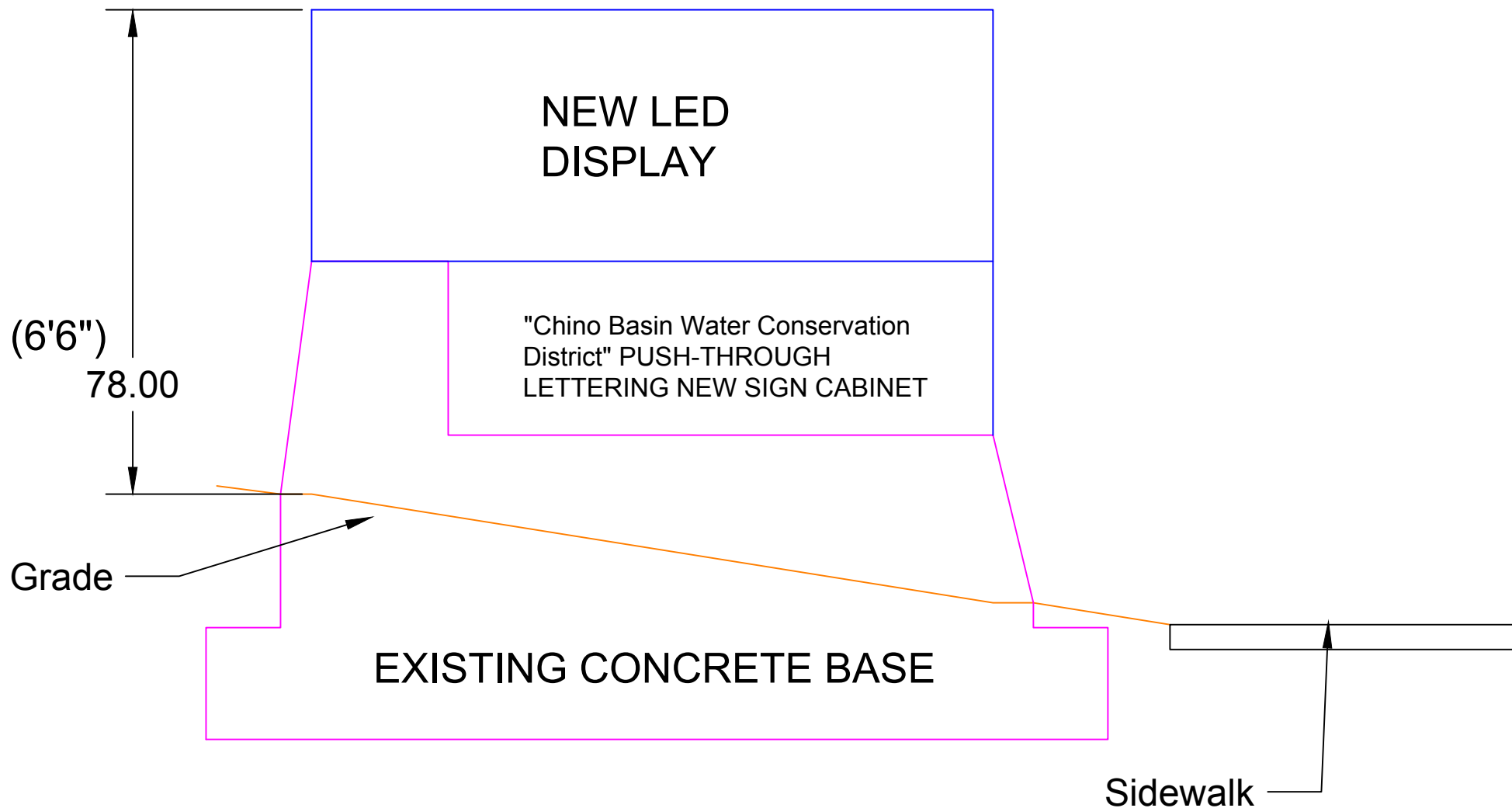
**Optional:
Replace Round Logo
Inserts on Both Sides**

**Retain and Reuse Existing
Concrete Base and Footing**

EXISTING SIGN: RETAIN AND REUSE CONCRETE BASE, REMOVE AND REPLACE ALL OTHER SIGN ELEMENTS







NOTE: STRUCTURE TOTAL HEIGHT SHALL NOT EXCEED 6'6" ABOVE GRATE AT TOP OF SLOPE PER CBWCD'S VARIANCE WITH CITY OF MONTCLAIR. THIS PROJECT MUST COMPLY WITH THE EXISTING HEIGHT RESTRICTION. DESIGN SHOULD MAXIMIZE LED DISPLAY AREA TO THE EXTENT POSSIBLE, AS SHOWN, WITH THE TOP OF THE LED DISPLAY COMING AS CLOSE AS POSSIBLE TO 6'6".

NEW SIGN ELEMENTS BASIC DESIGN GUIDANCE





28.07.2013



CHINO BASIN

**Water
Conservation
District**

**Waterwise
Community
Center**

Identity Guidelines

Practical requirements and
recommendations for applying
the CBWCD identity

October 2018

Master brand logo

Master brand logo

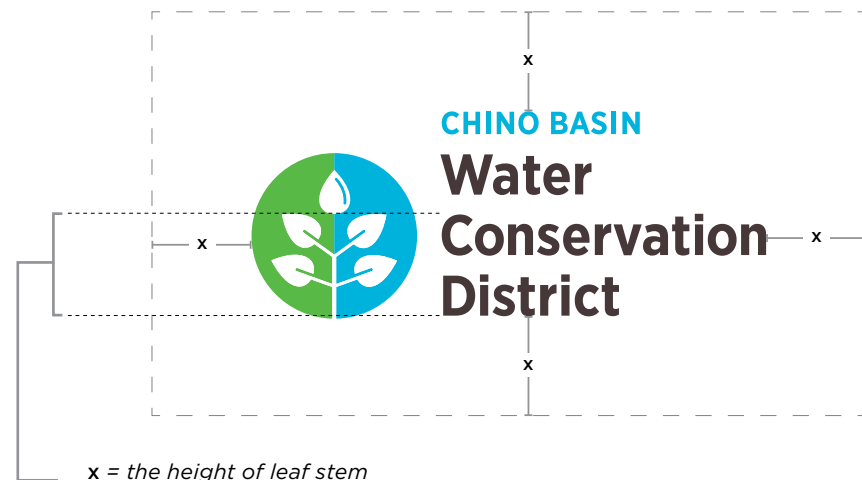
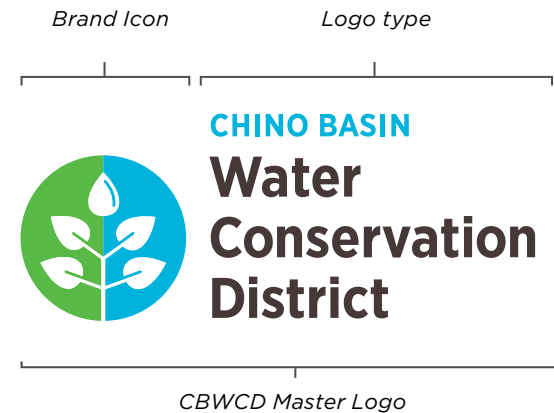
MASTER LOGO

- To be used on all internal administrative and board related documents (staff reports, agendas, policies, job descriptions)
- To be used on all external documents and communications that relate to the District's key functions and audiences as laid out on page 3 (RFPs, grants, contracts/agreements, press releases, training materials)
- When highlighting a District related event or training, include Waterwise Community Center in the address/the location where the event takes place

CLEAR SPACE

To ensure the logo is clearly recognized, the CBWCD logo should be positioned an adequate distance away from other graphic elements.

Please maintain a **minimum clear space equal to the height of the logo** around the perimeter of the entire logo.



Master brand logo: Restrictions

RESTRICTIONS

To reinforce brand recognition, the logo should be applied consistently.

The illustrations here demonstrate ways in which the logo should not be used.



- 1 **DO NOT** put the logo into a containing shape



- 2 **DO NOT** distort or skew the logo



- 3 **DO NOT** alter the font



- 4 **DO NOT** use the logo without the Brand icon



- 5 **DO NOT** change the relative size/proportions of the logo elements



- 6 **DO NOT** reconfigure elements of the mark



- 7 **DO NOT** alter the colors of the mark



- 8 **DO NOT** use the 2 color logo over a pattern or photograph



- 9 **DO NOT** alternate the Brand icon in the logo

Color Palette

Color palette

COLOR PALETTE

The **primary palette colors** should be used for the most prominent gestures of color (e.g., large, solid color blocks or overlays, headlines and key text).

See next page for the secondary palette.

Please note: CMYK values shown here are based on Pantone Matching System (PMS) industry standards for spot-to-process conversion. Actual 4-color process printing results may vary depending on the printer/substrate, so we recommend printing with spot colors when possible, or evaluating 4-color print proofs carefully and working with your preferred printer to achieve optimal color fidelity.

PRIMARY PALETTE



CBWCD Light Blue

COATED
PMS 637 C | CMYK 62/0/8/0
UNCOATED
PMS 311 U | CMYK 56/0/11/0
WEB/SCREEN
RGB 0/194/222 | HEX 65C1DE



CBWCD Brand Green

COATED
PMS 369 C | CMYK 68/0/100/0
UNCOATED
PMS 376 U | CMYK 48/0/95/4
WEB/SCREEN
RGB 112/178/69 | HEX 72B431



CBWCD Brand Blue

COATED
PMS 312 C | CMYK 88/0/11/0
UNCOATED
PMS 3125 U | CMYK 67/0/18/0
WEB/SCREEN
RGB 0/168/209 | HEX 00A8D0



CBWCD Sage Green

COATED
PMS 7490 C | CMYK 61/6/100/0
UNCOATED
PMS 7490 U | CMYK 61/6/92/19
WEB/SCREEN
RGB 117/156/61 | HEX 769B3D



CBWCD Dark Blue

COATED
PMS 314 C | CMYK 100/5/14/17
UNCOATED
PMS 3135 U | CMYK 100/3/18/14
WEB/SCREEN
RGB 10/133/171 | HEX 0084AC



CBWCD Dark Green

COATED
PMS 7731 C | CMYK 79/0/89/0
UNCOATED
PMS 347 U | CMYK 71/0/72/0
WEB/SCREEN
RGB 56/145/74 | HEX 39904A



CBWCD Grey

COATED
PMS 411 C | CMYK 30/42/34/75
UNCOATED
PMS 440 U | CMYK 21/30/27/60
WEB/SCREEN
RGB 94/84/79 | HEX 5E534E

Color palette

COLOR PALETTE

See previous page for primary palette

The **secondary palette colors** should play a supporting role (e.g., secondary design/typographic elements).

Please note: CMYK values shown here are based on Pantone Matching System (PMS) industry standards for spot-to-process conversion. Actual 4-color process printing results may vary depending on the printer/substrate, so we recommend printing with spot colors when possible, or evaluating 4-color print proofs carefully and working with your preferred printer to achieve optimal color fidelity.

SECONDARY PALETTE



CBWCD Yellow

COATED

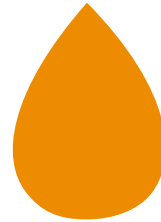
PMS 7409 C | CMYK 0/31/100/0

UNCOATED

PMS 7406 U | CMYK 1/17/93/3

WEB/SCREEN

RGB 242/184/28 | HEX F2B715



CBWCD Orange

COATED

PMS 144 C | CMYK 0/51/100/0

UNCOATED

PMS 144 U | CMYK 0/43/90/0

WEB/SCREEN

RGB 235/150/56 | HEX EA961C



CBWCD Red

COATED

PMS 1797 C | CMYK 2/97/85/7

UNCOATED

PMS 1797 U | CMYK 1/87/89/4

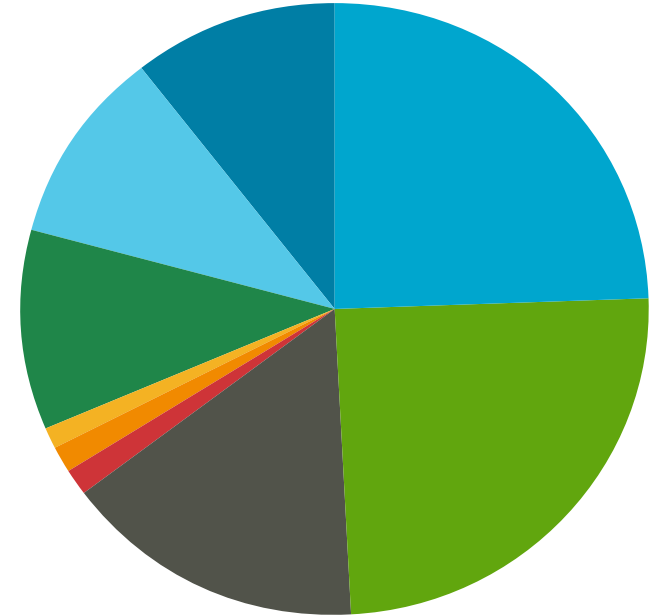
WEB/SCREEN

RGB 201/54/56 | HEX CA3639

Color palette

MASTER BRAND

Because the District's key stakeholders and audiences include government agencies, municipalities, water agencies, and other professionals, emphasis should be on using the blues, greens, and grey in the primary palette to convey a professional (business-to-business) flavor. The secondary colors (yellow, orange and red) should be used very sparingly, for small accents only.



SUB-BRAND

The key stakeholders and audiences for the Waterwise Community Center include residents, families, students and educators. Colors from both the primary and secondary palettes can be used to convey the ways the Center is a welcoming and friendly resource in the community.



Color Palette

4-COLOR LOGO

COLOR VARIATIONS FOR LOGO APPLICATIONS

Consistent use of color with the CBWCD logo helps create a unified brand.

This is applicable across all brand logos.



FULL-COLOR: GREY TEXT

This primary version of the four color logo should be used on white, or light-colored backgrounds.

MASTER BRAND LOGO

_Master Brand folder > _CBWCD_GREY TEXT

SUB-BRAND LOGO

_Sub-brand (WCC) folder > WCC_No-Subtext > _WCC_GREY TEXT

_Sub-brand (WCC) folder > WCC_Horizontal Logo > _WCC-HZTL_GREY-TEXT

_Sub-brand (WCC) folder > WCC_Stacked Logo > _WCC_STACKED_GREY TEXT

CO-BRAND LOGO

_Co-Brand > _Co-Brand_GREY TEXT

FULL-COLOR: WHITE TEXT

This version of the four color logo should be used on dark backgrounds.

MASTER BRAND LOGO

_Master Brand folder > _CBWCD_WHITE TEXT

SUB-BRAND LOGO

_Sub-brand (WCC) folder > WCC_No-Subtext > _WCC_WHITE TEXT

_Sub-brand (WCC) folder > WCC_Horizontal Logo > _WCC-HZTL_WHITE-TEXT

_Sub-brand (WCC) folder > WCC_Stacked Logo > _WCC_STACKED_WHITE TEXT

CO-BRAND LOGO

_Co-Brand > _Co-Brand_WHITE TEXT

Color Palette

2-TONE LOGO

COLOR VARIATIONS FOR LOGO APPLICATIONS

Consistent use of color with the CBWCD logo helps create a unified brand.

This is applicable across all brand logos.



2-TONE COLOR: BLACK

This 2-TONE version can be used in occasions that call for black version, over light background.

MASTER BRAND LOGO

_Master Brand folder > _CBWCD_GREY TEXT

SUB-BRAND LOGO

_Sub-brand (WCC) folder > WCC_No-Subtext> WCC_2TONE-BLACK

_Sub-brand (WCC) folder > WCC_Horizontal Logo > _WCC-HZTL_GREY-TEXT

_Sub-brand (WCC) folder > WCC_Stacked Logo > _WCC_STACKED_GREY TEXT

CO-BRAND LOGO

_Co-Brand > _Co-Brand_GREY TEXT

2-TONE COLOR: WHITE

This 2-TONE version can be used for occasions that call for white version, over dark backgrounds.

MASTER BRAND LOGO

_Master Brand folder > _CBWCD_WHITE TEXT

SUB-BRAND LOGO

_Sub-brand (WCC) folder > WCC_No-Subtext> WCC_2TONE-WHITE

_Sub-brand (WCC) folder > WCC_Horizontal Logo > _WCC-HZTL_WHITE-TEXT

_Sub-brand (WCC) folder > WCC_Stacked Logo > _WCC_STACKED_WHITE TEXT

CO-BRAND LOGO

_Co-Brand > _Co-Brand_WHITE TEXT



Color Palette

2-TONE LOGO

2-TONE COLOR LOGO USAGE

Using the 2-tone white logo

If the logo needs to be used on a color or photo background, it is best to use the 2-tone logo in white, knocked out of the color and/or artwork.

Using the 2-tone black/color logo

If the logo needs to be used on a white background, but is limited in color, the black, brand-blue or brand-green logo can be used.

**Please note, not too many situations call for 2-tone color logo usage.*



Color Palette

1-COLOR LOGO

COLOR VARIATIONS FOR LOGO APPLICATIONS

Consistent use of color with the CBWCD logo helps create a unified brand.

This is applicable across all brand logos.



1-COLOR SPECIAL CASE: BLACK

This is for special production cases only.

MASTER BRAND LOGO

_Master Brand folder > CBWCD_1-COLOR_SPECIALTY > CBWCD_1-COLOR BLACK

SUB-BRAND LOGO

_Sub-brand (WCC) folder > WCC_No-Subtext > WCC_1-COLOR_BLACK

_Sub-brand (WCC) folder > WCC_Horizontal Logo > WCC-HZTL_1-COLOR_SPECIALTY > WCC_HZTL_1-COLOR_BLACK

_Sub-brand (WCC) folder > WCC_Stacked Logo > WCC_STACKED_1-COLOR_SPECIALTY > WCC_STACKED_1-COLOR_BLACK

CO-BRAND LOGO

_Co-Branded > Co-Brand_1-COLOR_SPECIALTY > Co-Brand_1-COLOR BLACK

1-COLOR SPECIAL CASE: WHITE

This is for special production cases only.

MASTER BRAND LOGO

_Master Brand folder > CBWCD_1-COLOR_SPECIALTY > CBWCD_1-COLOR WHITE

SUB-BRAND LOGO

_Sub-brand (WCC) folder > WCC_No-Subtext> WCC_1-COLOR_WHITE

_Sub-brand (WCC) folder > WCC_Horizontal Logo > WCC-HZTL_1-COLOR_SPECIALTY > WCC_HZTL_1-COLOR_WHITE

_Sub-brand (WCC) folder > WCC_Stacked Logo > WCC_STACKED_1-COLOR_SPECIALTY > WCC_STACKED_1-COLOR_WHITE

CO-BRAND LOGO

_Co-Branded > Co-Brand_1-COLOR_SPECIALTY > Co-Brand_1-COLOR WHITE

Typography

Typography

BRAND TYPEFACES

CBWCD's brand typeface is **Gotham Narrow** and **Gotham**, used in a few key weights on all CBWCD branded communications materials.

Gotham Narrow is generally applied to high-level headlines and core brand messages.

Gotham works well for body copy and support/detail text.

See samples on pages 41-47 with more specific specifications.

GOTHAM NARROW

Gotham Narrow Light / *Light Italic*

Gotham Narrow Book / *Book Italic*

Gotham Narrow Medium / *Medium Italic*

Gotham Narrow Bold / *Bold Italic*

Headline Level

GOTHAM

Gotham Thin / *Thin Italic*

Gotham XLight / *XLight Italic*

Gotham Light / *Light Italic*

Gotham Book / *Book Italic*

Gotham Medium / *Medium Italic*

Gotham Bold / *Bold Italic*

Gotham Black / *Black Italic*

Body Copy Level

Typography: Preferred Substitute

SYSTEM FONTS

The free Google fonts **Open Sans** and **Montserrat** are the preferred substitute for staff who do not have Gotham licensed on their computers, and are using applications like Word, Excel or PowerPoint.

Open Sans is generally applied as a substitute for Gotham Narrow for high-level headlines and core brand messages.

Montserrat works well as a substitute for Gotham for body copy and support/detail text.

OPEN SANS

Open Sans Light / *Light Italic*

Open Sans Regular / *Italic*

Open Sans SemiBold / *SemiBold Italic*

Open Sans Bold / *Bold Italic*

Open Sans ExtraBold / *ExtraBold Italic*

Headline Level

MONTSERRAT

Montserrat Light / *Light Italic*

Montserrat Regular / *Italic*

Montserrat Medium / *Medium Italic*

Montserrat SemiBold / *SemiBold Italic*

Montserrat Bold / *Bold Italic*

Montserrat ExtraBold / *ExtraBold Italic*

Body Copy Level

Typographic Look & Feel: E-signature

EMAIL SIGNATURE

A consistent email signature is an important way to brand this type of correspondence.

EMAIL SIGNATURE

Email signature should be used on all initial emails and initial responses.

JOHN DOE	←	NAME: Arial Bold 9/11 pt., color call out (0/168/209)
Title	←	Title/department: Arial Regular 9/11 pt., color call out (0/168/209)
Department	←	SPACE: 9/11 pt space size
T 123-456-7890	←	
C 123-456-7890	←	Contact numbers: Arial Regular 9/11 pt., Black
F 123-456-7890	←	SPACE: 9/11 pt space size
4594 San Bernardino Street	←	
Montclair, CA 91763	←	Mailing and web address & URL: Arial Regular 9/11 pt., Black
cbwcd.org	←	SPACE: 9/11 pt space size
	←	
Waterwise Community Center	←	Logo lock up
	←	SPACE: 9/11 pt space size
   	←	Social media icons: 2 Spaces in between each icon
Sign up for our newsletter	←	Title/department: Arial Regular 7/11 pt., color call out (0/168/209)

Typographic Look & Feel: Branded Lockups

BRANDED LOCKUP WITH KEY TEXT ELEMENTS

There will be times where you will need to closely align key text elements with the logo lockup. Here are a couple of important examples.

USE TEMPLATE FILE NAME: CBWCD_
KeyTextLockup_Template.eps

BRANDED LOCKUP WITH KEY TEXT ELEMENTS



LOREM IPSUM



4594 San Bernardino Street
Montclair, CA 91763