



Charlotte – Uptown  
T 704.334.7925  
F 704.334.7926

101 N. Tryon Street  
Suite 1400  
Charlotte, NC 28202

Davis Montgomery  
Capital Projects Manager  
The City of Burlington  
Burlington, NC 27215

October 31, 2023

**Re: Burlington Pickleball Center – Addendum Number 01 to the Bid Documents**

Dear Davis,

To all general contract bidders for the Bid Proposal:

BID NUMBER: RFP# 23-1108  
Burlington Pickleball Center  
Burlington, North Carolina

Addendum Date: October 31, 2023

- A. This addendum shall be considered part of the bid documents for the above mentioned project as though it had been issued at the same time and shall be incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the of the original bid documents, this Addendum shall govern and take precedence.
- B. It will be construed that each bidder’s proposal is submitted with full knowledge of all modifications and supplemental data specified herein.

The bid documents are modified and clarified, as follows:

Item #1: Pre-Bid Meeting Attendees

Americourt, Grant Glenn, [Grant.Americourt@outlook.com](mailto:Grant.Americourt@outlook.com), 919.316.0490  
Blum Construction, Gina Willis, [gina.willis@flblum.com](mailto:gina.willis@flblum.com), 743.255.7996  
Bobbitt, Matt Roebuck, [mroebuck@bobbitt.com](mailto:mroebuck@bobbitt.com) , 919-800-4644  
Central Builders, Caleb, [Caleb@centralbuildersinc.com](mailto:Caleb@centralbuildersinc.com), 336.227.4551  
ShadeSystems, Matt Johnson, [mat@shadesystemsinc.com](mailto:mat@shadesystemsinc.com) , 352.237.0135 / 800/609.6066

Item #2: List of Interested Bidders

Americourt, Grant Glenn, [Grant.Americourt@outlook.com](mailto:Grant.Americourt@outlook.com), 919-316-0490  
Bar Construction, Kathy Bryant, [kbryant@barconstruction.com](mailto:kbryant@barconstruction.com), 336-274-2477  
Blum Construction, Gina Willis, [gina.willis@flblum.com](mailto:gina.willis@flblum.com), 743-255-7996  
Bobbitt Construction, Matt Roebuck, [mroebuck@bobbitt.com](mailto:mroebuck@bobbitt.com), 984-289-9806  
Central Builders, Caleb, [Caleb@centralbuildersinc.com](mailto:Caleb@centralbuildersinc.com), 336-227-4551  
Construct Connect, Jessica Thomas, [Jessica.Thomas@ConstructConnect.com](mailto:Jessica.Thomas@ConstructConnect.com), 513-458-5943  
Court One, Jon Wright, [jwright@courtone.net](mailto:jwright@courtone.net), 919-570-9355  
GeoSurfaces, Dustin Boudreau, [d.boudreau@geosurfaces.com](mailto:d.boudreau@geosurfaces.com), 704-660-3000  
Hellas Construction, Caleb Marlar, [cmarlar@hellasconstruction.com](mailto:cmarlar@hellasconstruction.com), 512-250-2910



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Bidders noting limited scope:

Carolina Recreation, Blythe Tegland, [blythe@carolina-recreation.com](mailto:blythe@carolina-recreation.com), 704-759-4575 (restroom building)  
Kemco Electric, Scott Whitney, [scott@kencoelectric.com](mailto:scott@kencoelectric.com), 336-684-2839  
NorthState Resurfacing, Mike Alford, 919-365-7500 (court surface)  
Ricky Frazier Construction, Jennie Frazier, [rickyfrazierconstruction@norhtstate.net](mailto:rickyfrazierconstruction@norhtstate.net), 336-498-4437  
Ridge Rock, Rhonda Prevette, [rhonda@ridge-rock.com](mailto:rhonda@ridge-rock.com), 704-504-3358 (retaining wall)  
SportMaster, Oliver Trittenwein, [olivert@sealmasterpmg.com](mailto:olivert@sealmasterpmg.com), 336-337-373 (acrylic surfaces vendor)

### Item #3: Bidder Questions

Question 1 - One initial comment on the specs/details – the pickleball pavement section is detailed as 1.5" of asphalt over 4" of ABC stone. This should really be 3" of asphalt over 6" of ABC stone (which is industry standard) due to the freeze/thaw nature of our climate.

Response: The pavement section detail has been revised. See Attachment C.

Question 2 – Are these outdoor pickleball courts or indoor?

Response: All courts are outdoor courts.

Question 3 - On page 6 of RFP, it states "Contractor is responsible for hiring, scheduling and paying for all third-party testing requirements." Please verify if this is accurate & Third-Party Testing will not be by the City of Burlington. Please verify the extent of Third-Party Testing required.

Response: This is accurate, the Contractor is responsible for third-party testing. The extent of third-party testing is that necessary to meet the requirements of the plans, the specifications, permitting and construction of the project.

Question 4 - Please confirm the lighting for the City Park Pickleball Courts. The shade lighting is shown on the drawings, but the lighting for the courts does not appear to be shown on the drawings.

Response: See sheet Site Plan Enlargements C3.01 and details 2/C3.92, 1/C3.93, 2/C3.93, 3/C3.93, 4/C3.93, and 6/C3.93.

Question 5 - Please confirm if alternate manufacturers for Lighting are acceptable.

Response: Alternate lighting manufacturers are acceptable if they can meet or exceed the performance standards and programming management of the lighting identified as the basis of design.

Question 6 - Can you please provide additional information on the Electrical Panel or the Meter Cabinet (L3.00) at the Fairchild project site? Is the City providing these or to be provided by the GC?

Response: Sheet L2.00 of the FC plans does indicate that new panels, poles, etc. are required, they would be provided by the contractor. The Contractor will provide the electrical panel/meter cabinet and the necessary design for the panel based on loads represented on the plans for the basis of design lighting requirements. The design loads should include additional capacity for the CCTV, speakers, etc.

Question 7 - The bid proposal form request pricing for the bathroom structure to be broken out in the base bid. The specifications indicate the Pickleball Bathroom structure to be a Preferred Alternate No. 2. Please clarify how to include the Pickleball Bathroom structure in our bid proposal.

Response: There are no alternates in the bid package. The pickleball bathroom structure should be identified as a separate line item in the bid.



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Question 8 - Would City of Burlington be open to receive pricing for the Pickleball Restroom Structure to be built on site traditionally as opposed to a Prefabricated Structure as an alternate?

Response: Yes, providing a similar design, similar finish materials, and similar overall appearance.

Question 9 - A banner with structure is attached on the light pole per C3.93. It does not appear to have specifications on basis of design for this banner & structure. Can you please confirm design?

Response: The banner brackets should be coordinated with the specific light pole design selected and able to accommodate the banner size indicated in the drawing.

Question 10 - Can you provide meeting notes from the Pre-Bid meeting?

Response: The Pre-Bid meeting was an informal overview of the project scope and sites. There are no formal notes from the meeting.

Question 11 - The new pickle courts have a very light stone and paving spec at 4" stone and 1.5" asphalt. The minimum recommendation for our region is typically 6" stone and 3" paving. Specs less than that are more prone to issues down the road.

Response: A change in pavement profile is included in this addendum.

Question 12 - Can we leave greenway inaccessible at any point? Or will we be required to have access at all times?

Response: The contractor will have to maintain access to the walking path.

Question 13 - Referring to question #12, if it is a requirement to maintain access, can we use stone for temp use, or will it need to be asphalt?

Response: A temporary stone path is acceptable.

Question 14 - Please advise if PT slab will be a suitable option for court surface.

Response: PT concrete slab is not acceptable.

Question 15 - Is the asphalt designation for the pickleball courts correct.

Response: The typographic error has been corrected to read "S9.5A" for the asphalt designation.

Question 16 - For the added parking spots on the roadway, should the standard duty or heavy duty specifications be used?

Response: The Standard Duty specifications should be used for the parking expansion.

#### Attachment A – Revision to Drawings

Fairchild Park, Demolition Plan Sheet L2.00 – indicates the 1" milling of the entire asphalt court surface.

#### Attachment B – Revision to Drawings

Fairchild Park, Site Details Sheet C3.91

Fairchild Park, Detail 3/C3.91 "Court Resurfacing"– Existing asphalt court to receive a 1.5" resurfacing layer of S9.5A asphalt.

Fairchild Park, Detail 11/C3.91 "Interior Fence Post Footing" – Modified to reflect asphalt resurfacing layer.

#### Attachment C – Revision to Drawings

City Park, Site Details Sheet C3.91

City Park, Detail 3/C3.91 "Pickleball Asphalt Surface" – 3" surface course of S.95A asphalt installed in two 1.5" lifts, with 6" ABC base course



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#### Attachment D – City of Burlington Brand Guidelines

Note the Primary and Supporting colors detailed on page five.

**You must ensure that your selected finish products can match the priority City brand colors noted below:**

Priority

- #1 Burlington Blue and Parks Green
- #2 Cammack Blue
- #3 Innovation Gray
- #4 Mackintosh Indigo and Connected Orange

(Note that shade structure fabric covers will most likely be the Parks Green)

#### Attachment E – Bid Form Revision Page 9/11

Revised bid sheet page adding Landscaping as a separate line item in the bid.

Sincerely yours,

A handwritten signature in black ink that reads "Tedd Duncan".

Tedd Duncan, PLA  
Managing Studio Leader

Enclosed: Fairchild Park Demolition Plan Sheet L2.00 (PDF)  
Fairchild Park Detail Sheet C3.91 (PDF)  
City Park Site Details Sheet C3.91 (PDF)  
COB Brand Guidelines (PDF)  
Bid Form page 9/11

CC: Nolan Kirkman, COB  
Taylor Bishal, CPL









# Brand Guidelines

*Last Updated: 5/7/21*



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## Why focus on branding?

The City of Burlington brand is more than our name, our logo, our colors, and fonts. It's an expression of our enduring values and the promises we make to our residents, businesses, visitors, and organizations. As we continue to grow and thrive, this Brand Guidelines document will be an effective tool for brand management, enabling us to maintain a consistent, professional image across our served markets.

The components of our brand provide a visual and verbal representation of our city. Our logo, website, print materials, signage, social media, and other marketing-communications must adhere to the standards outlined in this guide to yield positive, long-term results. This means our colors and fonts are important. The photos we use are important. The language we use is important. Our commitment to excellence in the details of our branding sets the tone for the experience our residents can expect from the City of Burlington.

These Brand Guidelines outline the proper use of our brand in visual and written communications.

The purpose of this guide is not to restrict creativity or discourage new ideas. Rather, it is our aim to keep the City of Burlington brand from drifting over time, resulting in multiple versions of the logo, several different color schemes, confusion to the people we serve, and a lack of recognition of what our community is accomplishing together. These inconsistencies not only dilute the value of the brand, but they also increase the amount of work required to execute even the most basic marketing-communications projects.

If managed well, our brand will be respected and promoted across our region in a way that fosters trust and creates enduring value. Thank you for helping us be good stewards of the City of Burlington brand.

Sincerely,

*Community Engagement Dept.*

City of Burlington, North Carolina

# Brand Elements

The mix of serif and sans serif typefaces in the words of Burlington’s brand convey a sense of recognition of both our history, and our optimism that the best days and greatest accomplishments of our city lie ahead.



The Burlington B can be used with the brand mark, as shown above, or it can be used independently as an icon. The green Progress Arc within it represents forward momentum, opportunity, and what a community can accomplish when working together, acknowledging that the success of a community is built upon the success its members.

The green horizontal rule is used across most of the organization identity marks, helping to visually separate content for legibility and quicker brand recognition.

# Typography

To protect the integrity of the City of Burlington brand, please use the following fonts as you produce everyday communications (print promotions, social media posts, letters, signage, etc.). These supporting font families are easily accessible, cross-platform, and available for web or print use. These free open source Google fonts will promote consistent use across the organization and reflect well on our city identity.

## LIBRE FRANKLIN

This font is available in the following weights:

Thin	Regular	<b>Bold</b>
<i>Thin Italic</i>	<i>Italic</i>	<b><i>Bold Italic</i></b>
Extra-Light	Medium	<b>ExtraBold</b>
<i>Extra-Light Italic</i>	<i>Medium Italic</i>	<b><i>ExtraBold Italic</i></b>
Light	Semi-Bold	<b>Black</b>
<i>Light Italic</i>	<i>Semi-Bold Italic</i>	<b><i>Black Italic</i></b>

[Download from Google Fonts](#) 

## CRIMSON TEXT

This font is available in the following weights:

Regular	SemiBold	<b>Bold</b>
<i>Italic</i>	<i>SemiBold Italic</i>	<b><i>Bold Italic</i></b>

[Download from Google Fonts](#) 

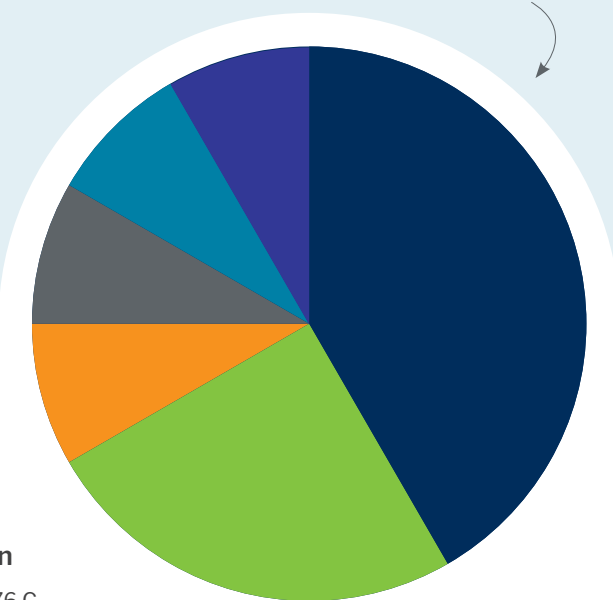
## ALTERNATE FONTS

If you are in a situation where the recommended fonts are not immediately available for use, City of Burlington Staff, who primarily use PCs for everyday documents and emails, can use the following readily available native fonts as alternates: **Trebuchet MS** and **Georgia**.

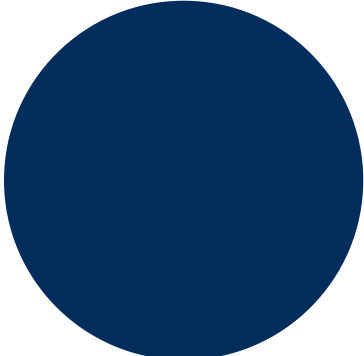
# Color Usage

As visualized here, Burlington Blue and Parks Green are to be used the majority of the time.

Burlington Blue and Parks Green are the most recognizable colors in the City of Burlington brand. You see them on everything from directional signage and park monuments to newsletters and Facebook updates. The four supporting colors add visual interest and energy for signage and digital communication materials. All brand colors can be used at different opacities, where additional color enhances communication and aesthetics.

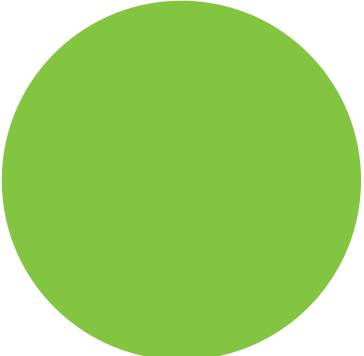


## PRIMARY COLORS



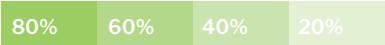
### Burlington Blue

Spot 295 C  
 CMYK 100 / 69 / 8 / 54  
 RGB 0 / 40 / 85  
 HTML #002855

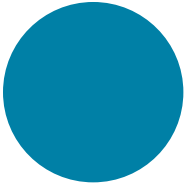


### Parks Green

SPOT 376 C  
 CMYK 54 / 0 / 100 / 0  
 RGB 132 / 189 / 0  
 HTML #84BD00

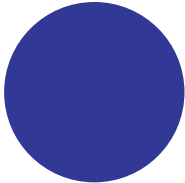


## SUPPORTING COLORS



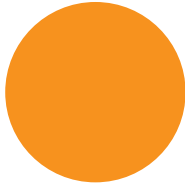
### Cammack Blue

SPOT 633 C  
 CMYK 98 / 6 / 10 / 29  
 RGB 0 / 115 / 150  
 HTML #007396



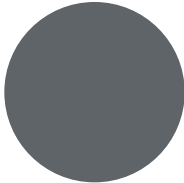
### Mackintosh Indigo

SPOT 2736 C  
 CMYK 97 / 95 / 0 / 0  
 RGB 23 / 28 / 143  
 HTML #171C8F



### Connected Orange

SPOT 144 C  
 CMYK 0 / 51 / 100 / 0  
 RGB 237 / 139 / 0  
 HTML #ED8B00



### Innovation Gray

SPOT 424 C  
 CMYK 30 / 20 / 19 / 58  
 RGB 112 / 115 / 114  
 HTML #707372



# Display Standards



## LOGO FORMS

The City of Burlington brand exists in three arrangements, across five color variants. Color versions are the form the brand most often takes, but the other versions serve valuable purposes. Reverse variants are helpful when the brand is displayed over a dark background. White versions can look great over photography. Black versions function where black and white or grayscale printing is required.

	HORIZONTAL (FULL NAME)	HORIZONTAL	VERTICAL
COLOR			
BLUE			
REVERSE			
WHITE			
BLACK			

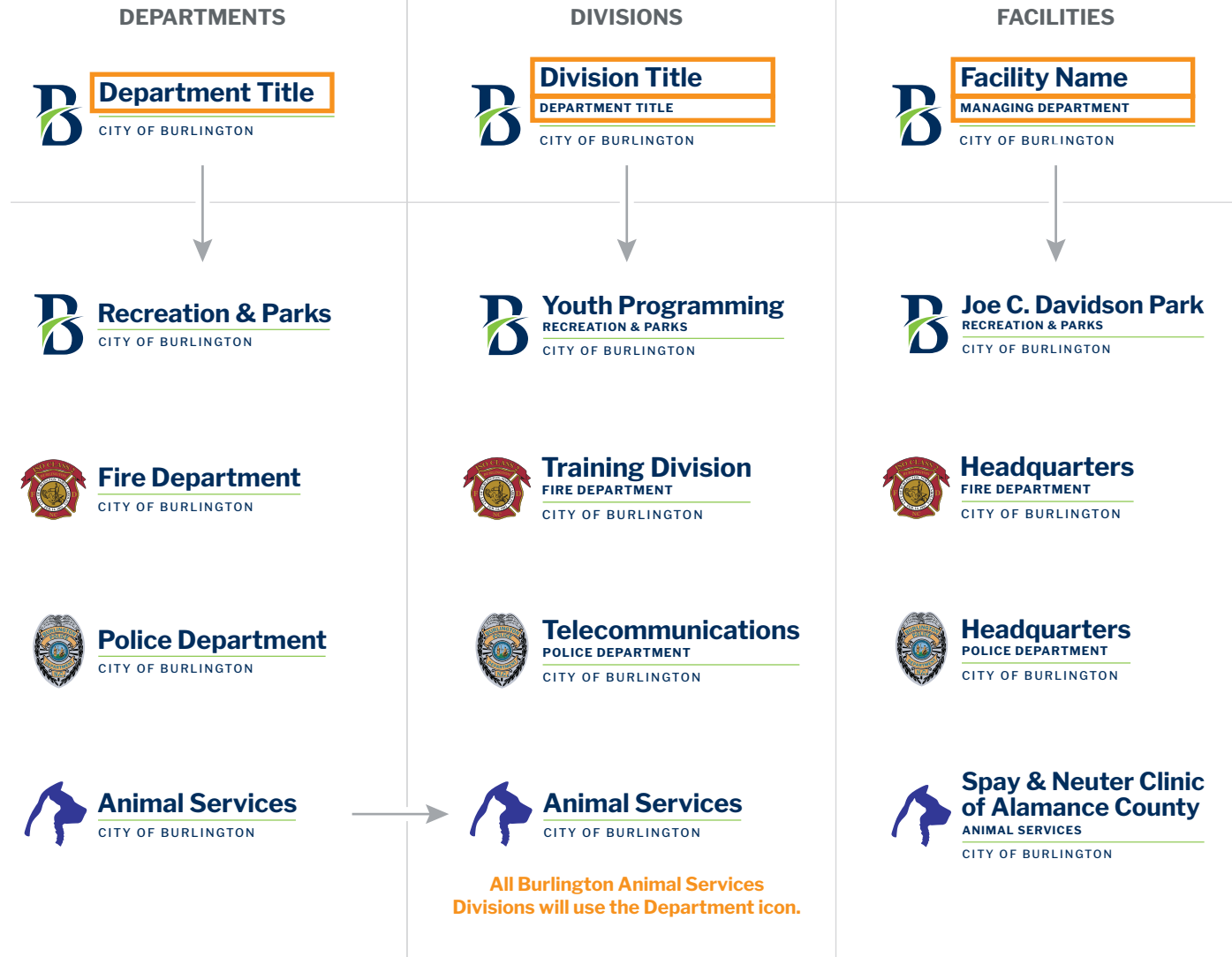
# Display Standards



## SUB-BRANDS

A municipal brand needs to scale across an organization with many roles and functions. The City of Burlington brand includes sub-brands for departments, divisions within departments, and facilities that are maintained by departments. Aligning the respective department and division of City government to the service provided educates our community as to areas of responsibility.

Three large departments that engage with the public have their own icon. They are Recreation & Parks, Fire, and Police. All others will carry the Burlington B icon. Examples are shown on the right.



# Display Standards



## SUB-BRAND SELECTION

### ► *Scenario #1*

The City Logo encompasses us all and gives credit to the whole the organization. Many times it isn't relevant to our audience what department or division is putting out information, only that the information is coming from the City of Burlington. In such instances, it is best to use the City Logo.



### ► *Scenario #2*

Use the Department Logo if the information encompasses multiple divisions or if it is not relevant that the information is coming from a specific Division.



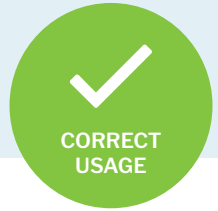
### ► *Scenario #3*

Use the Division Icon when providing this information will be helpful for the audience. For example, it is important for the community to understand that our Youth Programming division is specially trained and certified to interact with young people. Using the Youth Programming Division Logo helps communicate this to residents.





# Display Standards



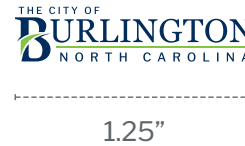
## SIZE & SPACING

- ✓ **Correct Minimum Size**  
The City of Burlington logo should be no smaller than 1.25" wide for the horizontal versions and 1.0" wide for vertical versions.

- ✓ **Correct Logo Buffer Zone**  
It is important to maintain a buffer zone of blank space when using the logo. An easy way to determine the right amount of buffer zone is to use elements within the logo as reference. A buffer zone equal to or greater than the height of the letter N in horizontal variants, and the vertical stem of the letter B in the icon, should be used as a guide for proper margins around the logo in both print and digital usage.

- ✓ **The Burlington Gradient**  
Our city colors reflect the beauty of our open skies, flowing water, and rolling land. They also flow from dark to light, pointing toward a vibrant future. Use Burlington Blue, Cammack Blue, and Parks Green, in this order, from left to right, when including the Burlington Gradient in your material. This is a design element we would like to use across Departments and Divisions.

### HORIZONTAL



### VERTICAL



Burlington Blue

Cammack Blue

Parks Green



# Display Standards



## INCORRECT USAGE

The examples on this page demonstrate unacceptable uses of the City of Burlington brand.

 Incorrect Fonts



 Wrong Colors



 Incomplete Logo



 Logo Stretched



 Modified Logo



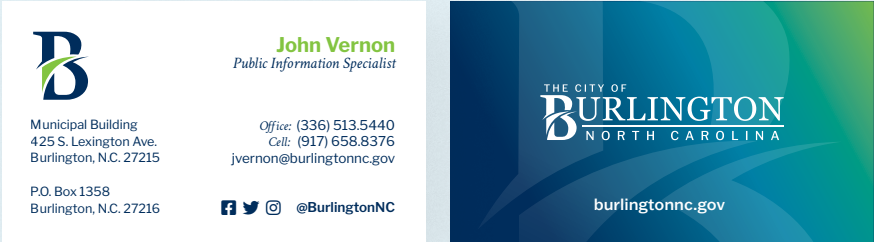
 Element Added



# Print Collateral

The City of Burlington brand should be implemented across all stationery and print collateral. Examples are provided to show approved application. All collateral should be printed on bright white opaque stock with wove or matte finish.

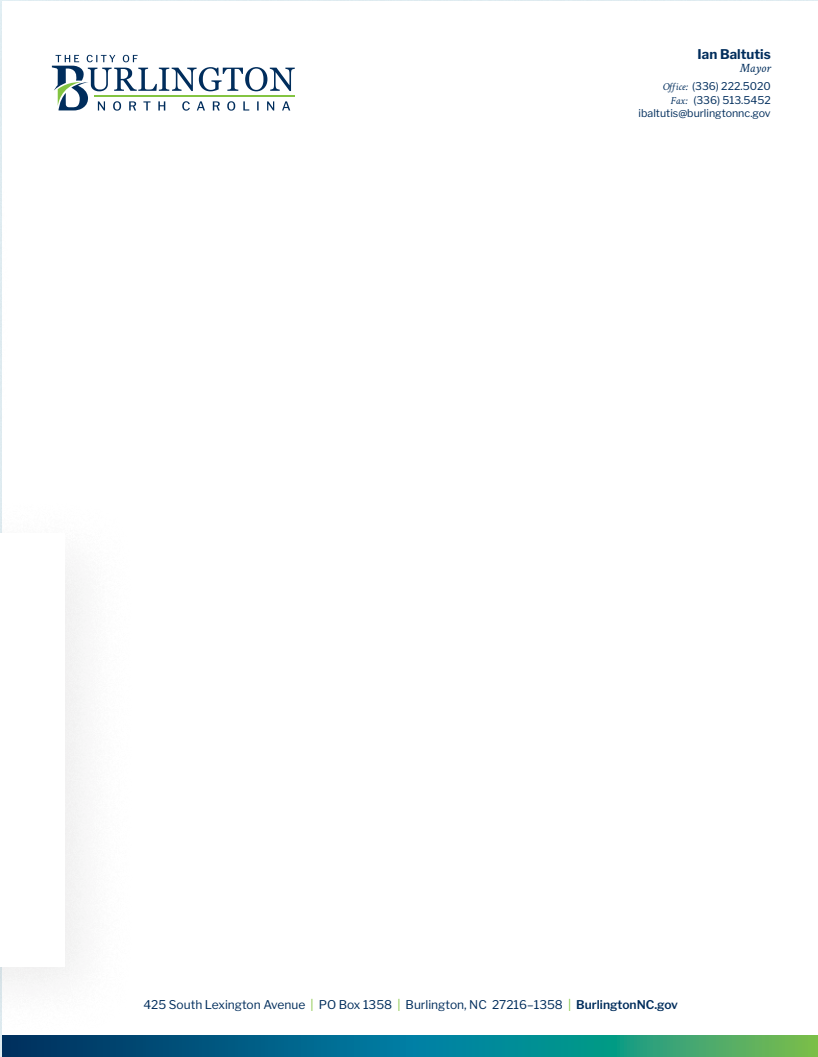
## ✓ Business Card



## ✓ #10 Envelope



## ✓ Letterhead



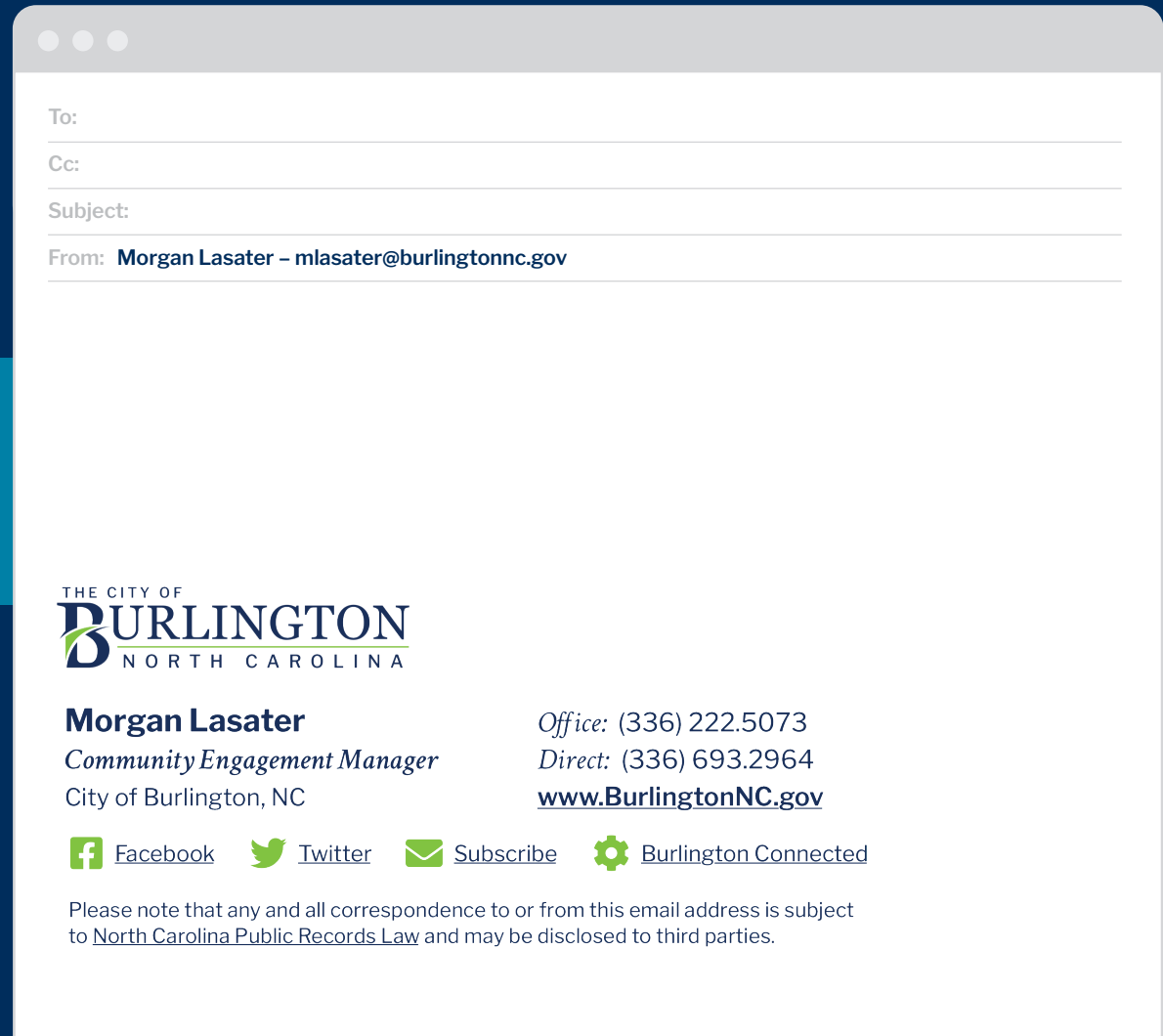
# Email Signature

Standardizing our email signature is one of the most efficient ways to professionally represent our brand with consistency to our constituency, as well as across our organization, internally. Please adhere to the following standards when setting up email signatures for the City of Burlington employees.

**FOR WEBSAFE FONTS, USE TREBUCHET MS (INSTEAD OF LIBRE FRANKLIN) & GEORGIA (INSTEAD OF CRIMSON TEXT) FOR YOUR EMAIL SIGNATURE**

<b>NAME:</b>	Libre Franklin Bold
<b>WEB ADDRESS:</b>	Libre Franklin Bold
<b>LOCATION:</b>	Libre Franklin Regular
<b>LINKS:</b>	Libre Franklin Regular
<b>TITLE:</b>	Crimson Text Semibold Italic
<b>PHONE LABELS:</b>	Crimson Text Italic

Access the Signature Here 



The screenshot shows a browser window with a white background and a grey header. The header contains three small circles (macOS window control buttons). Below the header, there are four horizontal lines for email fields: 'To:', 'Cc:', 'Subject:', and 'From:'. The 'From:' field is pre-filled with 'Morgan Lasater - mlasater@burlingtonnc.gov'. Below the fields, there is a large white area for the email signature. The signature includes the City of Burlington logo, the name 'Morgan Lasater', his title 'Community Engagement Manager', his office location 'City of Burlington, NC', his office phone number '(336) 222.5073', his direct phone number '(336) 693.2964', and the website 'www.BurlingtonNC.gov'. Below the signature, there are four social media icons: Facebook, Twitter, a green envelope icon for 'Subscribe', and a gear icon for 'Burlington Connected'. At the bottom of the signature area, there is a disclaimer: 'Please note that any and all correspondence to or from this email address is subject to North Carolina Public Records Law and may be disclosed to third parties.'

# Programs & Events

For departments with multiple divisions that create and manage events, the department lock-ups should be applied to promotional media. This brings clarity as to the scope of services the city is responsible for and how each department implements programs and events, as well as maintain facilities.

Use the logo version with the most contrast for optimal legibility. The program and event identity lock-ups come in three color variants.



REVERSE LOCK-UP



COLOR LOCK-UP



WHITE LOCK-UP



# Digital Assets

## CITY BRAND

Digital Assets will be housed on a shared drive and available to all City employees for download.

### EPS

(VECTOR FILES)

#### Icon

COB-Icon-Black.eps  
COB-Icon-Bue.eps  
COB-Icon-Color.eps  
COB-Icon-Reverse.eps  
COB-Icon-White.eps

#### Horizontal

COB-Logo-Horiz City-Black.eps  
COB-Logo-Horiz City-Blue.eps  
COB-Logo-Horiz City-Color.eps  
COB-Logo-Horiz City-Reverse.eps  
COB-Logo-Horiz City-White.eps  
COB-Logo-Horiz-Black.eps  
COB-Logo-Horiz-Blue.eps  
COB-Logo-Horiz-Color.eps  
COB-Logo-Horiz-Reverse.eps  
COB-Logo-Horiz-White.eps

#### Vertical

COB-Logo-Vert-White.eps  
COB-Logo-Vert-Black.eps  
COB-Logo-Vert-Blue.eps  
COB-Logo-Vert-Color.eps  
COB-Logo-Vert-Reverse.eps

### PNG

(300PPI HIGH RES RASTER)

#### Icon

COB-Icon-Black.png  
COB-Icon-Blue.png  
COB-Icon-Color.png  
COB-Icon-Reverse.png  
COB-Icon-White.png

#### Horizontal

COB-Logo-Horiz City-Black.png  
COB-Logo-Horiz City-Blue.png  
COB-Logo-Horiz City-Color.png  
COB-Logo-Horiz City-Reverse.png  
COB-Logo-Horiz City-White.png  
COB-Logo-Horiz-Black.png  
COB-Logo-Horiz-Blue.png  
COB-Logo-Horiz-Color.png  
COB-Logo-Horiz-Reverse.png  
COB-Logo-Horiz-White.png

#### Vertical

COB-Logo-Vert-Black.png  
COB-Logo-Vert-Blue.png  
COB-Logo-Vert-Color.png  
COB-Logo-Vert-Reverse.png  
COB-Logo-Vert-White.png

### SVG

(WEB VECTOR)

#### Icon

COB-Icon-White.svg  
COB-Icon-Black.svg  
COB-Icon-Blue.svg  
COB-Icon-Color.svg  
COB-Icon-Reverse.svg

#### Horizontal

COB-Logo-Horiz City-Black.svg  
COB-Logo-Horiz City-Color.svg  
COB-Logo-Horiz City-Reverse.svg  
COB-Logo-Horiz City-White.svg  
COB-Logo-Horiz Full Name-Blue.svg  
COB-Logo-Horiz-Black.svg  
COB-Logo-Horiz-Blue.svg  
COB-Logo-Horiz-Color.svg  
COB-Logo-Horiz-Reverse.svg  
COB-Logo-Horiz-White.svg

#### Vertical

COB-Logo-Vert-Black.svg  
COB-Logo-Vert-Blue.svg  
COB-Logo-Vert-Color.svg  
COB-Logo-Vert-Reverse.svg  
COB-Logo-Vert-White.svg

## FILE FORMAT EXPLANATIONS

### EPS

*(Encapsulated Postscript File)*

An EPS file is a vector graphic. This format may be requested by commercial printers, signmakers, or embroidering companies. This file type is scalable without losing quality.

### PNG

*(Portable Network Graphics)*

A PNG file is a bitmap graphic. It should be used when a transparent background is required. A high-resolution PNG can be used for electronic or print applications. It cannot be enlarged without losing image quality.

### SVG

*(Scalable Vector Graphics)*

An SVG is an XML-based vector image format for web and animation usage. An SVG file can be scaled to different sizes without losing quality.

# Digital Assets

## DEPARTMENT SUB-BRANDS

Digital Assets will be housed on a shared drive and available to all City employees for download.

### EPS

(VECTOR FILES)

- COB-Logo-Dept-Admin-Color.eps
- COB-Logo-Dept-Animal Services-Color.eps
- COB-Logo-Dept-City Clerk-Color.eps
- COB-Logo-Dept-Comm Engmt-Color.eps
- COB-Logo-Dept-Economic Dev-Color.eps
- COB-Logo-Dept-Engineering-Color.eps
- COB-Logo-Dept-Finance-Color.eps
- COB-Logo-Dept-Fire-Color.eps
- COB-Logo-Dept-HR-Color.eps
- COB-Logo-Dept-Inspections-Color.eps
- COB-Logo-Dept-IT-Color.eps
- COB-Logo-Dept-Legal-Color.eps
- COB-Logo-Dept-Planning-Color.eps
- COB-Logo-Dept-Police-Color.eps
- COB-Logo-Dept-Public Works-Color.eps
- COB-Logo-Dept-Rec-Color.eps
- COB-Logo-Dept-Transportation-Color.eps
- COB-Logo-Dept-Water Resources-Color.eps

### PNG

(300PPI HIGH RES RASTER)

- COB-Logo-Dept-Admin-Color.png
- COB-Logo-Dept-Animal Services-Color.png
- COB-Logo-Dept-City Clerk-Color.png
- COB-Logo-Dept-Comm Engmt-Color.png
- COB-Logo-Dept-Economic Dev-Color.png
- COB-Logo-Dept-Engineering-Color.png
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- COB-Logo-Dept-Police-Color.png
- COB-Logo-Dept-Public Works-Color.png
- COB-Logo-Dept-Rec-Color.png
- COB-Logo-Dept-Transportation-Color.png
- COB-Logo-Dept-Water Resources-Color.png

### SVG

(WEB VECTOR)

- COB-Logo-Dept-Admin-Color.svg
- COB-Logo-Dept-Animal Services-Color.svg
- COB-Logo-Dept-City Clerk-Color.svg
- COB-Logo-Dept-Comm Engmt-Color.svg
- COB-Logo-Dept-Economic Dev-Color.svg
- COB-Logo-Dept-Engineering-Color.svg
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- COB-Logo-Dept-Public Works-Color.svg
- COB-Logo-Dept-Rec-Color.svg
- COB-Logo-Dept-Transportation-Color.svg
- COB-Logo-Dept-Water Resources-Color.svg

# Digital Assets

## DIVISION SUB-BRANDS

Digital Assets will be housed on a shared drive and available to all City employees for download.

### EPS

(VECTOR FILES)

COB-Logo-Div-Aquatics-Color.eps  
COB-Logo-Div-Athletics-Color.eps  
COB-Logo-Div-Code Enf-Color.eps  
COB-Logo-Div-Comm Relations-Color.eps  
COB-Logo-Div-Criminal-Color.eps  
COB-Logo-Div-Customer Service-Color.eps  
COB-Logo-Div-Downtown-Color.eps  
COB-Logo-Div-Emergency Mgmt-Color.eps  
COB-Logo-Div-Emergency Response-Color.eps  
COB-Logo-Div-Fire Prevention-Color.eps  
COB-Logo-Div-GIS-Color.eps  
COB-Logo-Div-Occu Health & Wellness-Color.eps  
COB-Logo-Div-Patrol-Color.eps  
COB-Logo-Div-Pet Adoption-Color.eps  
COB-Logo-Div-Pro Standards-Color.eps  
COB-Logo-Div-Purchasing-Color.eps  
COB-Logo-Div-Safety-Color.eps  
COB-Logo-Div-Spay & Neuter-Color.eps  
COB-Logo-Div-Special Events-Color.eps  
COB-Logo-Div-Stormwater-Color.eps  
COB-Logo-Div-Tax-Color.eps  
COB-Logo-Div-Telecom-Color.eps  
COB-Logo-Div-Training-Color.eps  
COB-Logo-Div-Youth-Color.eps

### PNG

(300PPI HIGH RES RASTER)

COB-Logo-Div-Youth-Color.png  
COB-Logo-Div-Aquatics-Color.png  
COB-Logo-Div-Athletics-Color.png  
COB-Logo-Div-Code Enf-Color.png  
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COB-Logo-Div-Tax-Color.png  
COB-Logo-Div-Telecom-Color.png  
COB-Logo-Div-Training-Color.png

### SVG

(WEB VECTOR)

COB-Logo-Div-Youth-Color.svg  
COB-Logo-Div-Aquatics-Color.svg  
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COB-Logo-Div-Tax-Color.svg  
COB-Logo-Div-Telecom-Color.svg  
COB-Logo-Div-Training-Color.svg



# Digital Assets

## FACILITY SUB-BRANDS

Digital Assets will be housed on a shared drive and available to all City employees for download.

### EPS

(VECTOR FILES)

COB-Logo-Facility-Cammack-Color.eps  
COB-Logo-Facility-City Park-Color.eps  
COB-Logo-Facility-Dothan-Color.eps  
COB-Logo-Facility-Elmira-Color.eps  
COB-Logo-Facility-Eva Baker-Color.eps  
COB-Logo-Facility-Fairchild Comm Cntr-Color.eps  
COB-Logo-Facility-Fairchild Park-Color.eps  
COB-Logo-Facility-Fire HQ-Color.eps  
COB-Logo-Facility-Fire Station 2-Color.eps  
COB-Logo-Facility-Fire Station 3-Color.eps  
COB-Logo-Facility-Fire Station 4-Color.eps  
COB-Logo-Facility-Fire Station 5-Color.eps  
COB-Logo-Facility-Fire Station 6-Color.eps  
COB-Logo-Facility-Guilford Mackintosh-Color.eps  
COB-Logo-Facility-JC Davidson-Color.eps  
COB-Logo-Facility-Jiggs Askew-Color.eps  
COB-Logo-Facility-Kernodle-Color.eps  
COB-Logo-Facility-Mackintosh-Color.eps  
COB-Logo-Facility-Mayco Bigelow-Color.eps  
COB-Logo-Facility-Municipal Annex-Color.eps  
COB-Logo-Facility-Municipal Bldg-Color.eps  
COB-Logo-Facility-North Park-Color.eps  
COB-Logo-Facility-Northwestern-Color.eps  
COB-Logo-Facility-Occ Health Clinic-Color.eps  
COB-Logo-Facility-Paramount Theater-Color.eps  
COB-Logo-Facility-Petersburgh-Color.eps  
COB-Logo-Facility-Police HQ-Color.eps  
COB-Logo-Facility-Robinson-Color.eps  
COB-Logo-Facility-Southern Neighborhood-Color.eps  
COB-Logo-Facility-Springwood-Color.eps  
COB-Logo-Facility-Stoney Creek-Color.eps  
COB-Logo-Facility-Thataways-Color.eps  
COB-Logo-Facility-Town & Country-Color.eps  
COB-Logo-Facility-Training Center-Color.eps  
COB-Logo-Facility-Willowbrook-Color.eps

### PNG

(300PPI HIGH RES RASTER)

COB-Logo-Facility-Cammack-Color.png  
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COB-Logo-Facility-Training Center-Color.svg  
COB-Logo-Facility-Willowbrook-Color.svg



*Have additional questions? Contact:*

**Community Engagement**

425 S. Lexington Ave.  
Burlington, NC 27215

**Morgan Lasater**

(336) 222-5073  
mlasater@burlingtonnc.gov

**John Vernon**

(336) 513-5440  
jvernon@burlingtonnc.gov

This Brand Standards Guide was  
developed by North Star Marketing.



**SINGLE PRIME CONTRACT - GENERAL CONSTRUCTION PROPOSAL**

BID DATE: \_\_\_\_\_

TO: CITY OF BURLINGTON, NC

FROM: \_\_\_\_\_  
Name of BIDDER

The undersigned BIDDER hereby declares that this Proposal is made without connection with any other person, company, or parties making a similar bid or proposal, and that it is in all respect fair and in good faith, without collusion or fraud. It is the BIDDER’s intention & purpose to enter into a Contract with City of Burlington, NC. The BIDDER signifies that this proposal is all-inclusive to perform the Work to construct the BURLINGTON PICKLEBALL PROJECT as illustrated in the Request for Proposals. The BIDDER has carefully examined the Request for Proposals and Proposal Form and is familiar with the scope, details, intent, and conditions under which the Work, or any part of it, is to be done, and the conditions which must be fulfilled in the furnishing and/or erection or construction of any or all items of the Work. The BIDDER hereby proposes to furnish all labor, materials, equipment and services necessary to perform the Work required in the Request for Proposals and any addendum for the amounts listed below.

BASE BID PRICE \$ \_\_\_\_\_ (excluding estimated sales tax; basis of award)  
ESTIMATED SALES TAX \$ \_\_\_\_\_ (not considered in basis of award)

**BASE BID SUMMARY (MUST SUM TO BASE BID PRICE)**

City Park Site

- Bathroom Structure \$ \_\_\_\_\_
- Shade Structures \$ \_\_\_\_\_
- Lighting \$ \_\_\_\_\_
- Landscaping \$ \_\_\_\_\_
- New Parking and Associated Sidewalk \$ \_\_\_\_\_
- Balance of Work (courts, fencing, sidewalks, etc.) \$ \_\_\_\_\_

Fairchild Park Site

- Shade Structures \$ \_\_\_\_\_
- Lighting \$ \_\_\_\_\_
- Balance of Work (courts, fencing, sidewalks, etc.) \$ \_\_\_\_\_