

Proposers Incorporation Information

(Submittal Page)

The following section should be completed by all bidders and submitted with their bid submittal:

Company Name: Digitech of Lakeland, Inc

DBA/Fictitious Name (if applicable): Digitech Graphics Group

TIN #: 59-2985028

Address: 320 Winter Lake Rd

City: Lakeland

State: FL

Zip Code: 33803

County: Polk

Note: Company name must match legal name assigned to the TIN number. A current W9 should be submitted with your bid submittal.

Contact Person: Jay Boatright

Phone Number: 863-668-8770

Cell Phone Number: 863-286-2771

Email Address: Jay@dtechgraphics.com

Type of Organization (select one type)

- ☐ Sole Proprietorship
- ☐ Partnership
- ☐ Non-Profit
- ☐ Sub Chapter
- ☐ Joint Venture
- ☒ Corporation
- ☐ LLC
- ☐ LLP
- ☐ Publicly Traded
- ☐ Employee Owned

State of Incorporation: FL

The Successful consultant must complete and submit this form prior to award. The Successful consultant must invoice using the company name listed above.

Drug-Free Workplace Form

(Submittal Page)

The undersigned consultant in accordance with Florida Statue 287.087 hereby certifies that,
(Name of the Business): Digitech of Lakeland, Inc does:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation programs, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under this RFP a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under this RFP, the employee will abide by the terms of the statement and will notify the employer of any conviction of, plea of guilty or nolo contendere to, any violation of Chapter 1893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Consultant Signature: _____

Date: 9/05/2025

EMPLOYMENT ELIGIBILITY VERIFICATION (E-VERIFY) CERTIFICATION

(Florida Statutes, Section 448.095)

PROJECT NAME: **RFP 25-426, GRAPHIC DESIGN SERVICES**

The undersigned, as an authorized officer of the contractor identified below (the "Contractor"), having full knowledge of the statements contained herein, hereby certifies to Polk County, a political subdivision of the State of Florida (the "County"), by and on behalf of the Contractor in accordance with the requirements of Section 448.095, Florida Statutes, as related to the contract entered into by and between the Contractor and the County on or about the date hereof, whereby the Contractor will provide labor, supplies, or services to the County in exchange for salary, wages, or other remuneration (the "Contract"), as follows:

1. Unless otherwise defined herein, terms used in this Certification which are defined in Section 448.095, Florida Statutes, as may be amended from time to time, shall have the meaning ascribed in said statute.

2. Pursuant to Section 448.095(5), Florida Statutes, the Contractor, and any subcontractor under the Contract, must register with and use the E-Verify system to verify the work authorization status of all new employees of the Contractor or subcontractor. The Contractor acknowledges and agrees that (i) the County and the Contractor may not enter into the Contract, and the Contractor may not enter into any subcontracts thereunder, unless each party to the Contract, and each party to any subcontracts thereunder, registers with and uses the E-Verify system; and (ii) use of the U.S. Department of Homeland Security's E-Verify System and compliance with all other terms of this Certification and Section 448.095, Fla. Stat., is an express condition of the Contract, and the County may treat a failure to comply as a material breach of the Contract.

3. By entering into the Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor shall maintain a copy of such affidavit for the duration of the Contract. Failure to comply will lead to termination of the Contract, or if a subcontractor knowingly violates the statute or Section 448.09(1), Fla. Stat., the subcontract must be terminated immediately. If the Contract is terminated pursuant to Section 448.095, Fla. Stat., such termination is not a breach of contract and may not be considered as such. Any challenge to termination under this provision must be filed in the Tenth Judicial Circuit Court of Florida no later than 20 calendar days after the date of termination. If the Contract is terminated for a violation of Section 448.095, Fla. Stat., by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination. The Contractor shall be liable for any additional costs incurred by the County as a result of the termination of the Contract. Nothing in this Certification shall be construed to allow intentional discrimination of any class protected by law.

Executed this 9 day of September, 2025

ATTEST:

By: JoEllen Mierzwa

PRINTED NAME: JoEllen Mierzwa

Its: Bookkeeper

CONTRACTOR:

By: James Boatright

PRINTED NAME: James Boatright

Its: President

AFFIDAVIT CERTIFICATION IMMIGRATION LAWS

SOLICITATION NO.: RFP 25-426, GRAPHIC DESIGN SERVICES

POLK COUNTY WILL NOT INTENTIONALLY AWARD COUNTY CONTRACTS TO ANY CONSULTANT WHO KNOWINGLY EMPLOYS UNAUTHORIZED ALIEN WORKERS, CONSTITUTING A VIOLATION OF THE EMPLOYMENT PROVISIONS CONTAINED IN 8 U.S.C. SECTION 1324 a(e) {SECTION 274A(e) OF THE IMMIGRATION AND NATIONALITY ACT ("INA").

POLK COUNTY MAY CONSIDER THE EMPLOYMENT BY ANY CONSULTANT OF UNAUTHORIZED ALIENS A VIOLATION OF SECTION 274A(e) OF THE INA. **SUCH VIOLATION BY THE RECIPIENT OF THE EMPLOYMENT PROVISIONS CONTAINED IN SECTION 274A(e) OF THE INA SHALL BE GROUNDS FOR UNILATERAL CANCELLATION OF THE CONTRACT BY POLK COUNTY.**

PROPOSER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: Digitech of Lakeland, Inc

Signature: _____

Title: President

Date: 9/9/2025

State of: FL

County of: Polk

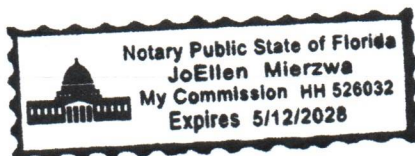
The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 9 day of September, 2025, by James Boatright (name) as President (title of officer) of Digitech of Lakeland, Inc (entity name), on behalf of the company, who ☒ is personally known to me or ☐ has produced _____ as identification.

Notary Public Signature: JoEllen Mierzwa

Printed Name of Notary Public: JoEllen Mierzwa

Notary Commission Number and Expiration: HH 526032 5/12/28

(AFFIX NOTARY SEAL)



Introduction

Founded in 1988, Digitech Inc. began as a technical consultancy specializing in computer services for engineering and scientific clients. Early expertise in custom programming, CAD, GIS/satellite mapping, and digital illustration soon expanded into large-format printing when the technology first emerged in 1990.

Over the decades, Digitech has evolved into a leader in display and communication graphics, offering tradeshow and exhibit displays, custom signage (indoor and outdoor), vehicle and fleet graphics, and creative design services. In 1998, the company rebranded as Digitech Graphics Group to better reflect its focus on visual communications.

In 2004, Jay Boatright joined the team, bringing deep experience in custom fabrication and project & event management. Under his leadership, Digitech has grown into Central Florida's most diverse provider of communication graphics, recognized for combining advanced technology, craftsmanship, and customer service across a wide range of industries.

Contact Information

3020 Winter Lake Rd.
Lakeland, FL 33803

Phone: 863-668-8770

Website: www.dtechgraphics.com

Key Contacts

****Principal:**** Jay Boatright

Phone: 863-286-2771 | Email: Jay@dtechgraphics.com

****Director of Operations:**** Samantha Marshall

Phone: 863-899-3626 | Email: Sam@dtechgraphics.com

****Accounts Receivable:**** JoEllen Mierzwa

Phone: 863-668-8770 | Email: Jo@dtechgraphics.com

****Creative Services:**** Alex McMenemy

Phone: 863-668-8770 | Email: alex@dtechgraphics.com

Digitech Graphics Group Organizational Structure

President

- Jay Boatright
 - 25+ years project management experience
 - 20+ years in custom graphics and display specification & implementation
 - Extensive knowledge of materials, construction, and fabrication methods

Director of Operations

- Samantha Marshall
 - 7+ years in tradeshow and display hardware
 - 15+ years in customer service and client account management
 - Deep knowledge of current and legacy display technology and manufacturers

Creative Manager

- Alex McMenemy
 - 25+ years graphic design experience
 - 17+ years in project concept development and permanent display design

Customer Service & Production Staff

- Skilled in project management from concept to design
- Master Certified Installers with extensive customer service expertise
- Over 30 years combined experience in the graphics and technical industry

Creative Staff

- Specialists in graphic design, exhibit design, and production artwork
- Experienced in managing both custom and large-scale projects

Staff Special Skills & Experience

- 45+ years design and engineering experience
- Expertise in 3D rendering and modeling
- 25+ years in custom display design and fabrication

Jay Boatright

President, Digitech Graphics Group

Lakeland, FL | 863.286.2771 | jay@dtechgraphics.com

Profile

Operations and Project Management professional with over 30 years of experience in project and event management, and more than 20 years in the display and graphics industry. Recognized for highly detailed project planning, in-depth knowledge of materials and production methods, and the ability to deliver exceptional results under tight deadlines. Skilled in budgeting, cost management, and leading teams through complex installations and events.

Career Highlights

- 20+ years in the display graphics and event management industry (consulting, planning, operations, project management).
- 30+ years as Operations Director for Pro-Kick Productions (producer of ISKA World Championships).
- Key liaison for major events including Sun 'n Fun Fly-In, US Open Karate Championships, and The Lake Mirror Classic Car Show.
- 20+ years in display and exhibit technical design and consultation.
- 5 years as Regional Event Director for NASKA.
- 3 years as Board Member, Central Florida Speech & Hearing.
- 3 years as Committee Chair, "Mr. Central Florida" Charity Event.

Professional Experience

Digitech Graphics Group — 2006–2021: General Manager | 2021–Present: President

Digitech Graphics Group — 2004–2006: Production Manager

Pro-Kick Productions — 1993–2006 & 2014–Present: Operations & Logistics Director

Siemens/Westinghouse — 2000–2004: Production Manager

Dynamic Healthcare Technologies — 1998–2000: Facilities and Special Events Manager

Samantha Marshall

Director of Operations, Digitech Graphics Group

Lakeland, FL | 863.668.8770 | sam@dtechgraphics.com

Profile

Results-oriented operations leader with extensive experience in customer service, sales management, and production scheduling. Recognized for professionalism, organization, and the ability to deliver results under strict deadlines. Skilled communicator with a proven record of building strong client relationships and implementing improvements that enhance efficiency and customer satisfaction.

Key Accomplishments

- Key role in the smooth transition of ownership of Digitech Graphics Group from founders to current ownership.
- Successfully filled the customer service/sales management role of a retiring founder, ensuring continuity of service.
- Promoted to Director of Operations and implemented improvements in customer service and production scheduling.

Professional Experience

Digitech Graphics Group — Lakeland, FL

- Director of Operations
 - Serve more than 12,000 clients by providing a full range of business graphic solutions.
 - Oversee day-to-day production scheduling and inter-department coordination.
 - Manage client communications, ensuring projects meet expectations and deadlines.
 - Develop advertising and marketing strategies to achieve and exceed sales objectives.
 - Recognized as an expert in tradeshow and exhibit displays.
 - Established artist and design consultant for interior displays and exhibitions.

Alex McMenemy, IV

Creative Manager, Digitech Graphics Group

Lakeland, FL | 863.660.2922 | alex@dtechgraphics.com

Profile

Creative design professional with over 20 years of experience in graphic design, signage, branding, and production. Proven expertise in Adobe Creative Suite, large-format printing, and project management. Skilled at leading creative teams, developing innovative design solutions, and managing projects from concept through final production.

Key Skills

- Expertise in Adobe Illustrator, InDesign, and Photoshop.
- Branding design and creative concept development.
- Large-format digital printing, plotting, and vinyl installation.
- Hands-on experience with signage, vehicle graphics, and installation.
- Strong creative problem-solving and client communication skills.

Professional Experience

Digitech Graphics Group — Lead Designer / Creative Manager | September 2019–Present

- Manage the Creative Services Department as lead designer.
- Serve as primary client contact and oversee projects from concept through final production files.

ImageWear — Graphic Designer | May 2019–September 2019

- Designed and created separations for retail and contract screen printing orders.

Image Depot — Graphic Designer / Sign Specialist | October 2015–April 2019

- Designed signage, screen printing, and embroidery orders in a fast-paced environment.
- Created separations for screen printing production.
- Operated wide-format printers, laminators, plotters, and heat presses.
- Performed signage and vehicle graphics installation.

FASTSIGNS of Brandon — Graphic Designer / Production Manager | June 2013–October 2015

- Designed, produced, and installed signage and vinyl graphics.

Education

Florida Gulf Coast University — Bachelor of Fine Arts, May 2009

Curtis Begley

Production Manager, Digitech Graphics Group

Plant City, FL | 813.418.1247 | curtis@dttechgraphics.com

Profile

Production Manager with over 25 years of experience in computer graphics, sign design, and production. Proven expertise in large-format printing, CNC routing, and team management. Recognized for innovative problem-solving, optimizing production efficiency, and consistently delivering high-quality results for small businesses, government agencies, and large corporations.

Career Highlights

- 27+ years of experience in computer graphics, design, and implementation.
- Certified in CET flatbed operation and ShopBot CNC routing.
- 20+ years of experience in team management, improving efficiency through time management and cost-saving practices.
- Developed innovative production techniques for complex projects, earning recognition for exceptional quality.

Professional Experience

Digitech Graphics Group — 2017–Present: Production Manager

Spectrum — 2016–2017: Residential Service Technician

BroadSpectrum — 2015–2016: MOT & OSHA Certified Technician

Danielle Fence — 2013–2014: Foreman

Fishhawk Sporting Clays — 2012–2014: Technician & Course Designer

Atomic Graphics — 1998–2012: Fabricator & Lead Installer

Company Experience & Expertise

For more than 30 years, Digitech Graphics Group has been at the forefront of visual communication, providing trusted expertise and innovative solutions for clients across a wide range of industries. Our ability to integrate seamlessly with client teams—often acting as their dedicated graphics and communications partner—has made us an essential resource for organizations that demand reliability, creativity, and technical excellence.

Project Experience

Digitech has delivered thousands of successful projects across Florida and beyond. Our work spans museums, healthcare, higher education, corporate, municipal, and event environments. Representative projects include:

- Museum Exhibits & Displays: Polk Historical Museum, The AGB Museum, Florida Air Museum, Vogel Brothers Construction.
- University & Institutional Branding: Wall murals and custom acrylic displays for Florida Polytechnic University, Florida Southern College, RP Funding Center.
- Outdoor Signage & Wayfinding: Hardee County Wildlife Refuge, FWC Fishing Trail, and Bonnet Springs Park.
- Campus & Civic Branding: Exterior communication systems and boulevard banners for Southeastern University, City of Lakeland, and Florida Polytechnic University.
- Tradeshow & Exhibit Displays: Florida Polytechnic University, BullBay Outdoors, Southeastern University, CNP Marketing, Publix Supermarkets.
- Vehicle & Fleet Branding: City of Lakeland Solid Waste, Egberts HVAC, Chadwell Supply, Polk County Tourism & Sports Marketing.
- Event Signage & Directional Systems: Sun 'n Fun Aerospace Expo, World Archery Tour World Cup, ISKA World Martial Arts Championships.
- Visitor & Attraction Installations: Polk County Visitors Center at Outpost 27 and Legoland Florida.

These examples represent only a fraction of Digitech's diverse portfolio. Our depth of experience across industries demonstrates our ability to adapt, innovate, and deliver results that exceed expectations.

Capabilities

Digitech's operations are structured into specialized departments, each staffed by experts who collaborate to provide comprehensive solutions:

- Customer Consultation & Service
 - Engage clients at project inception to define scope, budgets, and timelines.
 - Provide a full showroom showcasing tradeshow materials and custom exhibit options.

- Graphic Design Services
 - Award-winning creative staff with expertise in branding, signage, and exhibit design.
 - Collaborative design process to ensure client vision is achieved.
 - Excellent relationship management with other design groups if client's provide their own branding services.
- Computer Imaging & Modeling
 - Custom technical illustrations and hardware design.
 - 3D modeling for project visualization, previews, and proofing.
- Fabrication Shop (5,000 sq. ft.)
 - 3-axis CNC router for precision custom shapes and designs.
 - Comprehensive wood, plastic, and metal fabrication capabilities.
- Graphics Printing & Production (8,000 sq. ft., climate-controlled)
 - Three large-format printers using solvent and UV ink technologies.
 - Two large-format laminators for durable finishing.
 - Museum-grade fine art reproduction and printing.
- Installation & Field Services
 - Experienced technicians for delivery, installation, and maintenance of signage and exhibits.
 - Strong partnerships with specialty subcontractors for projects requiring historical or technical expertise.

Digitech Graphics Group offers not only technical capabilities, but also the consultative expertise to serve as a trusted partner for our clients. By combining design, fabrication, production, and installation under one roof, we ensure efficiency, quality, and innovation at every stage of a project.

Project Example: Polk County Historical Center Restoration

****Client:**** Polk County Historical Center

****Contact:**** Myrtice Young

100 East Main St., Bartow, FL 33830

Phone: 863-534-4385 | Email: myrticeyoung@polk-county.net

Scope

As part of a broader window restoration of the county's historic museum, Digitech Graphics Group was entrusted with restoring and modernizing exhibits and displays inside a certified historic landmark. The project required not only design and fabrication but also careful coordination with contractors across multiple trades to preserve the building's heritage.

Over the course of more than a year, our team collaborated with the general contractor and museum staff, planning demolition, repair, and reinstallation sequences. We managed costs strategically, ultimately delivering the project more than 30% under the original budget. The result was a revitalized gallery that honored historic authenticity while incorporating updated exhibit technology.

Skills & Products Applied

- Multi-trade collaboration in historic environments
- Exhibit design, fabrication, and restoration
- Custom display cases, fabric displays, and vinyl murals
- Integration of digital video display and lighting consultation
- Custom fabrication for legacy exhibit restoration
- Expert-level materials knowledge & application methods
- Historic plaster repair through certified subcontractors
- Strategic planning and phased scheduling

****Contract Amount:**** \$48,000

Polk County History Center Restoration & Improvement



- Custom Carpentry Repair
- Vinyl Wall Graphics
- Graphic Design
- PVC Printed Panels

- Custom Carpentry Repair
- Vinyl Wall Graphics
- Custom Display Cases
- Artifact Mounting & Supports



- Window Scrim Vinyls
- Custom Display Cases
- Carpentry Modifications
- Exhibit Design Consultation





- Custom Carpentry Repair
- Vinyl Wall Graphics
- Graphic Design
- PVC Printed Panels

- Fabric Information Panels
- Vinyl Wall Graphics
- Graphic Design



- Custom Carpentry Repair
- Vinyl Wall Graphics
- Graphic Design
- PVC Printed Panels



- Window Scrim Vinyl
- Exhibit Design Consultation
- Graphic Design
- Custom Exhibit Fabrication

- Display Repair & Refinement
- Epoxy Mold Fabrication
- Expert Artist - Hand painted to match existing display item



- Custom Carpentry Repair
- Custom Display Cases
- Graphic Design
- CNC Routing

Project Example: Southeastern University Tradeshow Display

****Client:**** Southeastern University

****Contact:**** Sofia Ramos

1000 Longfellow Blvd, Lakeland, FL 33801

Phone: 863-669-5489 | Email: svramos@seu.edu

Scope

Southeastern University engaged Digitech to create a contemporary tradeshow display for the AG General Council annual meeting. The goal: to design an interactive, high-impact exhibit that elevated the university's brand and drove engagement with prospective students.

Our team collaborated with SEU's marketing and creative departments, delivering a modular solution featuring aluminum extrusion, PVC, and acrylic structures. Interactive elements, A/V components, and branded retail points created an immersive environment that stood out among all exhibitors.

The result was a showpiece display that generated unprecedented interaction with SEU's target audience over five days, affirming Digitech's reputation for creating high-quality, high-performance event solutions.

Skills & Products Applied

- Exhibit design and pre-show consultation
- Modular aluminum and custom hardware fabrication
- Digital video integration & interactive elements
- Portable flooring & tradeshow hardware solutions
- Lighting consultation & rapid 3D modeling
- Expert materials knowledge for durability and impact
- Master Certified Installers coordinating with tradeshow planners
- Precision budgeting, scheduling, and delivery

****Contract Amount:**** \$44,000

Southeastern University

Tradeshow Display



- Custom Fabrication
- Modular Display
- Exhibit Design
- Custom Flooring



- SEG Fabric Printing
- On-site Build



- SEG Fabric Printing
- Custom CNC Display
- Display Painting

- Custom Exhibit Decor
- Custom Table & Shelf Construction



Project Example: Sun 'n Fun Aerospace Expo

****Client:**** Sun 'n Fun Aerospace Expo

****Contact:**** Melissa Goodson

4175 Medulla Rd, Lakeland, FL 33811

Phone: 863-904-4023 | Email: mgoodson@sun-n-fun.org

Scope

For over two decades, Digitech Graphics Group has been the trusted partner for the world's largest Aerospace Expo, drawing more than 200,000 attendees annually. Each year, our team begins planning more than six months in advance, working hand-in-hand with multiple Sun 'n Fun teams. Our role extends far beyond fabrication: we are strategic partners, aligning branding, directional signage, and sponsor recognition with the client's vision, timeline, and budget.

Our expertise across a wide range of production disciplines is showcased in this project, from outdoor truss graphics to high-quality wayfinding solutions. The Expo highlights Digitech's ability to execute flawlessly under intense deadlines, while maintaining precision, creativity, and durability in challenging outdoor environments.

Skills & Products Applied

- Outdoor fabric displays & large-format banners
- Temporary Short-term Low Cost Information Signage
- Custom frame & routed truss fabrication
- Window vinyl & interior branding
- Directional & information signage
- Rapid design services and layout support
- Advanced materials expertise
- Master Certified Installers for complex outdoor conditions
- Strategic project planning, budgeting & scheduling
- Collaboration with facility contractors for seamless integration

****Contract Amount:**** \$74,000

Sun 'n Fun Aerospace Expo

Outdoor, Event, & Branding Signage

- Flatbed Print Graphics
- Custom Truss Mount Fabrication
- On Site Installation



- Tent Gable Branding (28 total)
- Temporary Area Branding (36 total)
- Site Survey & Signage Consultation

- Custom CNC Routing and Fabrication
- PMS Color Paint Match
- Innovative design for year over year use & value





- CNC Routing
- Permanent Outdoor Signage
- High Lift Installation
- Graphic Design

- Custom Indoor Display
- Multi-Media Mounting
- Innovative Recycle of Client Owned Frame with New Graphics



- Flatbed PVC Print Window Covers
- Crash Turnaround
- Innovative Light Block Solution



- Parking Lot Graphic Vinyl
- Print to Cut Logo Technology
- High Level Sponsor Color Match



- Etched Glass Vinyl Branding



- Grand Format Printing
- Creative Branding Solution for low cost options on short term application.

Project Example: Lakeland Regional Health Christmas Float

****Client:**** Lakeland Regional Health

****Contact:**** Kendra Kramer

1324 Lakeland Hills Blvd, Lakeland, FL 33805

Phone: 863-687-1100 ext. 2820 | Email: Kendra.Kramer@mylrh.org

Scope

Lakeland Regional Health sought a one-of-a-kind presence in community holiday parades. Digitech engineered a 20' x 50' x 18' Christmas float featuring a replica of LRH's signature building, complete with a cantilevered, illuminated architectural element weighing over 150 lbs.

The project required balancing creativity with safety and engineering precision. Because the float had to be road-safe and built on an existing structure that could not be modified, our team engineered pre-fabricated components for seamless on-site assembly within a four-hour window.

The final product exceeded client expectations and demonstrated our ability to merge large-scale fabrication, advanced engineering, and creative design under intense time constraints.

Skills & Products Applied

- Technical drawings, plans, and site evaluation
- Large-format fabrication & engineering solutions
- Cantilevered structures with grand-format graphics
- Vinyl wall graphics & wood-frame construction
- Pre-fabrication & accelerated on-site installation
- Expert project planning and coordination with float contractor
- Master Certified Installers under extreme timeline pressure

****Contract Amount:**** \$8,000

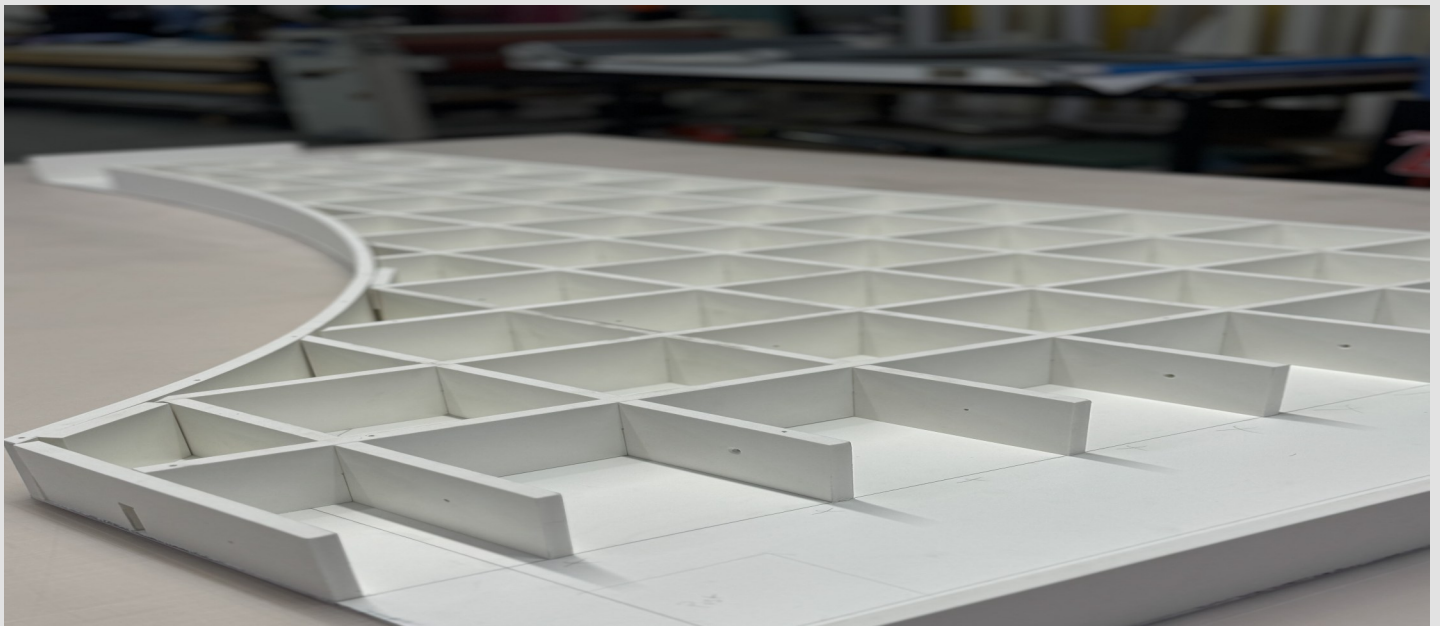
Lakeland Regional Health Architectural Parade Float



- Custom fabrication
- Architectural Design
- Structure engineering
- Exhibit overall design
- PVC Printing
- Large Vinyl Application
- CNC Routing
- Custom Support Design & Fab



- Starting structure of float.
- No removal or drilling allowed on structure.
- End Result



- Lattice support internal structure for cantilevered architectural overhangs
- Engineering, CAD drawing, CNC Routing & Fab



- Onsite Assembly
- Custom LED Lighted Halo



- Onsite Assembly in 4 hours

Product Warranty

At Digitech Graphics Group, we stand behind the quality of our products and services. Our warranties are designed to provide clients with confidence and peace of mind, knowing that every project we deliver is backed by both craftsmanship and accountability. The following warranty coverage applies across our primary product categories:

- **Banner Materials (Outdoor Use):** 1-year warranty against structural failure or excessive color loss.
- **Tradeshow Hardware and Graphics:** 1-year warranty on all graphics. Hardware warranty varies by manufacturer.
- **Custom Displays:** 1-year warranty on all graphics and custom-built display hardware. Additional limited warranties may be negotiated at the time of project development, particularly for permanent installations.
- **Vehicle Wrap Installations:** 3-year warranty against installation failure or excessive color loss.
- **Custom Fabricated Outdoor Signage and Displays:** 5-year warranty on all structural fabrication against manufacturer flaws and normal wear. 3-year warranty on all printed elements.

Creative Services

At Digitech Graphics Group, our Creative Services department blends experience, artistry, and technology to deliver design solutions that inspire and perform. With more than two decades of hands-on expertise in large-format, environmental, and exhibit design, our team has built a reputation for excellence. From multinational corporations to local businesses, we approach every project with the same commitment: to produce exceptional results on time and within budget.

Large-format and environmental graphics present unique challenges that go far beyond traditional graphic design. Our specialists understand the scale, materials, and production techniques required to deliver high-impact visuals. We guide clients through each decision, ensuring that every dollar invested yields maximum value without compromising creativity or quality.

Technology enhances our craft, but it is our people who set us apart. Our designers are expert-level users of the latest design software, pairing technical mastery with an eye for aesthetics. With advanced color systems, in-house production, and state-of-the-art printing equipment, we maintain strict quality control and color integrity from proof to installation.

Collaboration drives our process. Designers work closely with production and installation teams, ensuring seamless execution and alignment with client vision. The result is more than a finished product—it is a carefully crafted visual experience that engages, informs, and elevates brands.

Approach to Project

Digitech Graphics Group's project management approach is built on delivering the highest quality products and customer service, while meeting even the most demanding schedule requirements. Our fully in-house process allows us to manage every stage of production, ensuring efficiency, quality, and accountability from concept to installation.

Initial Consultation

Each project begins with a client consultation, typically via email or phone, led by our Management Team. This step defines the basic needs, timeline, and scope of the project. A site visit or office meeting is then scheduled to review details with our Creative and Production specialists. During this meeting, we finely detail scope, creative direction, budget considerations, and fabrication requirements.

Creative & Technical Development

Our award-winning Creative and Production teams bring decades of expertise in designing museum-quality displays and communication graphics. We provide not only visual design but also material and fabrication specifications to ensure each solution is practical, durable, and cost-effective. Based on these specifications, our team prepares a detailed project quote.

Proofing & Mock-Ups

Upon quote approval, our Creative Team develops proofs and mock-ups for client review. We revise designs as needed until the client is fully satisfied. For complex projects, we can also produce physical samples, scaled models, or 3D digital models, as specified and accounted for in the project quote.

Fabrication & Installation

Once final proofs are approved, our Production Team oversees fabrication using our state-of-the-art equipment and in-house capabilities. When fabrication is complete, we coordinate delivery and installation, ensuring a seamless process from start to finish.

Rush & Crash Services

Not all projects are complex, multi-step ventures. Many times the client only needs simple short-term solutions for event branding or presentations materials, but they are needed right away. Digitech specializes in Rush and Crash services to meet these quick turn needs, often in 24 hrs or less. While not all products are feasible on tight timelines, our team is committed to providing solutions for last-minute need, often including delivery.

Local Advantage & Commitment

As a Polk County-based, full-service provider, Digitech offers unmatched responsiveness. Because we manage all aspects of production in-house, we can meet extremely tight deadlines without sacrificing quality. Our long-standing motto captures our philosophy: "We are a Customer Service Company that happens to make Graphics & Displays."

Digitech Abilities and Innovative Approaches

Digitech Graphics Group offers a highly skilled and experienced team prepared to deliver the full scope of services outlined in this RFP. Our strength lies in combining creative innovation with technical precision, ensuring every project moves efficiently from concept through fabrication and installation.

Creative Team Skills

Our designers are experts in Adobe Creative Suite, 3D modeling, and technical illustration. They specialize in:

- Concept development and graphic proofing for large-format applications.
- Digital visualization proofing to support accurate exhibit design.
- Multimedia integration including video, sound, and interactive touch-screen interfaces.
- Color management and Pre-Flight preparation to maintain consistency across all mediums.

Production Team Skills

Our production staff brings technical expertise across a wide range of materials and processes, including:

- CNC routing, carpentry, and precision fabrication for acrylic, metal, and composite materials.
- Large-format printing on substrates such as PVC, styrene, ultra-board, canvas, vinyl, and photographic paper.
- High-resolution scanning and digital archiving for fine art and historical materials.
- Fabrication and installation of durable exterior signage, ADA-compliant wayfinding, and custom-built displays.

Project Management

Under the leadership of Jay Boatright and Director of Operations Samantha Marshall, every project is guided by scheduling, budgeting, and quality control. We emphasize client collaboration with mockups, prototypes, and digital proofing, ensuring clarity and alignment before production begins.

Commitment to Accountability

In the custom graphics industry, many projects are unique, first-time creations. Mistakes can happen. Digitech Graphics Group understands this reality and stands behind its work without hesitation. When issues arise, our team responds immediately and works non-stop until every problem is resolved to the client's satisfaction. This commitment to accountability and problem-solving is central to our reputation for reliability and trustworthiness.

Innovative Approaches

We leverage digital modeling, rapid prototyping, and in-house pre-assembly to reduce risk during installation. Our team continuously evaluates new fabrication technologies to improve durability and efficiency. With direct access to Polk County facilities and the ability to mobilize quickly, we consistently meet aggressive timelines.

Quality Assurance

Digitech Graphics Group integrates quality assurance into every phase of our project approach. By maintaining open communication between our design team, production staff, and clients, we ensure a robust quality management system that delivers reliable, high-quality results.

Site Surveys

Our process begins with methodical, meticulous site surveys to establish accurate dimensions, environmental considerations, and logistical requirements. This careful preparation ensures a solid foundation for design and production.

Proofing & Design Review

Our multi-level proofing process provides multiple checkpoints for accuracy and alignment. Each proof is reviewed by the primary designer, project manager, and the client to ensure design intent, scope, and expectations are fully met.

Pre-Production File Review

Before production begins, the project manager reviews production files with the production leader, verifying that all specifications match the original order scope and client-approved proofs.

In-House Pre-Assembly

Following initial fabrication, all project components are pre-assembled and fitted in-house. This proactive step ensures that potential installation issues are identified and resolved in advance.

Installation Oversight

During installation, the project manager personally monitors progress on-site, coordinating with installers and inviting client feedback throughout the process.

Post-Installation Review

After installation, a final walk-through is conducted with the client. If needed, a punch list of outstanding items is created, with all items resolved immediately to ensure complete satisfaction.

By embedding quality assurance at every stage, Digitech Graphics Group guarantees that every project meets the highest standards of craftsmanship, accuracy, and client satisfaction.

Attachment A

RFP 20-502, Graphic Design

Bid Sheet Item #	Description	Estimate # of Hours (annually)	Price (Cost per hour)
1	Conceptual / Graphic Design	150	\$ 100.00
2	Implementation / Installation	175	\$ 95.00
(Items #1-2 multiplied by estimated # of Hours) TOTAL			\$ 31625.00

Please Note: Fabrication and production pricing varies significantly depending on the product.

All costs related to the product are subject to approval by the requesting Division Project Manager.

Digitech Graphics Group

Firm Name

**Survey Questionnaire – Polk County
RFP 25-426, Graphic Design Services**

Myrtice Young

Polk County History Center

Phone Number: 863-904-4023 Email: mgoodson@flynf.org

Subject: Past Performance Survey of Similar work:

Project name: 2024 -2025 History Center Restoration and Improvement Project

Name of Consultant being Surveyed: Digitech Graphics Group

Cost of Services: Original Cost: _\$65,000 - \$85,000___ Ending Cost: _\$48,106___

Contract Start Date: __04-2024___ Contract End Date: __07-15-2025___

Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	10
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	10
3	Quality of workmanship	(1-10)	10
4	Professionalism and ability to manage	(1-10)	10
5	Ability to communicate with Client's staff	(1-10)	10
6	Ability to resolve issues promptly	(1-10)	10
7	Ability to maintain proper documentation	(1-10)	10
8	Appropriate application of technology	(1-10)	10
9	Overall Client satisfaction and comfort level in hiring	(1-10)	10
10	Ability to offer solid recommendations	(1-10)	10
11	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	10

Printed Name of Evaluator __, Myrtice Young__

Signature of Evaluator: 

Please fax or email the completed survey to _jay@dttechgraphics.com___

**Survey Questionnaire – Polk County
RFP 25-426, Graphic Design Services**

Sofia Ramos, Chief Marketing Officer

Southeastern University

Phone Number: 863-669-5489 Email: svramos@seu.edu

Subject: Past Performance Survey of Similar work

Project name: 2025 General Council Tradeshow Exhibit

Name of Consultant being Surveyed: Digitech Graphics Group

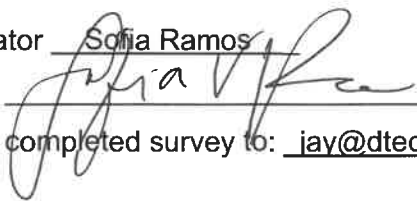
Cost of Services: Original Cost: \$45,000 to \$50,000 Ending Cost: \$43,765

Contract Start Date: 12-2024 Contract End Date: 08-07-2025

Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	9
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	10
3	Quality of workmanship	(1-10)	10
4	Professionalism and ability to manage	(1-10)	10
5	Ability to communicate with Client's staff	(1-10)	9
6	Ability to resolve issues promptly	(1-10)	10
7	Ability to maintain proper documentation	(1-10)	10
8	Appropriate application of technology	(1-10)	10
9	Overall Client satisfaction and comfort level in hiring	(1-10)	10
10	Ability to offer solid recommendations	(1-10)	10
11	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	10

Printed Name of Evaluator Sofia Ramos

Signature of Evaluator: 

Please fax or email the completed survey to: jay@dttechgraphics.com

**Survey Questionnaire – Polk County
RFP 25-426, Graphic Design Services**

Melissa Goodson

Sun 'n Fun Aerospace Expo

Phone Number: 863-904-4023 Email: mgoodson@flysnf.org

Subject: Past Performance Survey of Similar work:

Project name: 2025 Sun 'n Fun Aerospace Expo Event Wide Graphics and Signage

Name of Consultant being Surveyed: Digitech Graphics Group

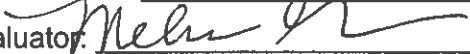
Cost of Services: Original Cost: _\$50,000 to \$85,000___ Ending Cost: _\$74,483___

Contract Start Date: ___11-2025___ Contract End Date: ___04-17-2025___

Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	10
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	10
3	Quality of workmanship	(1-10)	10
4	Professionalism and ability to manage	(1-10)	10
5	Ability to communicate with Client's staff	(1-10)	10
6	Ability to resolve issues promptly	(1-10)	10
7	Ability to maintain proper documentation	(1-10)	10
8	Appropriate application of technology	(1-10)	10
9	Overall Client satisfaction and comfort level in hiring	(1-10)	10
10	Ability to offer solid recommendations	(1-10)	10
11	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	10

Printed Name of Evaluator Melissa Goodson

Signature of Evaluator: 

Please fax or email the completed survey to: jay@dttechgraphics.com

Survey Questionnaire – Polk County
RFP 25-426, Graphic Design Services

Kendra Kramer

Lakeland Regional Health

Phone Number: 863-662-0868 Email: Kendra.Kramer@mylrh.org

Subject: Past Performance Survey of Similar work:

Project name: Lakeland Regional Health Building Replica Christmas Float

Name of Consultant being Surveyed: Digitech Graphics Group

Cost of Services: Original Cost: _\$7,000 to \$8500___ Ending Cost: _\$7944___

Contract Start Date: __11-04-2024___ Contract End Date: __12-05-2024___

Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	10
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	10
3	Quality of workmanship	(1-10)	10
4	Professionalism and ability to manage	(1-10)	10
5	Ability to communicate with Client's staff	(1-10)	10
6	Ability to resolve issues promptly	(1-10)	10
7	Ability to maintain proper documentation	(1-10)	10
8	Appropriate application of technology	(1-10)	10
9	Overall Client satisfaction and comfort level in hiring	(1-10)	10
10	Ability to offer solid recommendations	(1-10)	10
11	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	10

Printed Name of Evaluator Kendra Kramer

Signature of Evaluator: 

Please fax or email the completed survey to: jay@dttechgraphics.com