



Request for Proposal: Contract Documents

**Project: Wayfinding Signs for Bill Yeck  
Park**

March 17, 2022

**Notice to Bidders:**

Sealed Proposals will be accepted by the Centerville-Washington Park District (Washington Township Park District), **until 4:30 PM, local time, on Thursday April 7, 2022 at 221 N. Main Street, Centerville, OH 45459**, for Wayfinding Signs for Bill Yeck Park (Materials Only) in accordance with the specifications. Proposals received after this time will not be accepted. **Contract Documents** can be found at [www.cwpd.org/about/ongoing-park-projects](http://www.cwpd.org/about/ongoing-park-projects)

Contact Nick Meyer at 937-433-5155 ext. 216, or [nmeyer@cwpd.org](mailto:nmeyer@cwpd.org) for bid information and or questions. **Instructions to Bidders.** The Park District reserves the right to accept or reject any or all proposals; to waive any informalities in the bidding; and to enter into a contract with the bidder who in their consideration offered the lowest and best proposal. The Park District also reserves the right to hold all proposals for sixty (60) days.

**Dan Monahan**  
**President, Board of Park Commissioners**

**Legal Advertisement:**

Thursday, March 17, 2022

Thursday, March 24, 2022

## **Purpose:**

The Centerville-Washington Park District is seeking lot pricing proposals for sign types reflected in our wayfinding framework package (Exhibit A). Interested parties should provide the following information along with their price proposal.

## **Proposal information:**

- **Bid Proposal Form must be included with the submittal and include Full name, address, and phone number of the party or parties submitting the proposal**
- **Approved Equals for Material Types are allowable-all material information must be included with proposal**
- **Posts will be direct purchase by the owner and should not be part of your submittal**
- **Prevailing Wage does not apply**
- **Park Feature sign type is excluded from this package, all other sign types apply**
- **Product Warranty information must be included**
- **Project estimate for sign materials is \$105,000.00**

The Park District reserves the right to waive any irregularities and to reject all proposals. Furthermore, when deemed in the best interest of the Park District. The Park District reserves the right to award all or part of the tasks and the parcels to one or more contractors and delete a parcel(s) or a portion of a task or parcel from a contract during the life of said contract.

## **Proposal Evaluation**

**Sealed proposals are due at Park Headquarters, 221 N. Main Street, Centerville, Ohio 45459 by 4:30 pm Thursday, April 7, 2022.**

Proposal evaluation begins when proposals are delivered and compliant with the Proposal Delivery Requirements, Proposal Content, Attachments, and all other applicable and required sections have been verified. A review panel that consists of CWPD employees will conduct the evaluation process. The Agency utilizes team consensus scoring to rate and evaluate all proposals. Proposals will be evaluated based on the following criteria.

### **1. Responsiveness**

Proposal has been verified, is complete, and has met all delivery requirements.

### **2. References and Project History**

Submittals must provide at least three (3) references for a similar project where a similar sign system has been installed. Submittals should demonstrate by way of references and detailed project descriptions that they have had a history of successfully completing projects of similar size and scope.

### **3. Installation Documents and Resources**

Proposals should include any, and all, resources to support a turnkey project installation by the owner, or owners representative. This includes printed, video, and internet web links for applicable resource information. All sign posts will be direct purchase by the Owner. Sign posts should not be part of the submittal.

#### **4. Warranty statement and duration**

Proposals should include all warranty information for each component of their product. Sign material needs to carry a minimum 10 year warranty on the product. In addition, items not covered by the manufactures warranty shall be identified.

#### **5. Proposal Cost**

Proposals shall provide unit and bulk pricing by completing the proposal form that is included in the proposal documents. **Owners Estimate for the project is \$105,000. Prices may vary depending upon material type selected for the project.**

**END OF SECTION**

## **INSTRUCTIONS TO BIDDERS**

### **1. EXAMINATION OF CONTRACT DOCUMENTS AND SITE CONDITIONS**

**Note: Proposer/Proposal and Bid/Bidder are synonymous.**

- A. Bidders are to review the Contract Documents made available to each bidder, including, but not limited to, the Notice to Bidders, Instructions to Bidders, Proposal Form, with modifications, Supplementary and/or Special Conditions for the Project (if any), Exhibit A Drawings and Specifications. The Contract Documents, as defined in the Agreement, shall govern the relationship between the successful Bidder and the Owner upon execution of an Agreement by the Owner and the successful Bidder.
- B. No allowance will be made subsequently for any omission, error, or negligence of the Bidder.
- C. All Bidders shall be familiar with the existing conditions, as well as the conditions related to the work, and the fact that a bid is submitted will be construed by the Owner as an agreement by the bidder to carry out the services in full conformance with the Specifications and other Contract Documents, notwithstanding the existing conditions.
- D. In the event of an inconsistency between the Drawings and Specifications or within either document that is not clarified by addenda, the better quality or greater quantity of Work shall be provided in accordance with the Design Professional's interpretation.

### **2. PREPARATION OF BIDS**

- A. All bids shall include the following documents:
  - 1. The **Proposal Form** furnished with the Contract Documents
  - 2. Product and Installation material
  - 4. Warranty Information
  - 5. References
  - 6. Additional information as requested herein
- B. All blank spaces shall be filled in, in ink or typewritten, in words and figures, and in figures only where no space is provided for words, and signed by the Bidder. The wording on the Bid Form shall be used without change, alteration, or addition. Any change in the wording or omission of specified accompanying documents may cause the bid to be rejected. If both numbers and words are requested for any bid item, the amount in words shall prevail if there is an inconsistency between the numbers and words written.
- C. Bidders shall note receipt of Addenda on the Bid Form. If the Bidder fails to acknowledge receipt of each Addendum, the Bid shall be deemed non-responsive, unless the Bid amount reflects receipt of the Addendum or the Addendum involves only a matter of form and does not affect the price, quantity or quality of the Work to be performed.
- D. The Bid Form shall be signed with the name typed or printed below the signature. A Bid shall not be submitted by facsimile transmission. A Bidder that is a corporation shall sign its bid with the legal name of the corporation followed by the name of the state of incorporation and the legal signature of an officer authorized to bind the corporation to a contract.

- E. Each Bid shall be enclosed in a sealed opaque envelope with the Bidder's name, title of the Project and addressed as follows: **Wayfinding Signs for Bill Yeck Park, 221 N. Main Street, Centerville, OH 45459.** Bids must be received at the designated location for the bid opening before **4:30 p.m. on Thursday, April 7, 2022.**
- F. The Bidder shall take the following precautions in preparing its bid:
1. Sign the bid and check to insure all blank spaces have been filled in with requested information and that the specified accompanying documents (listed in Item E above) have been included in a sealed opaque envelope addressed as described in Item E above.
  2. When the Bid Form includes one or more Alternate items under a bid category, indicate whether the sum stated for each Alternate item is an addition or deduction to the base bid amount. If a Bidder inserts "0" or "\$0" or "Zero" or "N/A" in an Alternate blank, it will be assumed that the Bidder will provide the specified work or item covered by that Alternate for no additional cost. If the Bidder inserts "no bid" or leaves the Alternate blank, it will be assumed that the Bidder is not including the work covered by this Alternate in its bid. If the Bidder inserts an amount in the Alternate blank, without indicating whether it is an addition or deduction to the base bid amount, it will be assumed that the amount is an addition, unless the Bid Form clearly indicates that it is a deduct item only.
  3. When the Bid Form provides for quoting a unit price, the Bidder should insert the unit prices requested. Unit prices will not be used to determine the lowest and best bidder.

**combination bid amount.**

- G. The Bidder assumes full responsibility for timely delivery of the Bid Form to the location designated for receipt of bids. Any bid received after the time and date designated for receipt of bids will be returned unopened.
- H. Affidavit as to Personal Property Taxes. The Bidder shall submit with its bid an affidavit in the form required by Section 5719.042, Ohio Revised Code, regarding the status of the Bidder's personal property taxes. A copy of the form of the affidavit is included in the Contract Documents.

**4. METHOD OF AWARD**

- A. All bids shall remain open for acceptance for sixty (60) days following the day of the bid opening. If applicable, the Owner may, in its sole discretion, release any bid and return the Bid Guaranty prior to that date. The Bid Guaranty shall be subject to forfeiture, as provided in the Ohio Revised Code, if a bid is withdrawn during the period when bids are being held.
- B. The Owner reserves the right, in its sole discretion, to reject any, part of any or all bids and to waive any informalities and irregularities at any time prior to execution of the contract by the Owner. Each Bidder expressly acknowledges this right of the Owner to reject any or all bids, or to reject any incomplete or irregular bid. The Owner will award a single contract for each of the bid packages listed above or one or more combined contracts for combinations of the Bid Packages at its sole discretion. Bidders must furnish all information requested on or accompanying the Bid Form. Failure to do so may result in disqualification of the bid.
- C. Determination of whether a Bid is Responsive. Before evaluating whether the Bidder has submitted the lowest and best bid for the specified work, the Owner will review the bid submitted

to determine whether it is responsive. A bid is responsive that includes a properly completed bid form, covers the specified scope of work, and is accompanied by an acceptable form of bid guaranty. A bid must be responsive before the Owner will evaluate whether the Bidder has submitted the lowest and best bid for the work. Examples of non-responsiveness, which would result in a bid not being accepted and reviewed, include (but are not limited to) the following: failure to sign the bid form, failure to acknowledge an addendum that addresses the bid amount, failure to sign the bid guaranty, failure to provide a form of bid guaranty permitted by the Ohio Revised Code, failure to use the bid form included in the Project Manual provided to bidders, failure to include a bid amount for an Alternate selected by the Owner, or failure to include a unit price or allowance requested on the Bid Form. If a bid is determined to be not responsive, it will be returned to the Bidder and will not be considered by the Owner.

D. Determination of Lowest and Best Bid. Subject to the right of the Owner to reject any or all bids, the Owner will award the Contract for the Work to the Bidder submitting the lowest and best bid, taking into consideration accepted alternates. The Owner, in its sole discretion, shall determine whether a bid is responsive to the specifications or a bidder is the best to provide the specified work. In evaluating bids, the Owner shall consider the qualifications of the Bidders, whether or not the bids comply with the prescribed requirements, and alternatives and unit prices, if requested, on the Bid Form. The Owner may also consider the qualifications and experience of suppliers and distributors. The Owner may conduct such investigations as are deemed necessary to establish the qualifications and financial ability of the Bidders, proposed distributors and material suppliers, and other persons and organizations to do the Work in accordance with the Contract Documents to the Owner's satisfaction within the prescribed time. The Owner reserves the right to reject the bid of any Bidder that does not pass the evaluation to the Owner's satisfaction. The factors to be considered by the Owner in making its determination as to whether the Bidder is the best bidder, include the following as the Owner, in its discretion, deems appropriate and may give such weight thereto as it deems appropriate:

- a. The Bidder's work history. The Bidder should have a record of consistent customer satisfaction and of consistent completion of projects, including projects that are comparable to or larger and more complex than the Owner's Project, on time and in accordance with the applicable Contract Documents. If the Bidder's management operates or has operated another construction company, the Owner may consider the work history of that company in determining whether the Bidder is the best bidder to perform the specified work.

The Owner will consider the Bidder's prior experience on other projects with the Owner and Design Professional, including the Bidder's demonstrated ability to complete its work on these projects in accordance with the Contract Documents and on time, and will also consider its ability to work with the Owner and Design Professional.

The Bidder authorizes the Owner and its representatives to contact the owners and design professionals (and construction managers, if applicable) on projects on which the Bidder has worked, and authorizes and requests such owners and design professionals (and construction managers) to provide the Owner with a candid evaluation of the Bidder's performance. By submitting its bid, the Bidder agrees that if it or any person, directly or indirectly, brings an action against any of such owners or design professionals (or construction manager) or the employees of any of them as a result of or related to such candid evaluation and such action is not successful, the Bidder will reimburse such owners, design professionals (and construction managers), and the employees of each of them for all legal fees and expenses incurred by them related to such legal action. This obligation is expressly intended for the

benefit of such owners, design professionals (and construction managers), and the employees of each of them.

- b. The Bidder's financial ability to complete the Contract successfully and on time without resort to its Surety;
  - c. The Bidder's prior experience with similar work on comparable or more complex projects; the Bidder should be in the business and regularly engaged in the type of construction specified for the bid package for which it submits a bid for a minimum period of five (5) years and be properly licensed in the jurisdiction where the Project is constructed;
  - d. The Bidder's prior history for the successful and timely completion of projects;
  - e. The Bidder's equipment and facilities;
  - f. The adequacy, in numbers and experience, of the Bidder's work force to complete the Contract successfully and on time, and the Bidder's in-house design professional or consultant for completing the design of the project for installation, including systems, and stamping drawings needed to submit for plan approvals and building permits, if applicable.
  - g. The Bidder's prior experience on other projects of the Owner and/or Design Professional, including the Bidder's demonstrated ability to complete its work on these projects in accordance with the Contract Documents and on time and its ability to work with the Owner and/or Design Professional;
  - h. The Bidder's compliance with federal, state, and local laws, rules, and regulations, including but not limited to the Occupational Safety and Health Act;
  - i. The Bidder's participation in a drug-free workplace program acceptable to the Owner, and the Bidder's record for both resolved and unresolved findings for recovery as defined in Ohio Revised Code Section 7.24;
  - j. The Owner's prior experience with the Bidder's surety;
  - k. Depending upon the type of the work, other essential factors, as the Owner may determine and as are included in the specifications for the Work; and/or
  - l. The foregoing information with respect to each of the Subcontractors which the Contractor intends to use on the Project.
- E. Within three (3) business days after receipt of the bids, the apparent low Bidder, if requested by the Design Professional or Owner, will complete and submit to the Architect AIA Document A305, Contractor Qualifications Statement, and the information required by the supplement to AIA Document A305, which is included in the Project Manual, and thereafter provide the Design Professional or Owner promptly with such additional information as the Design Professional or Owner may request regarding the Bidder's qualifications and ability to perform the specified work. Additionally, upon request from the Design Professional or owner, any other Bidder will promptly complete and submit to the Architect AIA Document A305, Contractor Qualifications Statement and the information required by the supplement to AIA Document A305, which is included in the Project Manual, and such additional information as the Design Professional or Owner may request regarding the Bidder's qualifications and ability to perform the specified work. A Bidder shall submit any requested information within three (3) business days of the date on the request.



- F. The failure to submit requested information on a timely basis may result in the determination that the Bidder is not the lowest and best bidder for the specified work.
- G. By submitting its bid, the Bidder agrees that the Owner's determination of a bid's responsiveness or a bidder's qualifications and ability to perform the specified work shall be final and conclusive, and that if the Bidder or any person challenges such determination in any legal proceeding and is not successful, the Bidder shall reimburse the Owner for all legal fees and expenses incurred by the Owner that are related to such challenge, including the costs of collection.
- H. Within three (3) business days of receipt of the bids or such longer time as may be permitted in writing by the Design Professional or Owner, the apparent low Bidder shall submit the following:
  - a. The list of all proposed Subcontractors and vendors.
  - b. Surety Certificate of Compliance showing the authority of the company to conduct business in Ohio.
  - d. Certificate of Insurance.
- I. No Bidder may withdraw its bid within sixty (60) days after the date bids are opened. The Owner reserves the right to waive any formalities or irregularities or to reject any or all bids.
- J. The Owner reserves the right to disqualify bids, before or after opening, upon evidence of collusion with intent to defraud or other illegal practices on the part of the Bidder.

## 5. **ALTERNATES**

- A. The Owner may request bids on alternates. If the Owner requests bids on alternates, the bidder should include the cost of the alternates requested on its Bid Form. Failure to include a cost, credit, or "no cost" entry in the blank on the Bid Form for an alternate may render a bid non-responsive if the Owner selects that alternate at the time it awards the contract. Selection of alternates is at the sole discretion of the Owner and may affect who is the apparent low bidder.
- B. A Voluntary Alternate Bid (or Voluntary Alternate) is an amount proposed by the Bidder for alternative materials, products, or equipment not described in the Bid Documents or otherwise approved as a substitution as identified under Section 7. A Voluntary Alternate must be submitted to the Design Professional for review prior to submittal of the Bid through the process described in Section 7. A contract will not be awarded on the basis of a voluntary alternate included with the Bid Form that has not been submitted to the Design Professional for review and a decision within the time period stated in Section 7. The Design Professional's decision to accept or not to accept a proposed Voluntary Alternate shall be final.
- B. At the time of awarding the contract, the Owner will select or reject alternates as it determines is in its best interest. A bidder's failure to include in its Bid Form the cost of an alternate selected by the Owner and applicable to the bidder's work may render the bid non-responsive and be grounds for the rejection of the bid. If the Owner does not select the alternate, the failure to include the cost of an alternate will not be deemed material.
- C. The Bidder acknowledges that although there is an estimate for the cost of the Project, the market conditions may and frequently do result in the estimate being different from the sum of the bids received, either higher or lower. The Bidder understands that the Owner may include alternates, which may include deduct alternates as well as add alternates, to give it flexibility in building the Project with the funds that are available. The Bidder further understands and acknowledges that use of add and deduct alternates is a long held customary practice in the construction industry in the State of Ohio. The Bidder also acknowledges that the Owner will not make a decision about

the alternates on which to base the award of contracts until the bids are received, and the Owner can compare its available funds with the base bids and the cost or savings from selecting different alternates. The Bidder understands and acknowledges that the award to the lowest and best Bidder will be based on the lowest base bid plus selected alternates, and may result in an award to a Bidder other than the Bidder that submitted the lowest base bid.

- D. If, during the progress of the Work, the Owner desires to reinstate any alternate not included in the contract, the Owner reserves the right to reinstate the alternate at the price bid by the contractor provided that such action is taken in sufficient time so as not to delay the progress of the work or cause the contractor additional expense.

## **6. UNIT PRICES**

- A. Where unit prices are requested in the Bid Proposal Form for a Prime Contract on which the Bidder submits a bid, the Bidder should quote a unit price. Unless otherwise expressly provided in the Bid Documents, such unit prices shall include all labor, materials, and services necessary for the timely and proper installation of the item for which the unit prices are requested. The unit prices quoted in the bid shall be the basis for any Change Orders entered into under the Agreement, unless the Design Professional determines that the use of such unit prices will cause substantial inequity to either the Contractor or the Owner.
- B. Requested unit prices will not be considered in the award and determination of the lowest and best bid.
- C. Failure to include unit prices requested on the Bid Form may render the bid non-responsive and be a basis for rejection of the bid by the Owner.

## **7. ADDENDA**

- A. The Owner reserves the right to issue Addenda changing, altering, or supplementing the Contract Documents prior to the time set for receiving bids. The Design Professional will issue the Addenda to clarify bidders' questions and/or to change, alter, or supplement the Contract Documents.
- B. Any explanation, interpretation, correction, or modification of the Bid Documents will be issued in writing in the form of an Addendum, which shall be the only means considered binding; explanations, interpretations, etc., made by any other means shall **NOT** be legally binding. All Addenda shall become a part of the Contract Documents.
- C. Contractors shall submit written questions to the Design Professional in sufficient time in advance of the bid opening to allow sufficient time for the Design Professional to respond. All Addenda will be issued except as hereafter provided, and mailed or otherwise furnished to persons who have obtained Contract Documents for the Project, at least seventy-two (72) hours prior to the published time for the opening of bids, excluding Saturdays, Sundays, and legal holidays. If any Addendum is issued within such seventy-two (72) hour period, then the time for opening of bids shall be extended one (1) week with no further advertising of bids required.
- D. Copies of each Addendum will be sent only to the Contractors to whom Contract Documents have been issued. Receipt of Addenda shall be indicated by Bidders in the space provided on the Bid Form. Bidders are responsible for acquiring issued Addenda in time to incorporate them into their bid. Bidders should contact the Design Professional prior to the bid opening to verify the number of Addenda issued.

- E. If a Bidder fails to indicate receipt of all Addenda issued by the Design Professional on its Bid Form, the bid of such Bidder will be deemed to be responsive only if:
  - a. The bid received clearly indicates that the Bidder received the Addendum, such as where the Addendum added another item to be bid upon and the Bidder submitted a bid on that item; or
  - b. The Addendum involves only a matter of form or is one which has either no effect or has merely a trivial or negligible effect on price, quantity, quality, or delivery of the item bid upon.

## **8. INTERPRETATION**

- A. If a Bidder contemplating submitting a bid for the proposed Project is in doubt as to the true meaning of any part of the Specifications or Contract Documents, it may submit a written request for an interpretation thereof to the Design Professional or to the Owner if there is no Design Professional for the Project.

Any interpretation of the proposed documents will be made by Addendum only, duly signed by the Design Professional and/or the Owner, and a copy of such Addendum will be mailed or delivered to each Bidder receiving a set of Contract Documents. The Owner will not be responsible for any other explanation or interpretation of the proposed documents.

- B. In interpreting the Contract Documents, words describing materials that have a well-known technical or trade meaning, unless otherwise specifically defined in the Contract Documents, shall be construed in accordance with the well-known meaning recognized by the trade.
- C. Bidders are responsible for notifying the Design Professional in a timely manner of any ambiguities, inconsistencies, errors or omissions in the Contract Documents. The Bidder shall not, at any time after the execution of the Contract, be compensated for a claim alleging insufficient data, incomplete Contract Documents, or incorrectly assumed conditions regarding the nature or character of the Work, if no request was made by the Bidder prior to the bid opening.

## **9. TAX STATUS**

- A. The Owner is a political subdivision of the State of Ohio and is exempt from taxation under the Ohio Sales Tax and Use Tax Laws. Building materials that the successful Bidder purchases for incorporation into the Project will be exempt from state sales and use taxes if the successful Bidder provides a properly completed sales tax exemption certificate to the vendors or suppliers when the materials are acquired. The Owner will execute properly completed certificates on request.

## **10. PREVAILING WAGE**

- A. Prevailing wage rates do not apply for this project.

## **11. OWNER'S RIGHT TO WAIVE DEFECTS AND IRREGULARITIES**

- A. The Owner reserves the right to waive any and all irregularities provided that the defects and irregularities do not affect the amount of the bid in any material respect or otherwise give the Bidder a competitive advantage.
- B. By submitting its bid, the Bidder agrees that (i) the Owner's determination of whether a defect or irregularity affects the amount of the bid in any material respect or otherwise gives the Bidder a competitive advantage will be final and conclusive; and (ii) the Bidder will pay the Owner's

attorneys' and consultants' fees related to any challenge to the bid procedure or process, brought directly or indirectly by the Bidder and/or any of its affiliates, which is unsuccessful.

## **12. MODIFICATION/WITHDRAWAL OF BIDS**

- A. Modification. A Bidder may modify its bid by written communication to the Owner addressed to the Owner, attention of the Planning and Project Manager, at the Owner's address at any time prior to the scheduled closing time for receipt of bids, provided such written communication is received by the Planning and Project Manager prior to the bid deadline. The written communication shall not reveal the bid price, but should provide the addition or subtraction or other modification so that the final prices or terms will not be known until the sealed bid is opened. If the Bidder's written instructions with the change in bid reveal the bid amount in any way prior to the bid opening, the bid may be rejected as non-responsive.
- B. Withdrawal Prior to Bid Deadline. A Bidder may withdraw its bid at any time for any reason prior to the bid deadline established in the Notice to Bidders. The request to withdraw shall be made in writing and submitted at the Owner's address. The request for withdrawal must be received by the Owner prior to the time of the bid deadline.
- C. Withdrawal after Bid Deadline.
  - (1) All bids shall remain valid and open for acceptance for a period of at least 60 days after the bid opening; provided, however, that a Bidder may request withdrawal its bid from consideration after the bid deadline when all of the following apply:
    - (a) the price bid was substantially lower than the other bids;
    - (b) the reason for the bid being substantially lower was a clerical mistake, rather than a mistake in judgment, and was due to an unintentional and substantial error in arithmetic or an unintentional omission of a substantial quantity of work, labor, or material;
    - (c) the bid was submitted in good faith;
    - (d) the Bidder provides written notice to the Owner, to the attention of the Operations Manager, within two (2) business days after the bid opening for which the right to withdraw is claimed.
  - (2) No bid may be withdrawn under this provision if the result would be the awarding of the contract on another bid for the bid package from which the Bidder is withdrawing its bid to the same Bidder.
  - (3) If a bid is withdrawn under this provision, the Owner may award the Contract to another Bidder determined by the Owner to be the lowest responsible bidder or the Owner may reject all bids and advertise for other bids. In the event the Owner advertises for other bids, the withdrawing Bidder shall pay the costs incurred in connection with the rebidding by the Owner, including the cost of printing new Contract Documents, required advertising, and printing and mailing notices to prospective bidders, if the Owner finds that such costs would not have been incurred but for such withdrawal.

## **13. EQUAL EMPLOYMENT OPPORTUNITY/NONDISCRIMINATION**

- A. Minority, female, and disadvantaged businesses will be afforded full opportunity to submit bids, and bidders will not be discriminated against on the grounds of race, color, religion, sex, age, handicap, ancestry, or national origin in the consideration of an award. The successful bidder(s) shall include a provision in any subcontract entered into for the Project that requires that each of its subcontractors not discriminate against any employee or applicant for employment on the basis of race, religion, color, sex, age, handicap, ancestry, or national origin in any actions that it takes. Such actions include, without limitation, employment, upgrading, demotion, transfer recruitment or recruiting advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeships.
- B. The contract document to be executed by the successful Bidder contains nondiscrimination provisions as required by Ohio Revised Code Sections 153.59 and 153.60.

### **END OF INSTRUCTIONS TO BIDDERS**

#### **Proposal Form**

1.01 BID SUBMITTED BY:

---

(Proposer)

DATED: \_\_\_\_\_

1.02 DELIVER TO:

Centerville-Washington Park District (Washington Township Park District)  
221 N. Main Street  
Centerville, Ohio 45459

1.03 Having viewed the Drawings in Exhibit A and read the Specifications for the Project entitled:

**Wayfinding Signs for Bill Yeck Park**

and having also received, read and taken into account the following Addenda:

Addendum No. \_\_\_\_\_, dated \_\_\_\_\_;

Addendum No. \_\_\_\_\_, dated \_\_\_\_\_;

Addendum No. \_\_\_\_\_, dated \_\_\_\_\_;

Addendum No. \_\_\_\_\_, dated \_\_\_\_\_;

Addendum No. \_\_\_\_\_, dated \_\_\_\_\_;

and likewise having inspected the site and the conditions affecting and governing the Project and confirmed the location of the site utilities and all existing structures, the undersigned hereby proposes to furnish all materials and to perform all labor, as specified and described in the said Specifications (if any) and/or as shown on the said Drawings for all work necessary to complete the Project on a timely basis and in accordance with the Contract Documents regardless of whether expressly provided for in such Specifications (if any) and Drawings.

1.04 Before completing the Bid Form, the undersigned represents that it has carefully reviewed the Legal Notice, Instructions to Bidders, Bid Form, Project Specifications (if any), the Project Schedule (if any) and the ORC 3517.13 Certification. Failure to comply with provisions of the Contract Documents may be cause for disqualification of the bid.

1.06 COMPLETION OF WORK: In submitting a bid, the undersigned agrees to execute the Agreement in the form included in the Contract Documents and to substantially complete its work as required by the Contract Documents.

NOTE A: The wording of the Bid Form shall be used throughout, without change, alteration, or addition. Any change may cause it to be rejected.

2.01 BID:

All items of work for the contracts listed below. Bidder is to fill in all blanks related to the Bid Package for which a bid is being submitted.

**ITEM 1. BID PACKAGE 1: Wayfinding Signs for Bill Yeck Park**

Item No.	Item Name	Unit	Quantity	Total
A	Park Nodes	Lump Sum	4	\$
B	Trail Head Marker	Lump Sum	8	\$
C	Confidence Marker	Lump Sum	60	\$
D	Neighborhood Marker	Lump Sum	7	\$
E	Directional Marker	Lump Sum	8	\$

---

(Total Base Bid in Words)

**3.01 INSTRUCTIONS FOR SIGNING**

- A. The person signing for a sole proprietorship must be the sole proprietor or his authorized representative. The name of the sole proprietor must be shown below.
- B. The person signing for a partnership must be a partner or his authorized representative.
- C. The person signing for a corporation must be the president, vice president or other authorized representative; or he must show authority, by affidavit, to bind the corporation.
- D. The person signing for some other legal entity must show his authority, by affidavit, to bind the legal entity.

**4.01 BIDDER CERTIFICATIONS.** The Bidder hereby acknowledges that the following representations in this bid are material and not mere recitals:

- 1. The Bidder has read and understands the Contract Documents and agrees to comply with all requirements of the Contract Documents, regardless of whether the Bidder has actual knowledge of the requirements and regardless of any statement or omission made by the Bidder which might indicate a contrary intention.
- 2. The Bidder represents that the bid contains the name of every person interested therein and is based upon the Standards specified by the Contract Documents.

3. The Bidder has visited the Project site, become familiar with local conditions and has correlated personal observations about the requirements of the Contract Documents. The Bidder has no outstanding questions regarding the interpretation or clarification of the Contract Documents.
4. The Bidder and each person signing on behalf of the Bidder certifies, and in the case of a bid by joint venture, each member thereof certifies as to such member's entity, under penalty of perjury, that to the best of the undersigned's knowledge and belief: (a) the Base Bid, any Unit Prices and any Alternate bid in the bid have been arrived at independently without collusion, consultation, communication or agreement, or for the purpose of restricting competition as to any matter relating to such Base Bid, Unit Prices or Alternate bid with any other Bidder; (b) unless otherwise required by law, the Base Bid, any Unit Prices and any Alternate bid in the bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to the bid opening, directly or indirectly, to any other Bidder who would have any interest in the Base Bid, Unit Prices or Alternate bid; (c) no attempt has been made or will be made by the Bidder to induce any other Person to submit or not to submit a bid for the purpose of restricting competition; and (d) the statements made in the Bidder's Affidavit are true and correct, to the best of the Bidder's knowledge and information.
5. The Bidder will execute the Agreement in the form included with the Contract Documents, if a Contract is awarded on the basis of this bid, and if the Bidder does not execute the Contract Form for any reason, other than as authorized by law, the Bidder and the Bidder's Surety are liable to the Owner as provided in the Instructions to Bidders.
6. The Bidder certifies that the upon the award of a Contract, the Contractor will make a good faith effort to ensure that all of the Contractor's employees, while working on the Project site, will not purchase, transfer, use or possess illegal drugs or alcohol or abuse prescription drugs in any way.
7. The Bidder agrees to furnish any information requested by the Design Professional, Owner or the Owner's authorized representative to evaluate that the Bidder is responsible and that the bid is responsive to the specifications.
8. The Bidder certifies that it has no unresolved findings for recovery issued by the Auditor of State.

NOTE: The Bidder should review the Contract Documents and the site and conditions under which the Work will be performed so that he can give the acknowledgments contained above.

LEGAL NAME OF BIDDER: \_\_\_\_\_

BIDDER IS: \_\_\_\_\_  
(sole proprietor, partnership, corporation or other legal entity)

NAME OF PERSON LEGALLY AUTHORIZED TO BIND BIDDER TO A CONTRACT:

\_\_\_\_\_  
(print)

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

FEDERAL TAX ID NO. \_\_\_\_\_

DATE SIGNED \_\_\_\_\_



When the Bidder is a partnership or a joint venture, state name and address of each partner in the partnership or participant in the joint venture below:

---

---

Name

---

---

Address

---

---

Name

---

---

Address

---

---

Name

---

---

Address

# EXHIBIT A





# Centerville-Washington Park District

Trail Sign System Standards version 03



# Introduction & Usage

The purpose of this manual is to introduce the Centerville-Washington Park District Signage & Wayfinding Program and provide instructions to those who may be planning or specifying signs. This document will also serve as a guide for re-ordering signs that may require replacement.

The Standard Sign Program was developed to provide consistency and uniformity across the park system to provide a comprehensive system for the varying and expanding campus environments. It is a flexible sign system that will allow for ease in changing and expanding information within the program when necessary.

There may be instances where a nonstandard sign is necessary. This manual provides a standard for design intent. Any custom signs or deviations from the sign family must be approved by the Parks Department.

## INTENT

- » To guide visitors through Centerville-Washington's Parks with ease without cluttering the property with an excessive amount of signs.
- » To provide an aesthetically appropriate and cost effective solution for the many trail signs required offering a versatile and flexible sign program that expands as the park system continues to grow.

## USING THIS MANUAL

**Section 1** Introduces the Graphic Standards for the Sign Program. It addresses the use of graphic elements, logos and symbols, fonts, colors, materials, and nomenclature used within the program.

**Section 2** Introduces the Sign Family. It includes programming and usage information for each sign type.

**Section 3** Provides Design Intent-level drawings for each sign type, specifying layouts, element sizes, materials and recommended fabrication and mounting methods.  
*Note: These drawings and notes are for the sole purpose of expressing visual design intent and are not intended for actual fabrication purposes.*

**Section 4** Appendices include typical Performance Specifications for the signage detailed herein.

## CWPD Brand

Knowing what makes us unique as an organization and then communicating it effectively in a common voice is what branding is all about. Branding is not just about a visual identity, although that is certainly a part of branding. It is about what we do at the Centerville-Washington Park District (CWPD), but more importantly, why we do it – it explores our organizational motivations and passions.

An important point that is often lost in a branding process: branding is not about who we think we are, or who we want to be, it is about who we actually are.

A clear brand strategy, just like a clear mission statement and strategic plan, provides direction to staff as they plan parks, programs and services – and as they interact with the public.

*From Centerville-Washington Park District Brand Report (2016)*



### LOGO

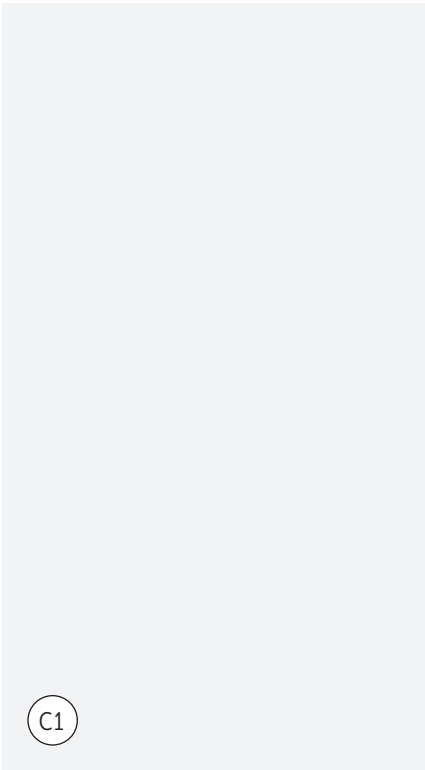
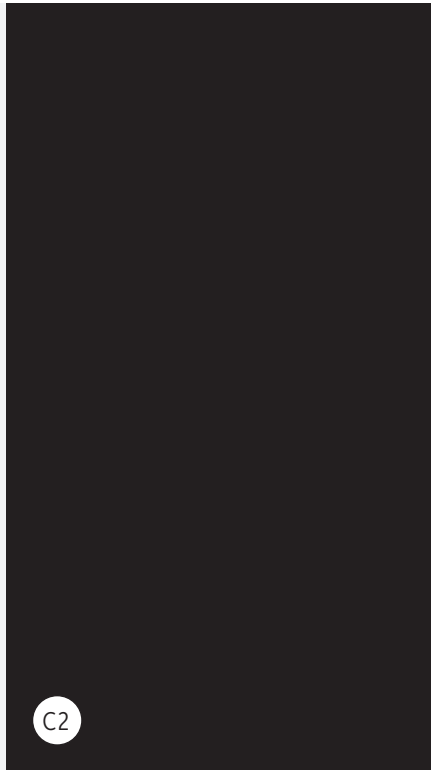




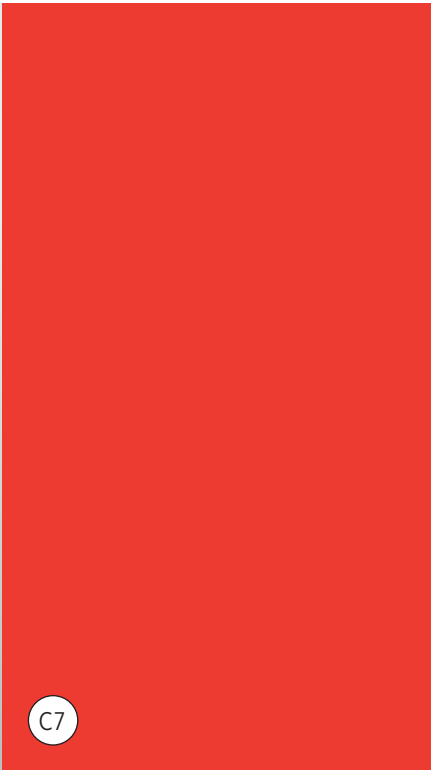
The logo of the CWPD is commonly used on a wide range of elements from marketing materials to signs. It is the Park District's official identifier and should be prominently and clearly displayed on all visual communications.

A consistent and intentional application of the CWPD brand will enhance recognition and reputation within the community.

*Logo should not be distorted in any way, Owner to provide final artwork.*

# Graphic Specifications

## Primary Colors/Materials







 <div>C1</div>	 <div>C2</div>	 <div>C3</div>	 <div>C4</div>	 <div>C5</div>	 <div>C6</div>	 <div>C7</div>
<b>WHITE</b> Paint/print to match or 3M Matte White Vinyl*	<b>BLACK</b> Paint/print to match or 3M Matte Black Vinyl	<b>EVERGREEN</b> Paint/print to match PMS 357	<b>SPRING LEAF</b> Paint/print to match PMS 369	<b>DARK GRAY</b> Paint/print to match PMS 4287	<b>BRUSHED METAL</b> Brushed or unpainted finish, clear coated for protection	<b>BRIGHT RED</b> Paint/print to match PMS Red 032

\*Engineer Grade Reflective Vinyl where indicated on drawings for exterior signage.

**NOTE:** Final colors and finishes must comply with ADA guidelines where applicable. Final colors and finishes must be approved by Owner prior to fabrication.

## Secondary Colors

These colors are used to identify trails and compliment the brand color palette.

 <div>C8</div>	 <div>C9</div>	 <div>C10</div>	 <div>C11</div>	 <div>C12</div>	 <div>C13</div>
<b>RED</b> Paint/print to match PMS 1797	<b>ORANGE</b> Paint/print to match PMS 1585	<b>YELLOW</b> Paint/print to match PMS 109	<b>BLUE</b> Paint/print to match PMS 7703	<b>PURPLE</b> Paint/print to match PMS 2602	<b>BROWN</b> Paint/print to match PMS 146

Graphic Specifications

Fonts

T1 ROBOTO CONDENSED REGULAR

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq  
Rr Ss Tt Uu Vv Ww Xx Yy Zz 1 2 3 4 5 6 7 8 9 0

T2 ROBOTO CONDENSED BOLD

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq  
Rr Ss Tt Uu Vv Ww Xx Yy Zz 1 2 3 4 5 6 7 8 9 0

T3 ROBOTO REGULAR

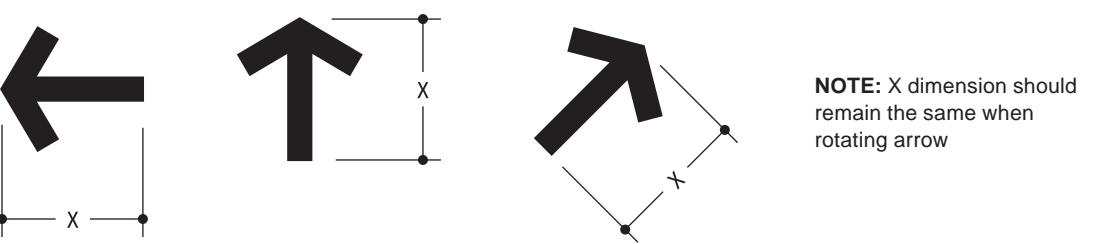
Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq  
Rr Ss Tt Uu Vv Ww Xx Yy Zz 1 2 3 4 5 6 7 8 9 0

NOTE: Fonts must be purchased by sign fabricator.

Logos/Graphics



Symbols



NOTES:  
Owner to provide final artwork unless noted, see drawings for usage  
Symbols from the NPS Pictographs, for more information: <https://www.nps.gov/carto/app/#!/maps/symbols>  
Sign contractor to specify typical colors for warning and accessibility.

# Graphic Specifications

## Trail Symbols



Purple Trail



Orange Trail



Green Trail



Brown Trail



Red Trail



Yellow Trail



White Trail

**EXPANDING THE TRAIL SYSTEM**

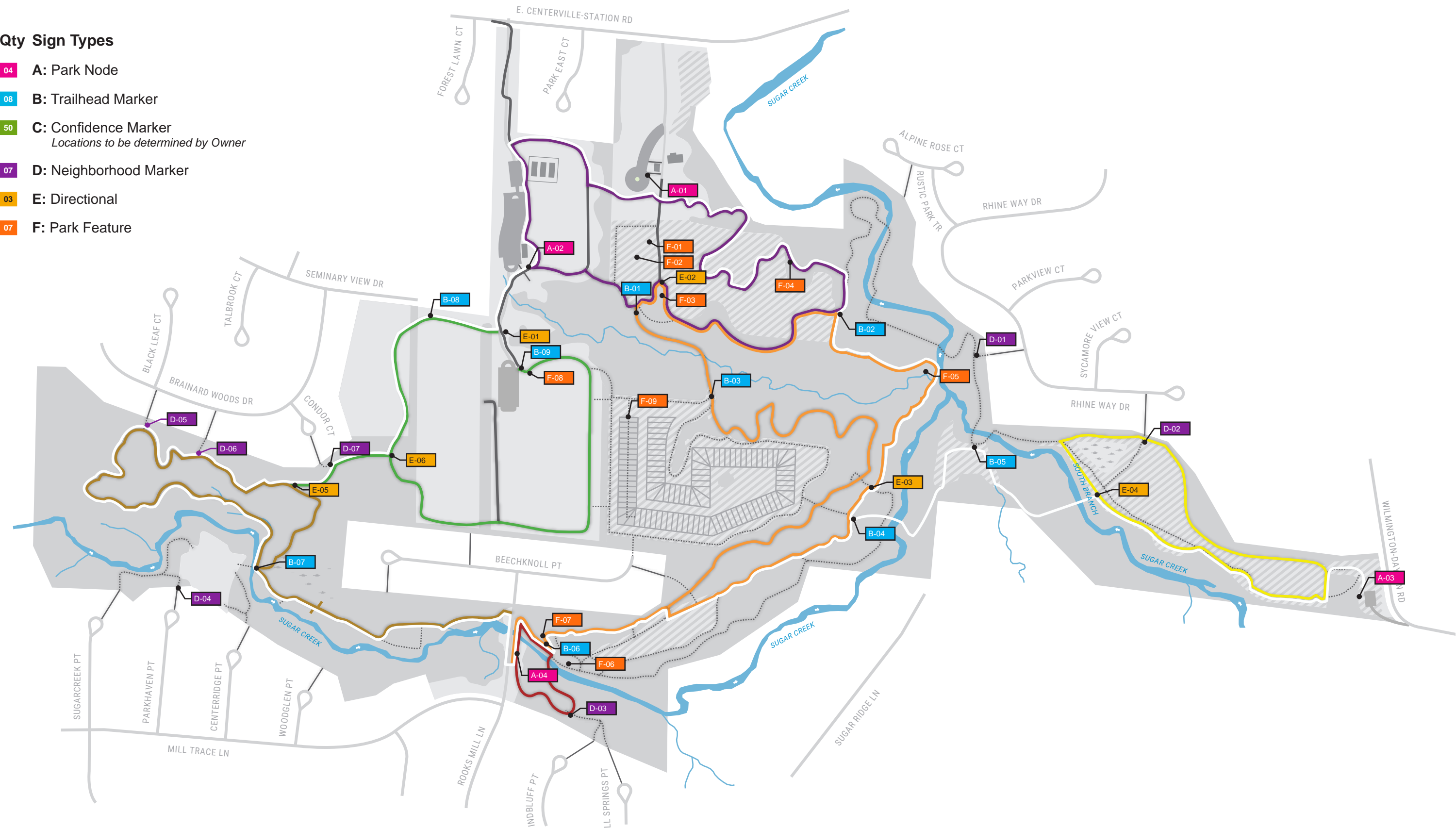
Future trails can be added to the system. Symbols should be simple and easy to identify as a silhouette. Be consistent with the wildlife theme that is established.



# Sign Locations

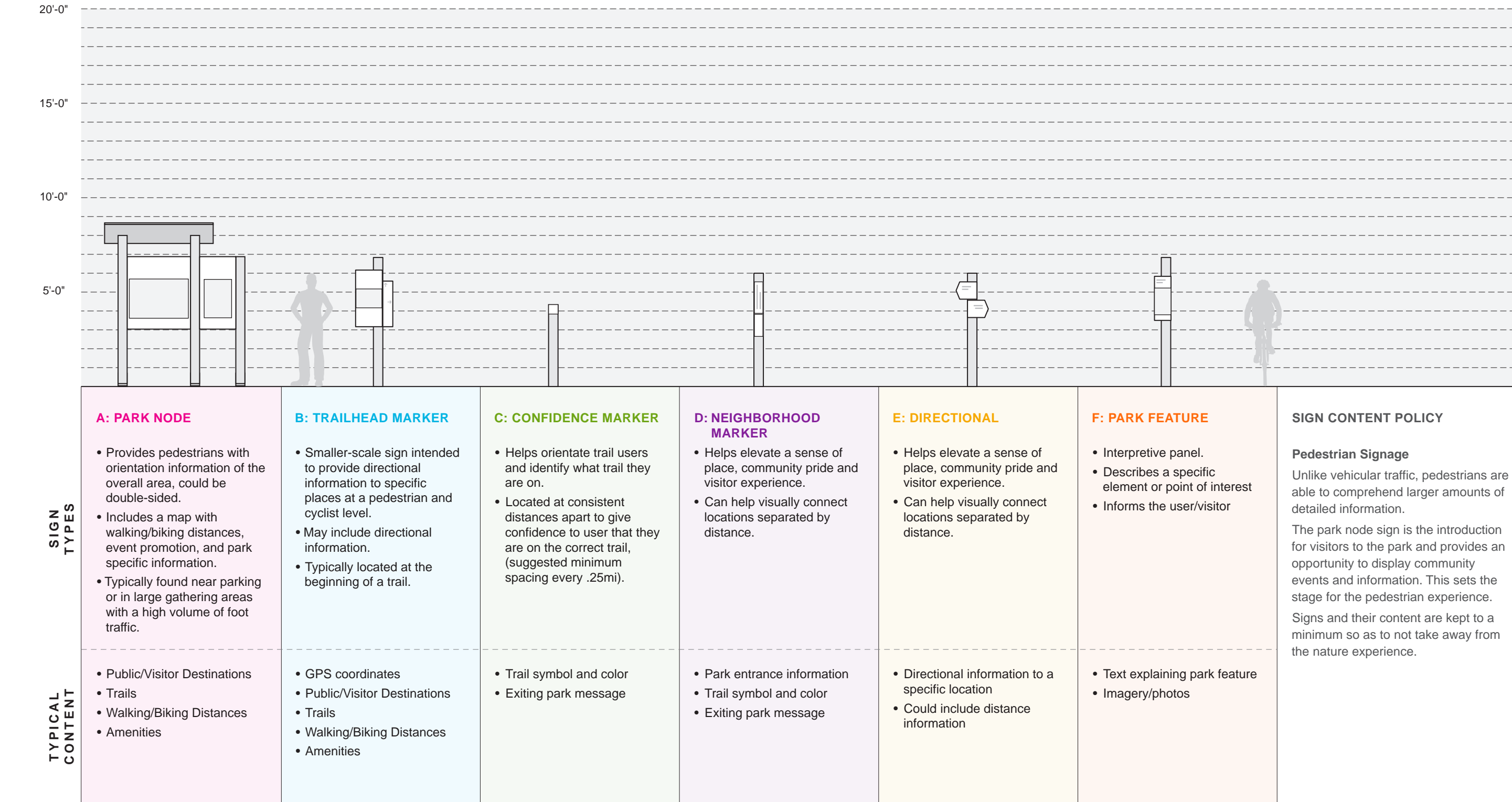
Qty Sign Types

- 04 A: Park Node
- 08 B: Trailhead Marker
- 50 C: Confidence Marker  
*Locations to be determined by Owner*
- 07 D: Neighborhood Marker
- 03 E: Directional
- 07 F: Park Feature



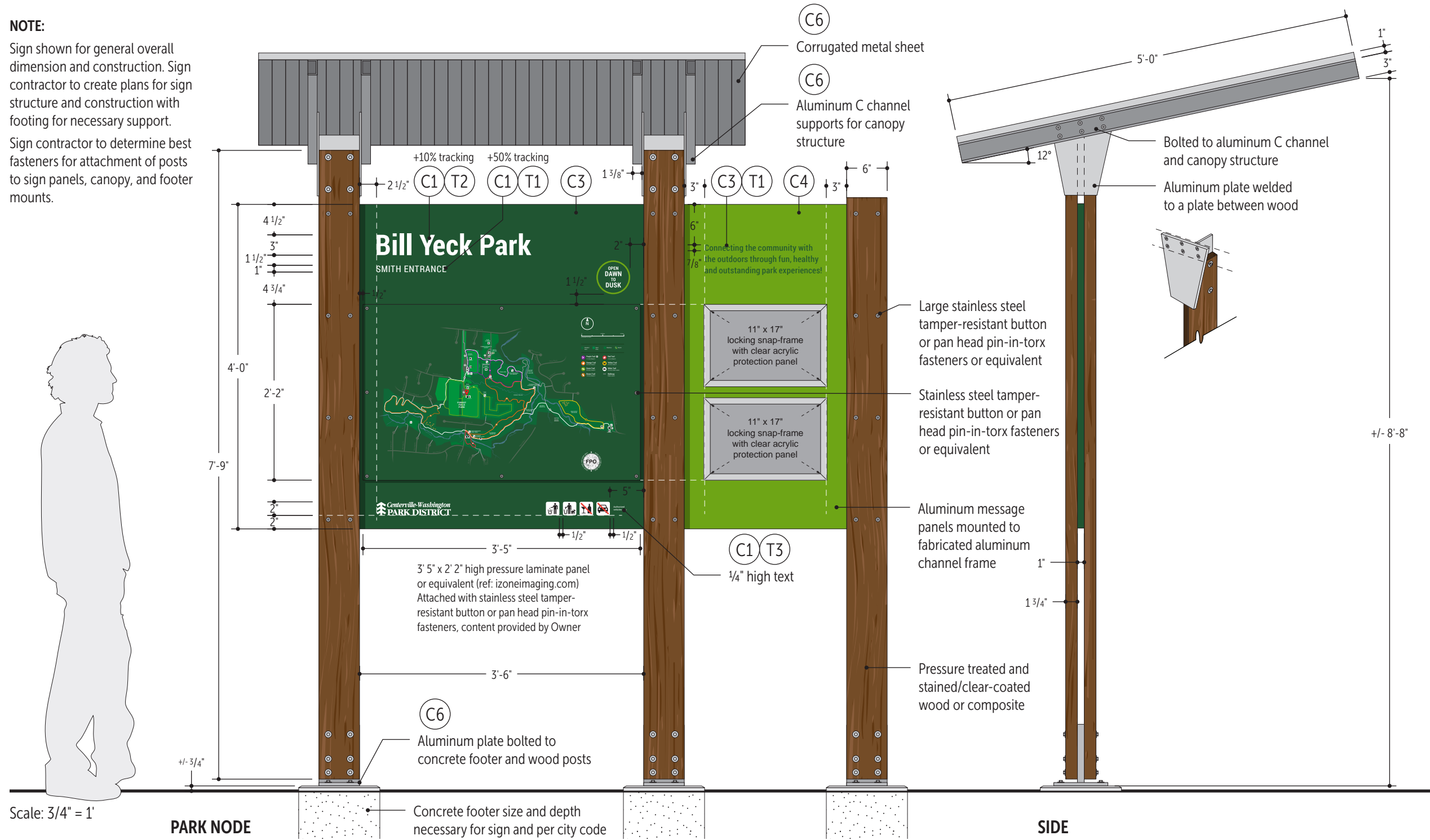
Trail Sign Family

Images shown are for reference only. They are meant to represent a visual hierarchy of sign types along the wayfinding experience.



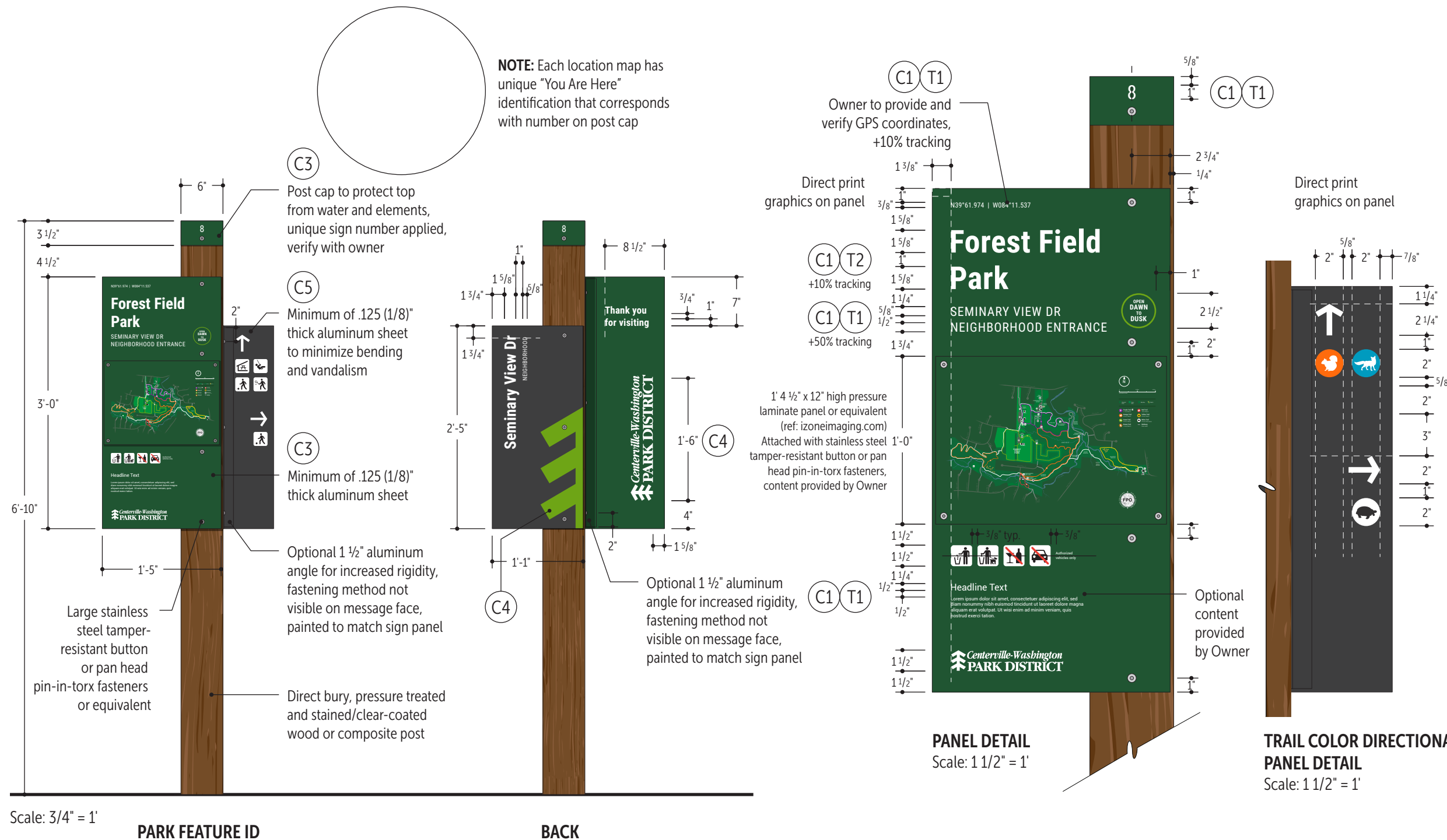
**A** Park Node

**NOTE:**  
Sign shown for general overall dimension and construction. Sign contractor to create plans for sign structure and construction with footing for necessary support.  
Sign contractor to determine best fasteners for attachment of posts to sign panels, canopy, and footer mounts.

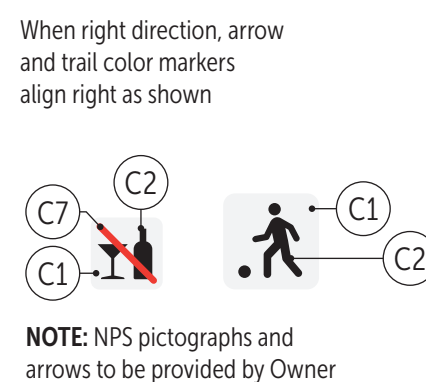


- GENERAL NOTES**
1. Sign contractor shall be responsible for design and engineering of supports, anchors and miscellaneous steel or metal required for installation.
  2. The sign contractor's structural engineer shall be licensed in the state of the project and certify all connections and support details.
  3. Isolate dissimilar materials as required.
  4. Field dimensions shall be taken by the sign contractor prior to preparation of shop drawings and fabrication where possible. It is the responsibility of the sign contractor to site verify all sign locations for accuracy, fit, and potential obstacles. Sign contractor shall notify appropriate person(s) of any issues, discrepancies and potential obstacles per the attached Performance Specifications, contract or specified communication process.
  5. It is the responsibility of the sign contractor to contact appropriate services to verify locations of underground utilities.
  6. Sign contractor must obtain all permits and field inspection approvals necessary to complete work per city requirements. All sign locations need to be located and staked by sign contractor and approved by Parks Department prior to installation.
  7. Masonry dimensions are approximate; sign contractor to verify and adjust as needed. Final dimensions must appear on shop drawings for review and approval.
  8. Sign contractor must clean and seal masonry to prevent moisture, discoloration and other defects due to weather and environmental conditions.
  9. Sign contractor shall follow any additional requirements presented in the Performance Specifications.

# B Trailhead Marker



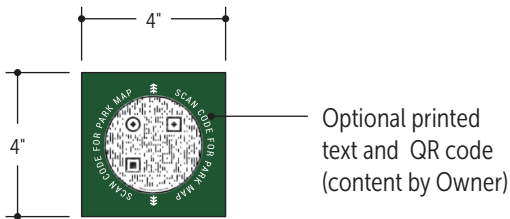
- GENERAL NOTES**
1. Sign contractor shall be responsible for design and engineering of supports, anchors and miscellaneous steel or metal required for installation.
  2. The sign contractor's structural engineer shall be licensed in the state of the project and certify all connections and support details.
  3. Isolate dissimilar materials as required.
  4. Field dimensions shall be taken by the sign contractor prior to preparation of shop drawings and fabrication where possible. It is the responsibility of the sign contractor to site verify all sign locations for accuracy, fit, and potential obstacles. Sign contractor shall notify appropriate person(s) of any issues, discrepancies and potential obstacles per the attached Performance Specifications, contract or specified communication process.
  5. It is the responsibility of the sign contractor to contact appropriate services to verify locations of underground utilities.
  6. Sign contractor must obtain all permits and field inspection approvals necessary to complete work per city requirements. All sign locations need to be located and staked by sign contractor and approved by Parks Department prior to installation.
  7. Masonry dimensions are approximate; sign contractor to verify and adjust as needed. Final dimensions must appear on shop drawings for review and approval.
  8. Sign contractor must clean and seal masonry to prevent moisture, discoloration and other defects due to weather and environmental conditions.
  9. Sign contractor shall follow any additional requirements presented in the Performance Specifications.



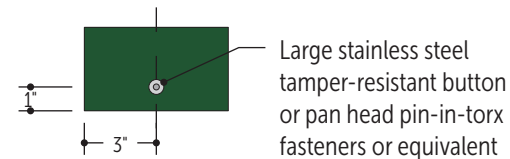


# C Confidence Marker

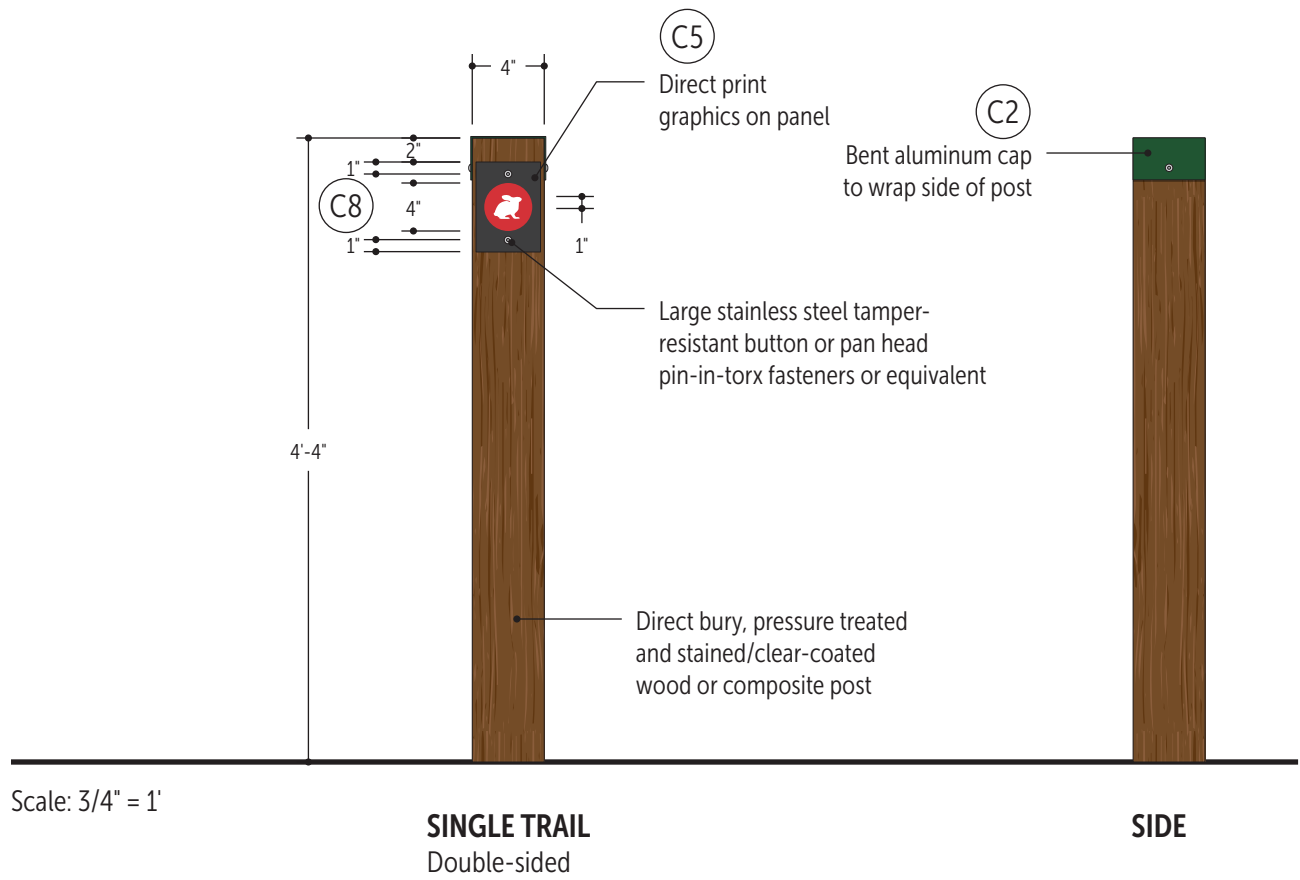
**NOTES:**  
Distance between Confidence Marker is dependent on trail conditions and distance. Minimum spacing should be halfway points between Trail Marker or .25 miles.  
Trail symbols and colors are For Position Only



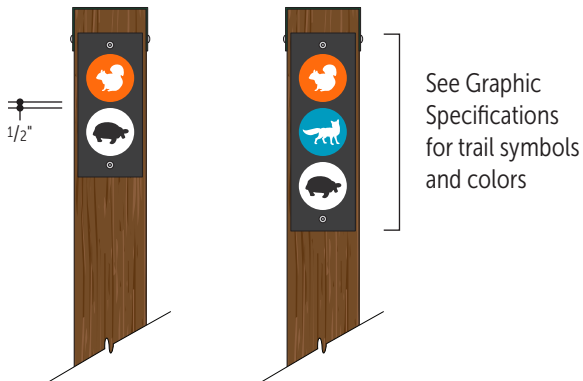
**POST CAP TOP DETAIL**  
Scale: 1 1/2" = 1'



**POST CAP DETAIL**



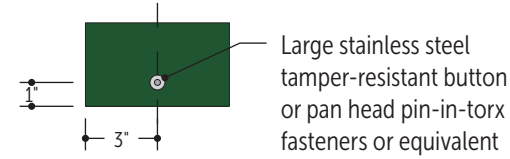
Scale: 3/4" = 1'



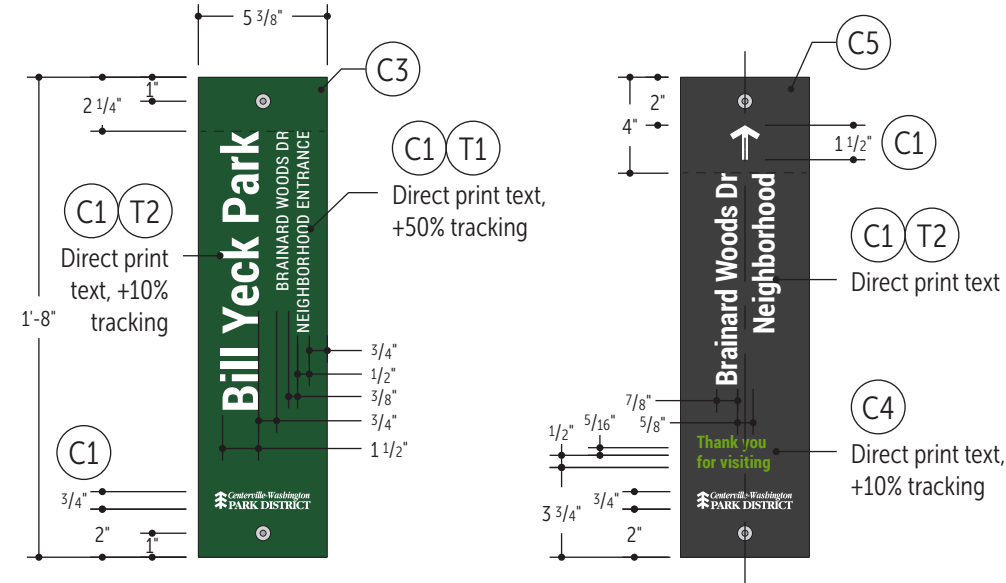
**MULTIPLE TRAILS**  
Double-sided

- GENERAL NOTES**
1. Sign contractor shall be responsible for design and engineering of supports, anchors and miscellaneous steel or metal required for installation.
  2. The sign contractor's structural engineer shall be licensed in the state of the project and certify all connections and support details.
  3. Isolate dissimilar materials as required.
  4. Field dimensions shall be taken by the sign contractor prior to preparation of shop drawings and fabrication where possible. It is the responsibility of the sign contractor to site verify all sign locations for accuracy, fit, and potential obstacles. Sign contractor shall notify appropriate person(s) of any issues, discrepancies and potential obstacles per the attached Performance Specifications, contract or specified communication process.
  5. It is the responsibility of the sign contractor to contact appropriate services to verify locations of underground utilities.
  6. Sign contractor must obtain all permits and field inspection approvals necessary to complete work per city requirements. All sign locations need to be located and staked by sign contractor and approved by Parks Department prior to installation.
  7. Masonry dimensions are approximate; sign contractor to verify and adjust as needed. Final dimensions must appear on shop drawings for review and approval.
  8. Sign contractor must clean and seal masonry to prevent moisture, discoloration and other defects due to weather and environmental conditions.
  9. Sign contractor shall follow any additional requirements presented in the Performance Specifications.

# D Neighborhood Marker



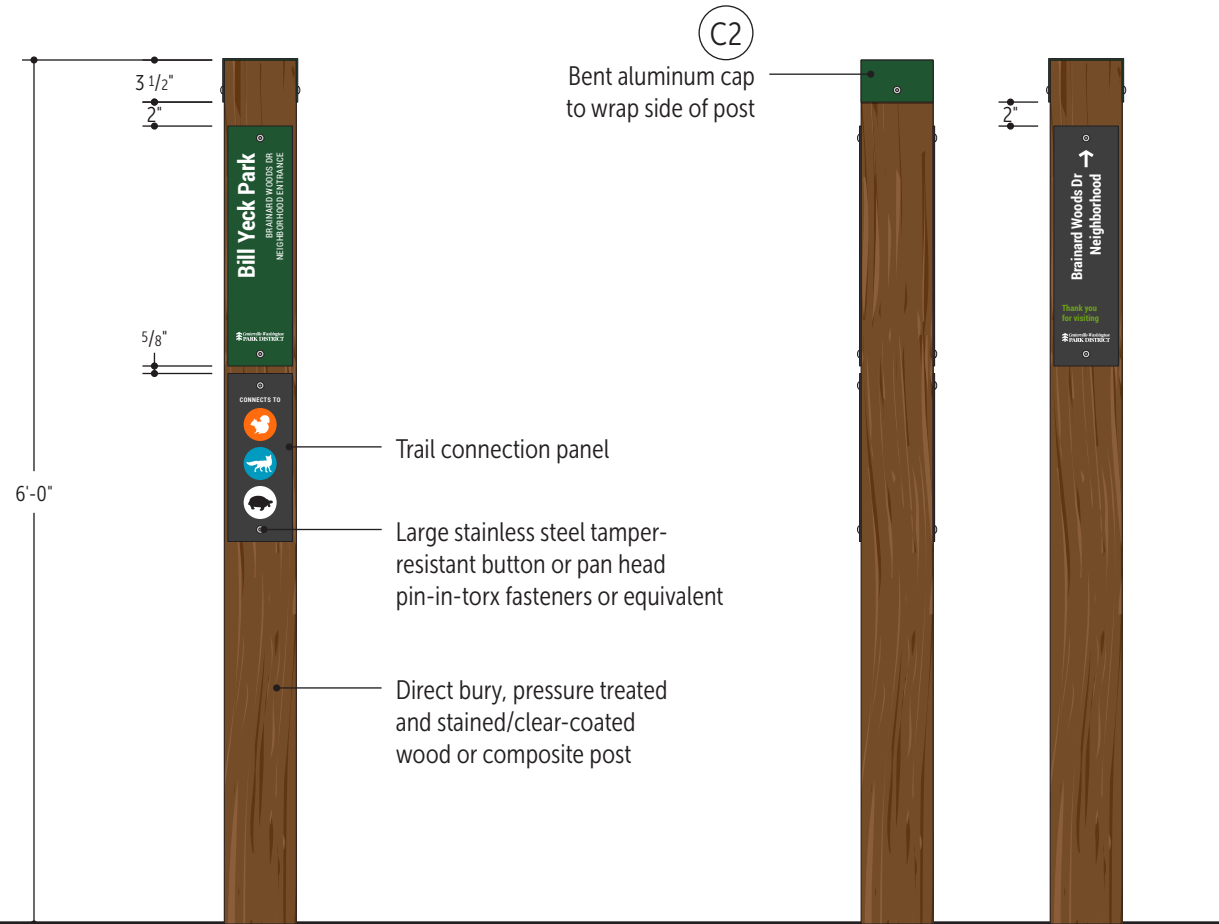
**POST CAP DETAIL**  
Scale: 1 1/2" = 1'



**PANEL DETAIL**  
Scale: 1 1/2" = 1'

**GENERAL NOTES**

1. Sign contractor shall be responsible for design and engineering of supports, anchors and miscellaneous steel or metal required for installation.
2. The sign contractor's structural engineer shall be licensed in the state of the project and certify all connections and support details.
3. Isolate dissimilar materials as required.
4. Field dimensions shall be taken by the sign contractor prior to preparation of shop drawings and fabrication where possible. It is the responsibility of the sign contractor to site verify all sign locations for accuracy, fit, and potential obstacles. Sign contractor shall notify appropriate person(s) of any issues, discrepancies and potential obstacles per the attached Performance Specifications, contract or specified communication process.
5. It is the responsibility of the sign contractor to contact appropriate services to verify locations of underground utilities.
6. Sign contractor must obtain all permits and field inspection approvals necessary to complete work per city requirements. All sign locations need to be located and staked by sign contractor and approved by Parks Department prior to installation.
7. Masonry dimensions are approximate; sign contractor to verify and adjust as needed. Final dimensions must appear on shop drawings for review and approval.
8. Sign contractor must clean and seal masonry to prevent moisture, discoloration and other defects due to weather and environmental conditions.
9. Sign contractor shall follow any additional requirements presented in the Performance Specifications.

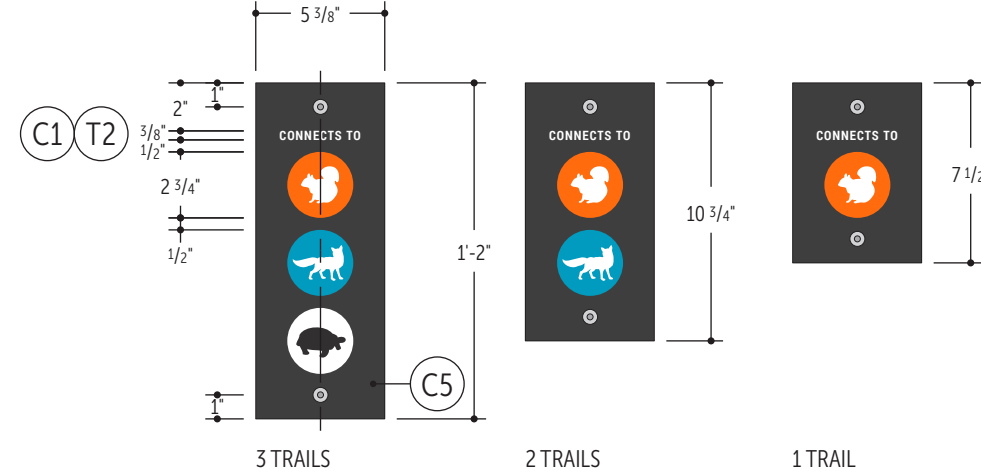


Scale: 3/4" = 1'

NEIGHBORHOOD MARKER

SIDE

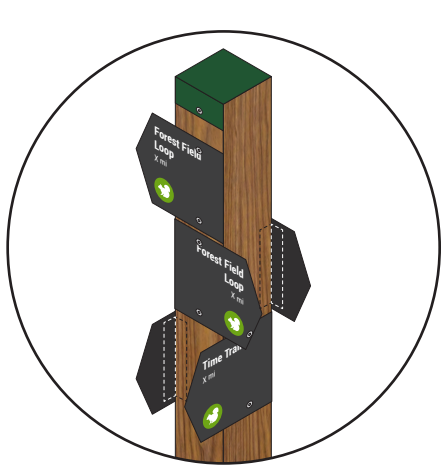
BACK



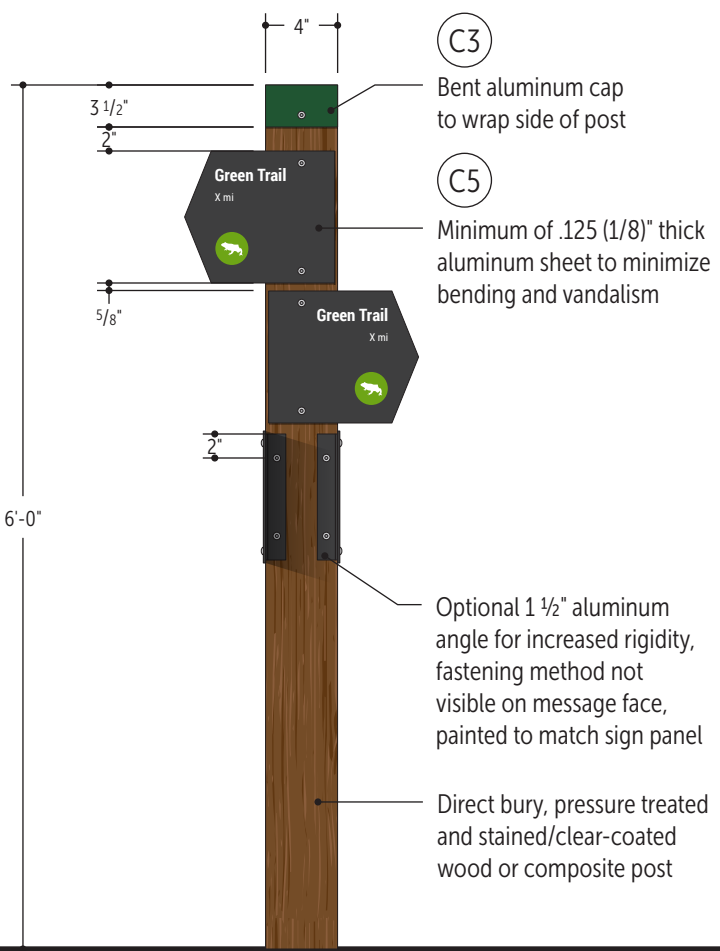
**TRAIL PANEL DETAIL**  
Scale: 1 1/2" = 1'

Direct printed text and graphics

**E Directional**



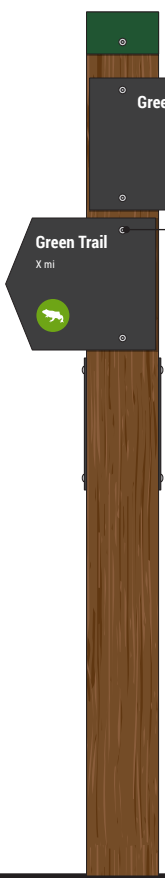
**POST CAP DETAIL**  
Scale: 1 1/2" = 1'



Scale: 3/4" = 1'  
**PARK FEATURE ID**

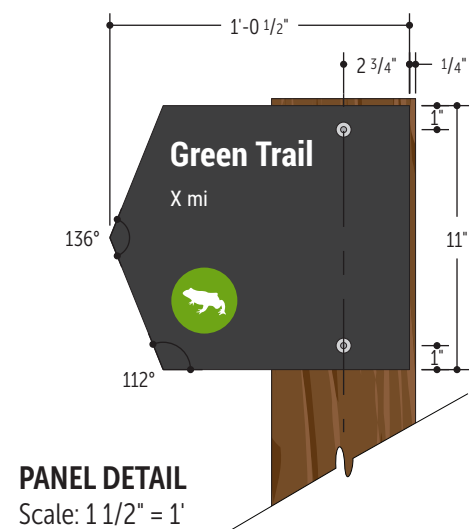
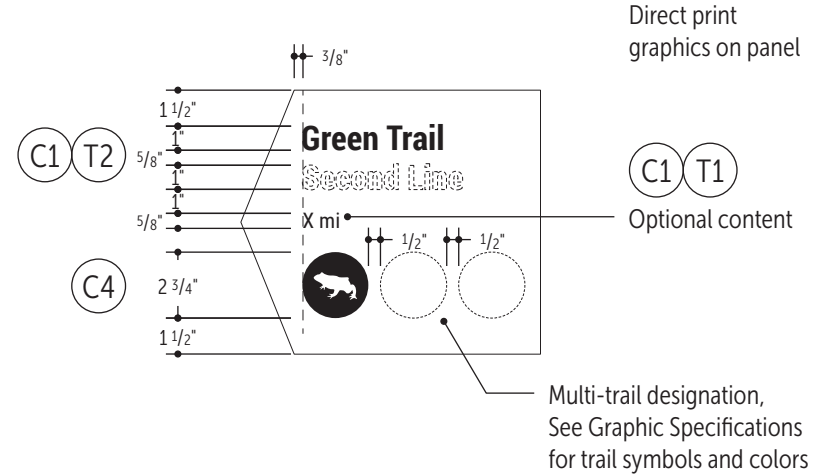


**SIDE**



**BACK**

Large stainless steel tamper-resistant button or pan head pin-in-torx fasteners or equivalent



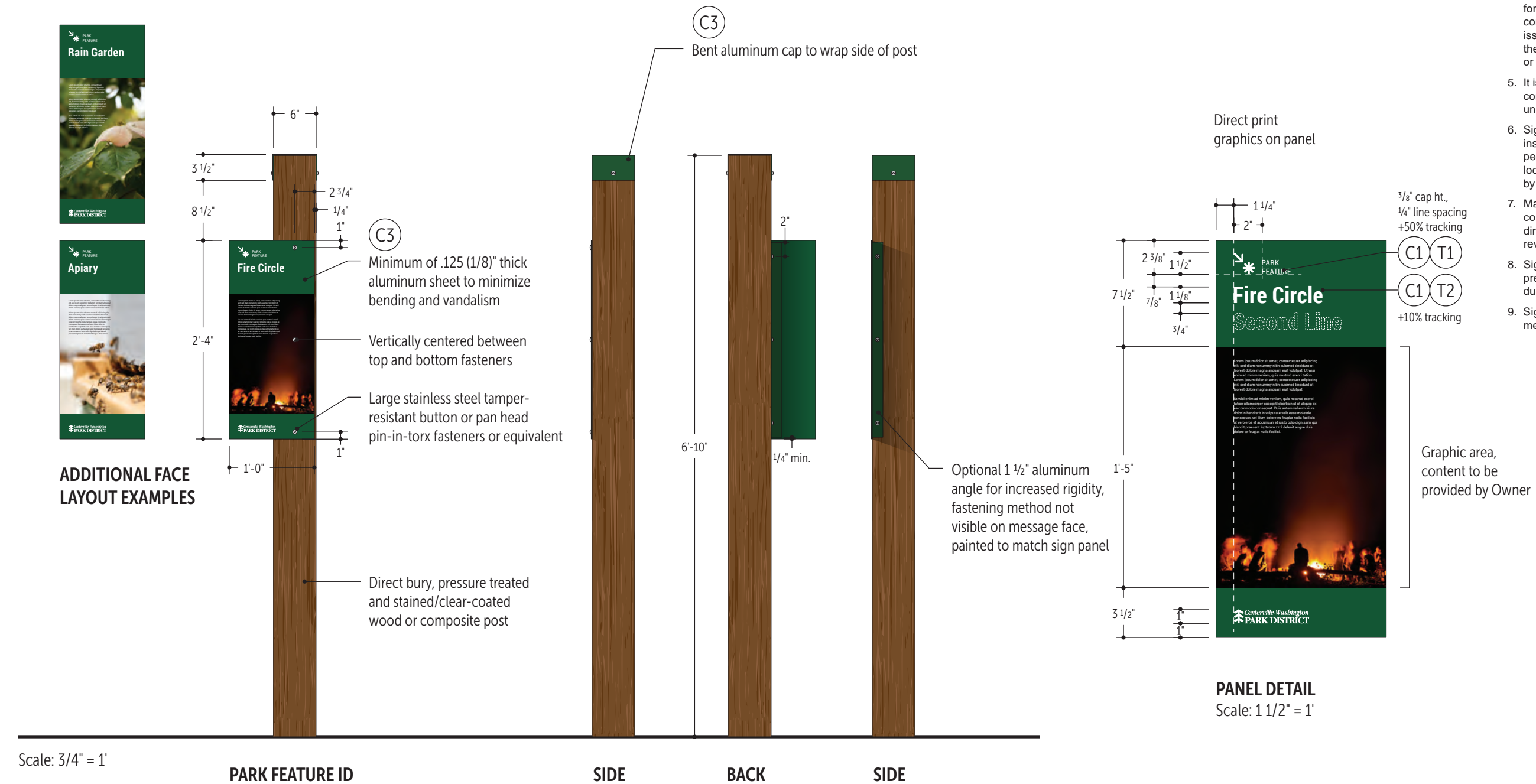
**PANEL DETAIL**  
Scale: 1 1/2" = 1'

**GENERAL NOTES**

1. Sign contractor shall be responsible for design and engineering of supports, anchors and miscellaneous steel or metal required for installation.
2. The sign contractor's structural engineer shall be licensed in the state of the project and certify all connections and support details.
3. Isolate dissimilar materials as required.
4. Field dimensions shall be taken by the sign contractor prior to preparation of shop drawings and fabrication where possible. It is the responsibility of the sign contractor to site verify all sign locations for accuracy, fit, and potential obstacles. Sign contractor shall notify appropriate person(s) of any issues, discrepancies and potential obstacles per the attached Performance Specifications, contract or specified communication process.
5. It is the responsibility of the sign contractor to contact appropriate services to verify locations of underground utilities.
6. Sign contractor must obtain all permits and field inspection approvals necessary to complete work per city requirements. All sign locations need to be located and staked by sign contractor and approved by Parks Department prior to installation.
7. Masonry dimensions are approximate; sign contractor to verify and adjust as needed. Final dimensions must appear on shop drawings for review and approval.
8. Sign contractor must clean and seal masonry to prevent moisture, discoloration and other defects due to weather and environmental conditions.
9. Sign contractor shall follow any additional requirements presented in the Performance Specifications.

## GENERAL NOTES

1. Sign contractor shall be responsible for design and engineering of supports, anchors and miscellaneous steel or metal required for installation.
2. The sign contractor's structural engineer shall be licensed in the state of the project and certify all connections and support details.
3. Isolate dissimilar materials as required.
4. Field dimensions shall be taken by the sign contractor prior to preparation of shop drawings and fabrication where possible. It is the responsibility of the sign contractor to site verify all sign locations for accuracy, fit, and potential obstacles. Sign contractor shall notify appropriate person(s) of any issues, discrepancies and potential obstacles per the attached Performance Specifications, contract or specified communication process.
5. It is the responsibility of the sign contractor to contact appropriate services to verify locations of underground utilities.
6. Sign contractor must obtain all permits and field inspection approvals necessary to complete work per city requirements. All sign locations need to be located and staked by sign contractor and approved by Parks Department prior to installation.
7. Masonry dimensions are approximate; sign contractor to verify and adjust as needed. Final dimensions must appear on shop drawings for review and approval.
8. Sign contractor must clean and seal masonry to prevent moisture, discoloration and other defects due to weather and environmental conditions.
9. Sign contractor shall follow any additional requirements presented in the Performance Specifications.





Sign Specifications

SECTION 101400 - SIGNAGE	
PART 1 -	GENERAL
1.1	RELATED DOCUMENTS
A.	Design Intent Drawings: These drawings/specifications are for the sole purpose of visual design intent only and not intended for construction purposes. <div><div>1.</div><div>The Sign Contractor is responsible for engineering, design, construction technique, materials and installation.</div><div>2.</div><div>The Architect, Construction manager and Owner shall review the shop drawings only for conformance with general design intent, and will in no way be responsible or liable for any results of construction from working drawings, materials selection, shop drawings, contract documents or other agreements other than agreement with the Owner or architect authorizing these documents.</div><div>3.</div><div>Sign Contractor shall verify and be responsible for all dimensions and conditions shown in the Design Intent documents. If dimensions are missing or are unclear — consult the Owner for direction. The Owner must review shop drawings and details prior to fabrication.</div></div>
1.2	SUMMARY
A.	This Section includes interior and exterior sign types found in the Design Intent Drawings.
1.3	DEFINITIONS
A.	ADA-ABA Accessibility Guidelines: U.S. Architectural & Transportation Barriers Compliance Board's "Americans with Disabilities Act (ADA) Accessibility Guidelines for Buildings and Facilities; Architectural Barriers Act (ABA) Accessibility Guidelines."
B.	Documents <div>Refers to the drawings, specifications, sign messages and locations, including all addendum and modifications incorporated therein for their execution. When applicable, additional appendages provided by Architect, Construction Manager or Designer shall become part of the documents.</div>
C.	Refers to the group(s), firm(s), or corporation(s) designated in an Agreement with the Owner, and shall apply to any such group(s) under contractual obligation to perform any fabrication, installation, finishing, printing or other work related to signs and graphics, as referred in this document.
D.	Work <div>As employed herein, includes any materials, equipment, construction, labor, installation, service or maintenance, and warranties required to complete the fabrication prescribed in these specifications and contract documents. This shall include, but is not limited to, all of the sign types listed in the sign message schedule and drawings.</div>
E.	Addendum <div>Covering changes, corrections, and special interpretations of the drawings and specifications; shall become part of the documents.</div>
F.	Substitutions <div>When one or more than one product is specified and the signage contractor wishes to offer a substitute product which will completely accomplish the purpose of the contract documents.</div>
G.	Final Completion <div>The date when the Owner finds the entire work as described in the contract documents, acceptable and fully performed, as written in the final certificate of payment. Coordinate first paragraph below with qualification requirements in Division 01 Section "Quality Requirements" and as supplemented in "Quality Assurance" Article.</div>
1.4	QUALITY ASSURANCE
A.	Installer Qualifications: An employer of workers trained and approved by manufacturer of signage.
B.	Fabricator Qualifications: Shop that employs skilled workers who custom-fabricate products similar to those required for this Project and whose products have a record of successful in-service performance.
C.	Source Limitations for Signs: Obtain each sign type indicated from one source from a single manufacturer.
D.	Regulatory Requirements: Comply with applicable provisions in ADA-ABA Accessibility Guidelines and CC/ANSI A117.1.
E.	Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, Article 100, by a testing agency acceptable to authorities having jurisdiction, and marked for intended use.
1.5	SUBMITTALS
	<div>By the approval and submission of shop drawings and samples, the Signage Contractor thereby represents that he has determined and verified all field measurements, including heights, field construction criteria, materials, catalogue numbers and similar data or will do so, and that he has checked and coordinated each shop drawing and sample with the requirements of the work and the contract documents. All submittals and shop drawings are to be submitted to the Owner/Program Manager for distribution.</div>
A.	Schedule <div>A detailed graphic schedule by phases of production and installation is to be submitted by the Sign Contractor within five (5) business days of signing of contract with the Owner.</div>
B.	Samples <div>Submit (3) 3"x 3" samples of each material, color and finish of exposed materials, accessories and exposed fasteners, or final material substrate to be used in the project.</div>

Sign Specifications

- C.

Shop Drawings

1.

Submit (1) one copy of electronic shop drawings in 11" x 17" format for the manufacturing, fabrication and erection of signs and graphic work at large scale. Show joints, anchorage, accessory items, and finishes.

2.

Acceptance of shop drawings does not in any way change the documents. Documents may only be changed in writing. The Owner is responsible for reviewing shop drawings for conformance with the design intent documents and notifying, in writing, the Sign Contractor of any variation from the documents.

3.

Changes to the shop drawings are to be made by the Sign Contractor as directed by the Architect/Designer.
- D.

Copy Layouts: Copy layouts are to be provided for each sign type. Submit scaled drawings of typical sign faces showing copy layout. For multiple message sign types, a typical of each variation to the original layout should be provided.
- E.

Manufacturer's Data

Submit (1) copy of the manufacturer's printed specifications, anchorage details and installation, and maintenance instructions for all products to be used in the fabrication of signs and graphics work.
- 1.6

SUBSTITUTIONS

A.

Any substitution requests will be considered under these cases:

1.

When specified product is not available.

2.

When a certain product or process is specified, a warranty of performance is required, and, in the judgment of the Signage Contractor, the specified product or process will not produce the desired results.

3.

When such substitutions are in the best interest of the Owner.

B.

Requests for substitutions of products, materials or processes other than those specified will be accompanied by the evidence that the proposed substitution...

1.

Is equal in quality and serviceability to the specified item;

2.

Will not entail changes in details and construction related to work;

3.

Will be acceptable in consideration of the required design and artistic effect;

4.

Will provide cost advantage to the Owner.

The Sign Contractor shall furnish with his request such drawings, specification samples, performance data and other information as may be required of him to assist the Owner in determining whether the proposed substitution is acceptable. The burden of proof shall be upon the Signage Contractor.

C.

Regardless of the evidence submitted or any review or independent investigation by the Owner or Designer, a request for a substitution of products, materials, or processes is a warranty by the Signage Contractor to the Owner that the requested substitution...

1.

Is equal in quality and serviceability to the specified item;

2.

Will not entail changes in details and construction related to work;

3.

Will be acceptable in consideration of the required design and artistic effect;

4.

Will provide cost advantage to the Owner.
- D.

Proposed substitutions will be made after the signing of the contract and not during the bid phase. Signage Contractor shall submit requests for substitutions to the Designer in writing with the first round of shop drawings, giving sufficient information and samples for evaluation with the differences in costs, if any. Substitutions must be approved in writing by the Owner before they may be used.
- 1.7

DELIVERY, STORAGE, AND HANDLING

A.

Comply with manufacturer's ordering instructions and lead time requirements to avoid construction delays.

B.

Deliver products in manufacturer's original, unopened, undamaged containers with identification labels intact.

C.

Store products protected from weather, temperature, and other harmful conditions as recommended by the supplier.

D.

Handle products in accordance with manufacturer's instructions.
- 1.8

PROJECT CONDITIONS

A.

Weather Limitations: Proceed with installation only when existing and forecasted weather conditions permit installation of signs in exterior locations to be performed according to manufacturers' written instructions and warranty requirements.

B.

Field Measurements: If applicable, the Sign Contractor shall take field measurements before fabrication and indicate measurements on Shop Drawings.
- 1.9

COORDINATION

A.

Coordinate placement of anchorage devices with templates for installing signs.
- 1.10

WARRANTY

A.

General Note: The special warranty specified in this Article shall not deprive the Owner of other rights the Owner may have under other provisions of the Contract Documents and shall be in addition to, and run concurrent with, other warranties made by the Contractor under requirements of the Contract Documents.

B.

Special Warranty: Manufacturer's standard form in which manufacturer agrees to repair or replace components of signs that fail in materials or workmanship within specified warranty period.

1.

Failures include, but are not limited to, the following:

a.

Deterioration of polymer finishes beyond normal weathering.

b.

Structural failures.

c.

Noise or vibration caused by thermal movements.

d.

Failure of the system to meet performance requirements.

e.

Failure of operating components to function normally.

Sign Specifications

	2.	Warranty Period: Five years from date of Substantial Completion.		
1.11	GENERAL NOTES			
	A.	Sign Contractor includes all work related to sign construction including but not limited to excavation and backfill, lawn and/or pavement restoration, concrete, reinforcing, structural steel, polycarbonates and plastics, finishes and electrical work associated with signs.		
	B.	Sign Contractor shall be responsible to provide adequate support and blocking to accommodate this work; including attachment to concealed structure.		
	C.	Sign Contractor shall be responsible for the coordination of work by trades as it relates to the work described in this contract. These responsibilities include but are not limited to coordination with architectural package, Architect's lighting consultant, civil engineer, etc. in issues regarding signage, coordination with Architect's structural, mechanical and electrical engineering consultants in issues regarding signage and their locations.		
	D.	Sign Contractor shall be responsible for coordination of schedule and installation with the Owner/Construction Manager.		
	E.	Sign Contractor shall comply with existing codes and shall be responsible for securing signage permits required by local authorities.		
PART 2 -	PRODUCTS			
2.1	MATERIALS			
	A.	Separation of Metals: There shall be no bare aluminum in contact with any other metals, wood or concrete. Contact surfaces shall be separated by a coating of zinc chromate and aluminum paint, or a heavy body bituminous paint or by a gasket.		
	B.	Acrylic Faces & Characters: Provide lettering and graphics precisely formed to comply with relevant ADA regulations and requirements indicated for size, style, spacing, content, position, and colors. Computerized translation of sign copy to be responsibility of the manufacturer. Refer to drawings for additional details. Provide smooth sign panel surfaces constructed to remain flat under installed conditions within a tolerance of plus or minus 1/16 inch (1.5 mm) measured diagonally from corner to corner.		
	C.	Acrylic Sheet: ASTM D 4802, Category A-1 (cell-cast sheet), Type UVA (UV absorbing).		
	D.	Aluminum Castings: ASTM B 26/B 26M, of alloy and temper recommended by sign manufacturer for casting process used and for use and finish indicated.		
	E.	Aluminum Sheet and Plate: ASTM B 209 (ASTM B 209M), alloy and temper recommended by aluminum producer and finisher for type of use and finish indicated, and with at least the strength and durability properties of Alloy 5005-H32.		
	F.	Aluminum Extrusions: ASTM B 221 (ASTM B 221M), alloy and temper recommended by aluminum producer and finisher for type of use and finish indicated, and with at least the strength and durability properties of Alloy 6063-T5.		
	G.	Applied Vinyl film: Die-cut characters from vinyl film of nominal thickness of 3 mils (0.076 mm) with pressure-sensitive adhesive backing, suitable for exterior applications.		
	H.	Laser-cut Characters: Provide characters with square-cut smooth edges.		
	I.	Fabricated Channel Characters: Form exposed faces and sides of characters to produce surfaces free from warp and distortion. Include internal bracing for stability and attachment of mounting accessories. Comply with the following requirements and those shown on Design Intent Drawings: 1. Aluminum Sheet: Not less than 0.090 inch thick. 2. Illuminated Channel Letters: Provide translucent acrylic face sheet of thickness indicated. Attach characters to sheet metal back channels. Sign faces are required to illuminate evenly.		
	J.	Illuminated Signs: Signs shall be illuminated with Manufacturer's standard LED lighting including transformers, insulators, and other components. Make provisions for servicing and concealing connections to building electrical system.		
	K.	Digital Graphics: Opaque continuous tone photo-quality print - minimum 720 DPI per sq. inch. Graphics should be printed directly to substrate and be applied smoothly: free of peeling, bubbling or other application defects. Graphics are expected to hold to applied surfaces. Graphics should utilize inks resistant to UV-A, UV-B, Xenon and weather. Any graphics used outside should be exterior-rated: resistant to fading and other weather-related defects.		
	L.	Masonry: All masonry work to be built up with true and even surfaces to proper heights, dimensions and forms, and carefully plumbed and leveled in all cases. All work is to be carried up continuously insofar as practicable. 1. Performance: All exterior masonry construction shall be so built that it will be completely weather-tight and for a period of one (1) year from the completion and final acceptance of the building, the Masonry Contractor shall so guarantee. 2. Scope: The Contractor shall furnish all labor, materials, tools, equipment and scaffolding, transportation, cartage, etc., required for the complete installation of all masonry as shown on the drawings and specified herein. 3. Protection: Masonry work shall be protected from freezing and from the elements at all times. The tops of masonry walls shall be covered at nights and at other times as required when not being worked on, with a waterproof covering to prevent water from entering the wall.		
	M.	Anchors and Inserts: Provide nonferrous-metal or hot-dip galvanized anchors and inserts for exterior installations and elsewhere as required for corrosion resistance. Use toothed steel or lead expansion-bolt devices for drilled-in-place anchors. Furnish inserts, as required, to be set into concrete or masonry work.		
2.2	FABRICATION			
	A.	General: Provide manufacturer's standard signs of configurations indicated.		

Sign Specifications

- 1. Welded Connections: Comply with AWS standards for recommended practices in shop welding. Provide welds behind finished surfaces without distortion or discoloration of exposed side. Clean exposed welded surfaces of welding flux and dress exposed and contact surfaces.
- 2. Mill joints to tight, hairline fit. Form joints exposed to weather to exclude water penetration.
- 3. Preassemble signs in the shop to the greatest extent possible. Disassemble signs only as necessary for shipping and handling limitations. Clearly mark units for reassembly and installation, in location not exposed to view after final assembly.
- 4. Conceal fasteners if possible; otherwise, locate fasteners where they will be inconspicuous.
- 5. Provide weep holes as needed.

2.3 FINISHES, GENERAL

- A. Comply with NAAMM's "Metal Finishes Manual for Architectural and Metal Products" for recommendations for applying and designating finishes.
- B. Protect mechanical finishes on exposed surfaces from damage by applying a strippable, temporary protective covering before shipping.
- C. Appearance of Finished Work: Variations in appearance of abutting or adjacent pieces are acceptable if they are within one-half of the range of approved Samples. Noticeable variations in the same piece are not acceptable. Variations in appearance of other components are acceptable if they are within the range of approved Samples and are assembled or installed to minimize contrast.
- D. Surface Preparation: Signage Contractor shall remove mill scale and rust, if present, from uncoated steel and prime to finish.
- E. Only highest quality 2-part catalyst-hardened acrylic polymer coatings to be used. Color fastness is of utmost importance as well as quality and other assurances against abnormal deterioration such as peeling, cracking, crazing, etc.
- F. All coatings (paint, ink, etc.) should have UV inhibitors, and should not fade or discolor when exposed to ultraviolet light.
- G. Colors shall match color designations as indicated on the drawings.
- H. Sign Contractor shall protect mechanical finishes on exposed surfaces from damage by applying strippable, temporary protective covering before shipping.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine substrates, areas, and conditions, with Installer present, for compliance with requirements for installation tolerances and other conditions affecting performance of work.

- B. Verify that items including anchor inserts, and electrical power are sized and located to accommodate signs.
- C. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 INSTALLATION

- A. Locate signs and accessories where indicated, using mounting methods of types described and complying with manufacturer's written instructions.
- B. Install signs level, plumb, and at heights indicated, with sign surfaces free of distortion and other defects in appearance.
- C. Mounting: Comply with sign manufacturer's written instructions except where more stringent requirements apply.
  - 1. Mechanical Fasteners: Use non removable mechanical fasteners placed through predrilled holes. Attach signs with fasteners and anchors suitable for secure attachment to substrate as recommended in writing by sign manufacturer.
  - 2. Fasteners should be concealed. Where fasteners cannot be concealed, Sign Contractor shall finish exposed fasteners to match adjacent surfaces and as directed by the Owner to achieve an attractive, finished appearance.
  - 3. VHB and Silicone Adhesive: As recommended by Sign Contractor
- D. It is the Sign Contractor's responsibility to install signs in accordance with ADA-ABA Accessibility Guidelines and local building codes.
- E. Concrete Footers: Sign Contractor shall be responsible for providing concrete footers to the minimum depth and size as required by local code or as needed per wind load requirements. Sign Contractor shall be responsible for any concrete reinforcement and anchor bolts as needed.
- F. Breakaway Attachments: For signs in the public right of way, breakaway attachments may be needed per MUTCD or DOT regulations. It is the Sign Contractor's responsibility to verify where breakaways may be needed and to include proper breakaway mechanisms. Breakaway design must be reviewed and approved by Owner prior to fabrication.

3.3 CLEANING AND PROTECTION

- A. After installation, clean soiled sign surfaces according to manufacturer's written instructions. Protect signs from damage until acceptance by Owner.

END OF SECTION 101400



