



CUYAHOGA COMMUNITY COLLEGE

Office of Supplier Managed Services (SMS)
700 Carnegie Ave.
Cleveland, OH 44115

Request for Proposal Metro Campus Hospitality Management Center Signage Project No. C20174157

ISSUED: November 9, 2020

PRE-BID MEETING DATE: November 19, 2020 @ 9:00 am

BID DUE DATE: December 4, 2020 @ 2:00 pm

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1 INTRODUCTION

Cuyahoga Community College District (Tri-C) is issuing this Request for Proposal (RFP) and inviting responses for the goods and services described in the accompanying specifications according to the terms, conditions, and requirements herein.

Vendors responding to this RFP shall be herein called the “Bidder.”

Due to recent economic conditions caused by the COVID-19 virus, confirmation prior to state of work must be given to assure available funding.

1.1 Project Overview

This project includes demolition of existing and installation of new signage at the Tri-C Metro Campus Hospitality Management Center (HMC) in downtown Cleveland (the old May Company building, 200 Euclid Avenue). Please refer to the following Presentation created by Vocon, and reference Drawings and Photos.

Cuyahoga Community College HMC Storefront – Design Intent, dated 11/4/2020

Detail of Marquis Euclid Ave May Co bldg. - sheet 19

Photo 1 (inside canopy)

Photo 2 (inside canopy)

Specific information about Cuyahoga Community College can be obtained at www.tri-c.edu.

2 SUBMITTING YOUR PROPOSAL

Bidders are cautioned to read the information contained in this RFP carefully. Bidders must submit complete responses to all requirements and questions, in the order listed, and in accordance with the instructions specified in this RFP.

A pre-bid review meeting will be held on November 19, 2020 at 9:00 AM. The location of the meeting will be in front of Tri-C’s Hospitality Management Center, the old May Company building, 200 Euclid Avenue.

The Bid Due Date is December 4, 2020, by 2:00 PM. Proposals must be received at the location set forth below. Late proposals will not be accepted. Tri-C will confirm receipt of hard copies with a date and time stamp. No public opening is planned.

Appendix A: Proposal Form – 1 page

Appendix B: Bidder’s Certification and Authorization to Execute – 3 pages

Appendix C: Close-out Checklist – 1 page

Appendix D: Delinquent Personal Property Tax Affidavit – 1 page

One electronic copy is to be sent to phillip.pallone@tri-c.edu, and two hard-copy proposals are to be submitted to:

**Cuyahoga Community College
Supplier Managed Services (SMS)
700 Carnegie Avenue, Cleveland, OH 44115**

**Attn: Rob Ruppe
“PRICING – C20174157 Metro Campus Hospitality Management Center
Signage”**

2.1 Contacts

Bidders must direct all technical questions regarding this RFP to Michael Nilsen. Procurement-related questions should be directed to Rob Ruppe.

Buyer	Technical
Name: Rob Ruppe Title: Buyer Phone: 216-987-4719 Fax: 216-987-3495 Email: robert.ruppe@tri-c.edu	Name: Michael Nilsen Title: Senior Project Designer, Vocon Phone: 216-588-0800 Email: Michael.Nilsen@vocon.com

2.2 Preparation of Proposal

In submitting a proposal or in its performance under an award by Tri-C, the successful Bidder warrants and represents that it is not suspended or debarred by the Federal Government or the State of Ohio.

- Bidders must notify Tri-C promptly of any ambiguity, inconsistency, or errors.
- Tri-C will not provide compensation for any expenses incurred by the Bidder for preparation of the proposal or for product or service demonstrations.
- Tri-C will not assume responsibility for errors or misinterpretations resulting from the use of incomplete documents.
- Tri-C may not consider proposals that require or request changes to the terms of this RFP.
- Proposals and any other information submitted in response to this proposal are the property of the Tri-C, and will not be returned.

2.3 Supplier Diversity

Tri-C is committed to diversity and to supporting Greater Cleveland’s economy. All suppliers are encouraged to do business with Tri-C. Tri-C encourages all Bidders to exceed the following expectations:

- a. Supplier Participation: 15% minority, 5% female, 6% SBE, and 2% veteran.
- b. Workforce Diversity: 15% minority, 7% female, 2% veteran, 45% Cuyahoga County resident

3 ADMINISTRATIVE AND CONTRACTUAL INFORMATION

- Tri-C reserves the right to reject any or all proposals received as a result of this RFP, modify specifications proposed, waive any formalities or technicalities, or negotiate separately with any source and in any manner whatsoever.
- Tri-C does not discriminate in admission, access, or treatment in programs and activities, employment policies or practices based on race, creed, sex, color, national or ethnic origin, religion, marital status, age, sexual orientation, Vietnam-era or qualified disabled veteran status, or qualified disability.

3.1 Award of Contract

Tri-C, at its sole discretion, shall decide if contract award(s) will result from this RFP. **Proposals must be fully responsive to all requirements stated in the RFP to obtain consideration. Tri-C may not consider any proposal not prepared and submitted in accordance with the provisions outlined herein.**

In the event a contract is awarded, this RFP and the proposal of the successful Bidder(s) will be included as an addendum to the contractual obligations. Therefore, no information should be submitted which cannot be incorporated into that agreement.

Price alone will not be the sole determining factor in the selection process.

- Tri-C reserves the right to award based on various selection criteria.
- Tri-C is not bound to accept the lowest cost proposal, if in its judgment the lowest cost proposal does not provide the best overall value.
- Tri-C reserves the right to negotiate the final details of the Contract with the successful Bidder(s).

3.2 Pricing

- Labor Requirements:
 - The Bidder shall base its bid upon the prevailing rates of wages as ascertained by the Ohio Department of Commerce, Wage and Hour Bureau. Comply with ORC Section 4115.03 through 4115.04
- The prevailing wage rates are available at the Ohio Department of Commerce's web site; <http://com.state.oh.us/>.
- Any price increase granted by Tri-C will be in the form of a written addendum to the original purchase order.

3.3 Delivery of Products and Services

Delivery requirements including inside delivery, and or installation for products and services are to be in coordination with Cuyahoga Community College or its designee. Late deliveries may be assessed a late fee.

- Additionally, deliveries of products & services must also be coordinated and scheduled with Tri-C.
- Overall Project Completion – **3/1/2021**. (pending final architectural review approval in early January).

3.4 Billing

Invoices must reflect the purchase order number and be addressed to:

Cuyahoga Community College
Capital & Construction
700 Carnegie Avenue
Cleveland, Ohio 44115
Attention: Nancy Stopp
Nancy.Stopp@tri-c.edu

**** All invoices associated with the purchase order will be reviewed and routed by Vocon. Pencil draft invoices as well as subsequent approved invoices should be e-mailed to Vocon – Attention: Michael Nilsen at Michael.Nilsen@vocon.com**

3.5 Contract and License Agreements

Respondents must comply with all State of Ohio and Federal regulations concerning wages, liability insurance, worker's compensation, discrimination, intimidation, and any other applicable regulations.

4 TERMS AND CONDITIONS

Tri-C's Terms and Conditions are accessible on our web site at:

<https://www.tri-c.edu/administrative-departments/supplier-managed-services/documents/terms.pdf>

4.1 Entire Agreement

The RFP and any resulting Contract shall be the complete and exclusive statement of the agreement between Tri-C and the Bidder and supersedes all prior oral or written agreements.

The terms and conditions of any purchase order, agreements, amendments, modifications, or other documents submitted by either party which conflict with or in any way purport to amend or add to any of the terms and conditions of the Contract are specifically objected to by the other party and shall be of no force or effect; nor shall govern in any way the subject matter hereof, unless set forth in writing and signed by both parties.

4.2 Time of Performance

Bidder agrees to perform all obligations and render services set forth in the Contract, in accordance with the schedules herein and as mutually agreed upon between Tri-C and the Bidder during the term of the Contract.

4.3 Contracts Amendments

The Contract may be amended within the Contract period by mutual consent of both parties. No modification or amendment to the Contract shall become valid unless in writing and signed by both parties. All correspondence regarding modifications or amendments to the Contract must be forwarded to Tri-C's Vice President of Financial Services for prior review and approval.

4.4 Insurance

- A. For any Contract which requires the Bidder to provide on-site services, prior to commencement of work, Bidder shall provide Tri-C with Certificates of Insurance in the amounts shown below as a minimum requirement and shall maintain such coverage in effect for the duration of the contract.

The insurer must be rated at least an 'A' by A. M. Best and Company.

Worker's Compensation	Statutory
Employer's Liability	\$1,000,000
Comprehensive General Liability	\$1,000,000 each occurrence \$2,000,000 in the aggregate
Comprehensive Automobile Liability (Any auto, hired auto, non-owned auto)	
a) Bodily Injury	\$ 500,000 each occurrence
b) Property Damage	\$ 500,000 each occurrence

If any part of the Contract is sublet, similar insurance shall be provided by or on behalf of the subcontractor to cover the subcontractor's operations. The Bidder shall provide evidence of such insurance. In the event a subcontractor is unable to furnish insurance in the limits required under the Contract, the Bidder shall endorse the subcontractor as an additional insured on the Bidder's policies.

The Bidder and Tri-C will include reciprocal "hold harmless" language in the contractual agreement.

- B. Bidder shall deliver to Tri-C:
1. Certificates evidencing the existence of all such insurance promptly after the execution and delivery of contract and prior to the continued or additional performance of any services to be performed by the Bidder from or after the date of any agreement or purchase order; and
 2. Such Certificates shall name Tri-C and its Board of Trustees as additional insured, with the exception of Workers Compensation and Employers Liability, and shall provide that the policies will not be cancelled until after 30 days unconditional written notice to Tri-C, giving Tri-C the right to pay the premium to maintain coverage.
- C. The insurance policies required in this RFP shall be kept in force for the periods specified below:
1. The Bidder shall keep Commercial General Liability Insurance in force until receipt of final payment.
 2. Workers' Compensation Insurance shall be kept in force until the Bidder's obligations have been fully performed and accepted by Tri-C in writing.
- D. The Bidder shall provide Tri-C a full and complete copy of any insurance policy promptly upon request by Tri-C, and without charge.

4.5 Indemnification

The Bidder agrees to indemnify Tri-C, its officers, agents, employees, and/or subcontractors and hold them harmless from any and all liability (statutory or otherwise), claim, suit, demand, damage, judgment, cost, interest, and expense including but not limited to reasonable attorneys' fees and charges, which the Bidder may incur or pay out, by reason of or resulting from the performance of Bidder; or by any negligent act or omission by Bidder, its officers, agents, employees, and/or subcontractors in connection with any resulting Agreement, other than as may result from the gross

negligence or willful misconduct of Tri-C. Furthermore, the indemnification contained herein may not be assigned or subrogated to any third party, whether by operation of law or otherwise.

The indemnities herein shall survive the termination of any agreement or purchase order for any reason whatsoever.

4.6 Other Benefits

It is understood and agreed that no benefits, payments or considerations received by Bidder for the performance of services associated with and pertinent to a resulting Contract shall accrue directly or indirectly to any employees, elected or appointed officers or representatives, persons identified as agents of, or who are by definition an employee of Tri-C.

4.7 Non-Disclosure

The Bidder and Tri-C acknowledge that in the performance of a resultant Contract employees of either parties may come into the possession of proprietary or confidential information owned by or in the possession of the other. Neither party shall use any such information for its own benefit or make such information available to any person, firm, corporation, or other organization regardless of whether directly or indirectly affiliated with the Bidder or Tri-C, unless: (1) required by law; (2) by order of any court or tribunal; (3) such disclosure is necessary for the assertion of a right or defense of an assertion of a right; by one party against the other party hereto; or (4) such information has been acquired from other sources.

4.8 Publicity

The Bidder agrees that it shall not publicize the Contract or disclose, confirm, or deny any details thereof to third parties; use any photographs or video recordings of Tri-C employees; or use Tri-C's name in connection with any sales promotion or publicity event without the prior express written approval of Tri-C.

4.9 Severability

In case any provision hereof, or of any resulting agreement or purchase order, shall, for any reason be held invalid or unenforceable in any respect, such invalidity or unenforceability shall not affect any other provision thereof, and this Contract shall be construed as if such invalid or unenforceable provision had not been included herein.

4.10 Assignment

This agreement is with the Bidder, and Bidder's interest in such agreement, duties hereunder, and/or fees due hereunder may not be assigned or delegated to a third party.

4.11 Observance of College Rules and Regulations

The Bidder agrees that at all times its employees will observe and comply with all regulations of Tri-C, including but not limited to smoking, parking, facility usage and security regulations. All Tri-C campuses are 100% smoke free (inside and out). CDC guidelines and Tri-C requirements shall be followed regarding COVID-19 PPE.

5 ADDITIONAL INFORMATION and REQUIREMENTS

A. PRICING OF PROPOSAL

Each proposal is to be submitted on the attached Bid Form. Complete all of the relevant blank spaces and requested information. Bidders may submit bids for the Base Bid. These forms must be properly signed.

Proposals are to be submitted in a sealed envelope and labeled:

“PRICING – C20174157 Metro Campus Hospitality Management Center Signage”

Installation will be performed under direct coordination of the selected Bidder(s) and Cuyahoga Community College.

If you are not able to provide the specified product, please indicate “N/A” (for not applicable). Refer to Paragraph 5.D for Substitutions.

It is requested that Bidders who may have any questions pertaining to these documents, or any concerns that may be in doubt as to the true meaning of any part of the RFP documents, shall submit to a request for interpretation to: **Vocon, Michael Nilsen, Michael.Nilsen@vocon.com** for review and response by the project team. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the proposed documents will be made by Addendum duly issued and a copy of such Addendum will be e-mailed, delivered, or faxed to each person receiving a set of pricing documents.

Pricing for the above described work must be submitted on the blank summary sheets furnished with the pricing documents. Said pricing must be submitted in duplicates.

B. WITHDRAW OF PROPOSAL

No bidder may withdraw their proposal for a period of ninety (90) days after the date of opening.

C. REJECTION OR ACCEPTANCE OF PRICING PROPOSAL

Cuyahoga Community College reserves the right to reject any or all proposal and any part or parts of any proposal and the right to waive any informalities of any kind.

D. SUBSTITUTIONS

Proposed substitutions are to be e-mailed to Michael Nilsen (Michael.Nilsen@vocon.com) for review. The substitution shall be included if and only if written approval is received via Tri-C’s addendum.

- Proof of equality and a comparison to basis of specification shall be included with each proposed substitution.
- Substitution requests are to be emailed to Michael Nilsen no later than **2:00 PM on November 23, 2020**.

E. PRODUCT

Workmanship and materials will be warranted for a period of not less than one year from the date of final acceptance by Tri-C. Should defects develop within warranty period, the manufacturer and/or the Bidder, shall remedy the defects and reimburse Tri-C for all damage to other work, whether caused by the defects or the work of correcting the same. Warranties extending beyond the one-year period shall be specifically provided in the Contract and may be fulfilled by the written warranty of the manufacturer.

F. DELIVERY, STORAGE, & HANDLING

The Bidder shall be responsible for the receipt of products and supplies necessary to provide a complete installation. All deliveries shall be scheduled and coordinated with the individual campus plant managers. Materials must be promptly installed after delivery. All products shall be delivered in good condition and in its original and unopened packaging and covering.

G. DESIGN SERVICES

N.A.

H. SUBMITTALS

The following items shall be submitted at Bid Time:

1. Completed Bid Form.
2. Certificate of Insurance (ACCORD Form is acceptable)
3. Up-dated W-9 Form.
4. Registered, Legal Name of Vendor.
5. List of three past or current projects of similar size, include Owner's contact information.

The following items shall be submitted within seven (7) days of Contract:

6. Product Data / MSD sheets of all products included in Bidder's bid package.
7. List of sub-contractors of whom you would be working with on this project (i.e. General Trades, Mechanical, Electrical, Installation groups, etc).

I. INSTALLATION

The Bidder will have full-time personnel capable of completing the job requirements in the project timeframe. Installation will be in accordance with the manufacturer's installation procedures. The Bidder will be responsible for the removal of all trash and debris associated with the installation of all materials in this project.

Installation Services: The Bidder (Contractor) shall (where applicable):

1. Timing of work shall be coordinated with the College and Construction Manager.
2. Conduct an inspection of the building to identify phasing and staging or any restrictions, which might impact project installation activities.
3. Identify appropriate delivery area with Tri-C; use freight or passenger elevator permitted only with approval of the College, if applicable. Elevator may not be available for use at all times.
4. Provide all necessary equipment required to transport.

5. The site is to be left “broom-cleaned” daily.
6. Coordinate the work of all trades along with other contractors, owner, etc. as necessary for project completion. Submit a project schedule one (1) week after NTP. Two-week detailed construction/installation schedule look-aheads are required to be updated weekly with all Contractors.
7. Protect all doors, door jambs, walls, and floor finishes from construction/installation activities.
8. Repair all scratches, tears, and dents that were a result of construction/installation activities.
9. Contractor to provide on-site field supervisor during full-term of on-site work. Cost of this person shall be included in the Bidder’s bid.
10. Safety
 - a. Bidders are to comply with all pertinent sections of **CFR 1926 (OSHA)** and related codes. Provide required signage, temporary protection, and barricades necessary for the protection of the public. Hard hats, safety glasses, and appropriate work gloves are required to be worn by contractors’ labor force at all times.
 - b. The Contractor shall adhere to all of the following provisions:
 - a. Scaffolding – Fall protection required at or above 6’
 - b. Scissor & Boom Lift – Body Harness with self-retracting lanyard required while elevated at or above 6’
 - c. Safety Monitor – No use of a safety monitor is permitted without specific approval from the Construction Manager
 - d. Controlled Decking/Access Zone – No use of controlled decking/access zone without specific approval from the Construction Manager
 - e. No 6’ shock absorbing lanyard may be used at any elevation below 18 ½ feet and never in any lift
 - f. The Onsite Safety Coordinator must have an OSHA 30 card that was issued no more than 5 years ago, or an approved 8-hour refresher card (to the OSHA 30) no more than 3 years old, and a First Aid/CPR certification no more than 2 years old.
 2. The contractor shall not be permitted to begin contract work prior to an approved Site Specific Safety Plan (3SP). This shall be submitted electronically prior to starting work. An approved 3SP is a condition of starting work.
 3. The contractor shall submit weekly safety inspection results, conduct and document tool box training weekly, conduct and document daily inspections of all powered equipment, occupied trenches, and scaffolding, provide the Construction Manager all Safety Data Sheets (SDSs, formally called MSDSs), acknowledge the safety violation policy, generate daily huddle meeting minutes and meet all other requirements of the project safety plan.
 4. All contractor employees are required to attend the Construction Manager’s safety orientation the first day on the project site.
 - a. Each worker must bring with them to the safety orientation a photo ID and a current (within the past year) 11 panel drug card equal to or more stringent than the Construction Industry Substance Abuse Program (CISAP) listed in Appendix A of the project safety plan.

- b. Drug cards from SCT must have the XOP on the card which indicates the 11 panel expanded opiate test.
- 5. All workers on this project site must remain current within the past year on all substance abuse tests.
 - a. Post incident substance abuse test to the CISAP standards shall occur immediately but no later than the end of the work day should any injury require off-site medical attention, or an incident occur as defined in the CISAP.
 - b. For any contractor whose employees do not carry a drug card (out of town companies), this contractor shall coordinate with the Construction Manager's Safety Team the process by which the subcontractor will demonstrate that all employees are, and shall remain, current throughout the term of the contract and their test meets CISAP standards
- 6. Crystalline Silica standards
 - a. Contractor shall complete the Exposure Control Plan and include a plan covering their silica dust generating tasks in the 3SP. A template is found at: plan.silica-safe.org NOTE: The new OSHA regulation requires a significant amount of air sampling data. Plan for some expense for air sampling, respiratory physical evaluations, and outfitting all employees with respirators for any silica generating tasks.
 - b. Contractors who may potentially generate crystalline silica dust, or have workers exposed to the hazard also must generate this exposure control plan for their specific scope of work. This plan shall be incorporated into each contractor's 3SP.
 - c. Contractors must regularly update this exposure control plan so that it accurately reflects the jobsite silica hazards and effectively addresses all mitigation efforts.

11. Installation

- a. Related Documents
 - 1) Scope of Work Documents
- b. Excess Materials
 - 1) Turn over to Tri-C upon request.
- c. Labor Requirements
 - 1) The Bidder shall base its bid upon the prevailing rates of wages as ascertained by the Ohio Department of Commerce, Wage and Hour Bureau. Comply with ORC Section 4115.03 through 4115.04.
 - a. "New" construction threshold is \$250,000.
 - b. "Reconstruction, enlargement, alteration, repair, remodeling, renovation, or painting" threshold is \$75,000.
 - 2) Use adequate numbers of skilled workmen who are thoroughly trained and experienced in the necessary crafts and who are completely familiar with the specified requirements and the methods needed for proper performance of the work in this section.
- d. Examination
 - 1) Examine Project site 24 hours before performing work, including loading dock area, elevators, and staging area, to ensure conditions are satisfactory for proper performance of work. Existing damage to building or debris that

hinders performance shall immediately be called to the attention of the campus' plant manager and Phil Pallone.

- a. Examine substrate and conditions under which work is to be performed.
- 2) Examine materials or equipment immediately upon delivery and again prior to installation. Reject damaged or defective items.
- 3) Do not proceed until unsatisfactory conditions have been corrected.

e. Performance of Work:

- 1) Provide Scope as identified in this RFP.
- 2) Comply with manufacturer's installation instructions and recommendations.
- 3) Provide connection devices, hardware and accessories required for complete installation.
- 4) Install components securely into place at heights and dimensions indicated.

f. Cleaning

- 1) Remove material and debris from Project site at the end of each working day. The job site is to be maintained in a clean, orderly condition and kept free from the accumulation of waste materials and rubbish.

g. Finishes

- 1) Factory or site finish, color, sheen, and texture shall be uniform.

h. Protection

- 1) Cover, ventilate, and protect work to protect from damage caused by weather, moisture, heat, staining, dirt, abrasions, or other conditions that may adversely affect appearance or use.
- 2) Protect against deterioration of finish, warpage, distortion, twisting, opening of joints and seams, delamination, or other injury.
- 3) Limit exposure to the following:
 - a. Excessively high or low temperatures
 - b. Excessively high or low humidity
 - c. Water/mold
 - d. Solvents
 - e. Puncture
 - f. Abrasion
 - g. Spoiling, staining, and corrosion
 - h. Rodent and insect infestation
 - i. Combustion

12. Project Closeout:

a. See Appendix C: Close-out Checklist

b. Final Cleaning

- 1) Cleaning: Employ experienced workers or professional cleaners for final cleaning. Clean surfaces to the condition expected in building cleaning and maintenance program. Comply with manufacturer's instructions.
 - a) Complete the following cleaning operations before requesting inspection for Certification of Contract Completion:
 - i. Remove labels that are not required to be permanent
 - ii. Clean exposed hard-surfaced finishes to a dust-free condition, free of stains, films, and similar foreign substances.

- iii. Remove temporary protection
- iv. Repair finished surfaces damaged during project to like new condition.

13. Scope of Work:

- a. Refer to the enclosed drawings and specifications for detailed scope and specifications.

Proposal Form
Request for Proposal
Metro Campus
Hospitality Management Center Signage
Project No. C20174157

Having read the Request for Proposal, prepared by the Office of the Capital & Construction, Cuyahoga Community College District Office, Cleveland, Ohio 44115 and having also received, read, and taken into account any Addenda and likewise having inspected the sites of, and conditions affecting and governing the construction of the said project, the undersigned hereby proposes to furnish all material and to perform all labor, as specified in this RFP for the said work, for the following sum (please round all numbers to the nearest dollar):

Time of Completion

- Overall Estimated Project Completion – 3/1/2021.

Addenda acknowledgement:

Addendum Number	Date Received
_____	_____
_____	_____

One firm will be awarded all bids items below. The order will not be broken up among multiple firms.

The undersigned Bidder proposes to perform all Work for the applicable Contract in accordance with the proposed Contract Documents, for the following sum(s):

Bid Items – GENERAL CONTRACT

Base Bid item 1: Vinyl (for 11 windows):

ALL LABOR AND MATERIALS, for the sum of \$ _____

Sum in words: _____

_____ and _____ /100 dollars

Alternate (custom printed graphics on optically clear vinyl) – circle appropriate choice below and insert amount:

If alternate is accepted, ADD TO / DEDUCT FROM base bid: \$ _____

Some in words: _____

_____ and _____ /100 dollars

Base Bid item 2: Suspended blade sign (2 assemblies) Includes allowance of \$15,000 for electrical:

ALL LABOR AND MATERIALS, for the sum of \$ _____

Sum in words: _____

_____ and _____ /100 dollars

Base Bid item 3: White acrylic logo and letters wall sign (1 assembly):

ALL LABOR AND MATERIALS, for the sum of \$ _____

Sum in words: _____

_____ and _____ /100 dollars

Signature: _____

Printed Name: _____

Title: _____

Company: _____

Appendix B

Bidder's Certification and Authorization to Execute

The Bidder hereby acknowledges that the following representations in this bid are material and not mere recitals:

1. 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 is based upon the Standards specified by the Bidding Documents.
3. Bidder has become familiar with local conditions and has correlated personal observations about the requirements of the Bidding Documents. The Bidder has no outstanding questions regarding the interpretation or clarification of the Bidding Documents.
4. Bidder understands that the award of the General Contractor Contract for the Project will require sequential, coordinated and interrelated operations, which may involve interference, disruption, hindrance or delays in the progress of the Bidder's Work. The Bidder agrees that the Contract price, as amended from time to time, shall cover all amounts due from Tri-C resulting from interference, disruption, hindrance or delay caused by or between its Subcontractors or his agents and employees. The Bidder agrees that any such interference, disruption, hindrance or delay is within the contemplation of the Bidder and Tri-C and that the Bidder's sole remedy for any such interference, disruption, hindrance or delay shall be an extension of time in accordance with the Contract Documents. This provision is intended to be, and shall be construed as, consistent with, and not in conflict with, Section 4113.62, ORC.
5. During the performance of the Contract, the Bidder agrees to comply with OAC Chapters 123:2-3 through 123:2-9 and agrees to incorporate the provisions contained in the Ohio Administration Code Section 123:2-9-01 into all subcontracts on the Project, regardless of tier. The Bidder understands that the Ohio Equal Opportunity Center may conduct pre-award and post-award compliance reviews to determine if the Bidder maintains nondiscriminatory employment practices, maintains an affirmative action program and is exerting good faith efforts to accomplish the goals of the affirmative action program. For a full statement of the rules regarding Equal Employment Opportunity in the Construction Industry, see OAC Chapters 123:2-1 through 123:2-9.
6. The Bidder and each person signing on behalf of the Bidder certifies, and in the case of a joint or combined bid, each party thereto certifies as to such party's organization, 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, 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 individual, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

7. Bidder understands that the Contract is subject to all the provisions, duties, obligations, remedies and penalties of Chapter 4115, ORC, "Wages and Hours on Public Works," and that the Bidder shall pay any wage increase in the locality during the term of the Contract.
8. The Bidder shall pay the prevailing wage rates of the Project locality, as issued by the Ohio Department of Commerce Wage and Hour Bureau, to laborers and mechanics performing Work on the Project.
9. If the Bidder or its Subcontractors fail to comply with O.R.C Chapter 4115, Tri-C may withhold payment. The Bidder is liable for violations committed by the Bidder and/or its Subcontractors.
10. Bidder certifies that upon the award of a Contract, the Bidder will make a good faith effort to ensure that all of the Bidder's employees, while working on Tri-C property, will not purchase, transfer, use or possess illegal drugs or alcohol or abuse prescription drugs in any way and will ensure that its employees will not carry any firearm onto Tri-C premises or job site.
11. Bidder agrees to furnish any information requested by Tri-C to evaluate the responsibility of the Bidder.
12. Bidder certifies that it is enrolled and in good standing in an Ohio Bureau of Workers' Compensation (BWC) Drug Free Workplace Program (DFWP) or an equivalent BWC approved DFWP. Bidder certifies that it will require each of its Subcontractors on the Project to also be enrolled in a BWC approved DFWP and will submit confirmation of enrollment of its Subcontractors to Tri-C with this Bidder's Certification.
13. Bidder certifies that the Personal Property Tax Certificate attached hereto is true and accurate in all respects.
14. All signatures must be original.
15. By signature hereto, Bidder offers and agrees to furnish products and / or services as proposed and comply with all terms, conditions, and requirements set forth in the RFP documents contained herein.
16. Bidder further certifies that all statements and information prepared and submitted in response to this solicitation are complete and accurate.
17. Bidder certifies that the individual signing this document and documents made part of the RFP is authorized to sign documents on behalf of the said company and to bind the company under any Contract that may result from the submission of a proposal.
18. Bidder certifies compliance with all Federal laws and regulations pertaining to Equal Employment Opportunities and Affirmative Action.

BIDDER'S NAME: _____

Authorized Signature: _____

Date Signed: _____

Print Name: _____

Title: _____

Company Name: _____

Mailing Address: _____

Telephone Number: _____

Facsimile Number: _____

E-Mail Address: _____

Where Incorporated: _____

Federal Identification Number: _____

Contact person for Contract processing: _____

Date enrolled in an OBWC-approved
DFWP (month/date/year): _____/_____/_____

President or Primary Officer Name and Title: _____

Acknowledge Receipt of all Addenda: _____

DELINQUENT PERSONAL PROPERTY TAX AFFIDAVIT
(Section 5719.042, ORC)

State of Ohio }
County of _____ } **SS.**

The undersigned individual, or duly authorized representative of the identified company, having been first duly cautioned and sworn, alleges and states that said individual or company has been advised that he has or it has received a Notice of Intent to Award a Contract(s) let by competitive bid by Cuyahoga Community College District, on behalf of the State of Ohio under Section 3318.10, ORC, but prior to the execution of said Contract(s), and pursuant to Section 5719.042, ORC, provides this statement to the Treasurer under oath that he or it was not charged, on the date the Bid(s) was submitted, with any delinquent personal property taxes on the general tax list of personal property of _____ County, Ohio, or that he or it is so charged in the following amount:

Delinquent Tax: _____
Penalties and interest due and unpaid: _____
Total (if none, indicate "NONE") _____

A copy of this sworn statement will be attached to and incorporated into the Contract(s) for this Project which shall enable payments to be made under said Contract(s).

By: _____ Date: _____

Company: _____

Project:

Sworn to and executed before me this _____ day of _____,

Notary Public
My commission expires: _____

Appendix D



Contract Completion Checklist

Project Name: _____ Contractor Name: _____
Project Number: _____ Address: _____
Project Location: _____

N/A Included Not Included

Closeout Forms / Certifications Required (3 original copies to Owner required):

- Payment Release Affidavit
Final Certified Payroll Reports
Updated Form 26
Affidavit of Compliance to Prevailing Wages for each sub
Certification of Equipment Demonstrations
Partial Certification of Contract Completion
Certification of Warranty Commencement
Final Certification of Contract Completion
Waiver of Lien
Affidavit of Contractor/Subcontractor

Closeout Action Items and Record Documents (3 original copies to Owner required):

- Final Cleaning
Complete Punch List Work
Certificate of Occupancy
Inspection Certificates
Letter of Approval - State Fire Marshal for Fire Suppression System
Operations and Maintenance Manuals
As-Built Drawings
Detailed Drawings - concealed utilities, MEP systems
Warranties and Guarantees, including the most recent address and telephone number of any Subcontractors, Material Suppliers, or manufacturers
Extra Material, e.g. Attic Stock, keys, specialized wrenches, etc.
Consent of Surety for Final Payment

Reviewed by:

Construction Manager (or Architect / Engineer for Stipulated Sum Contracts)

Name: _____ Signature: _____ Date: _____

Plant Manager

Name: _____ Signature: _____ Date: _____

Capital and Construction

Name: _____ Signature: _____ Date: _____

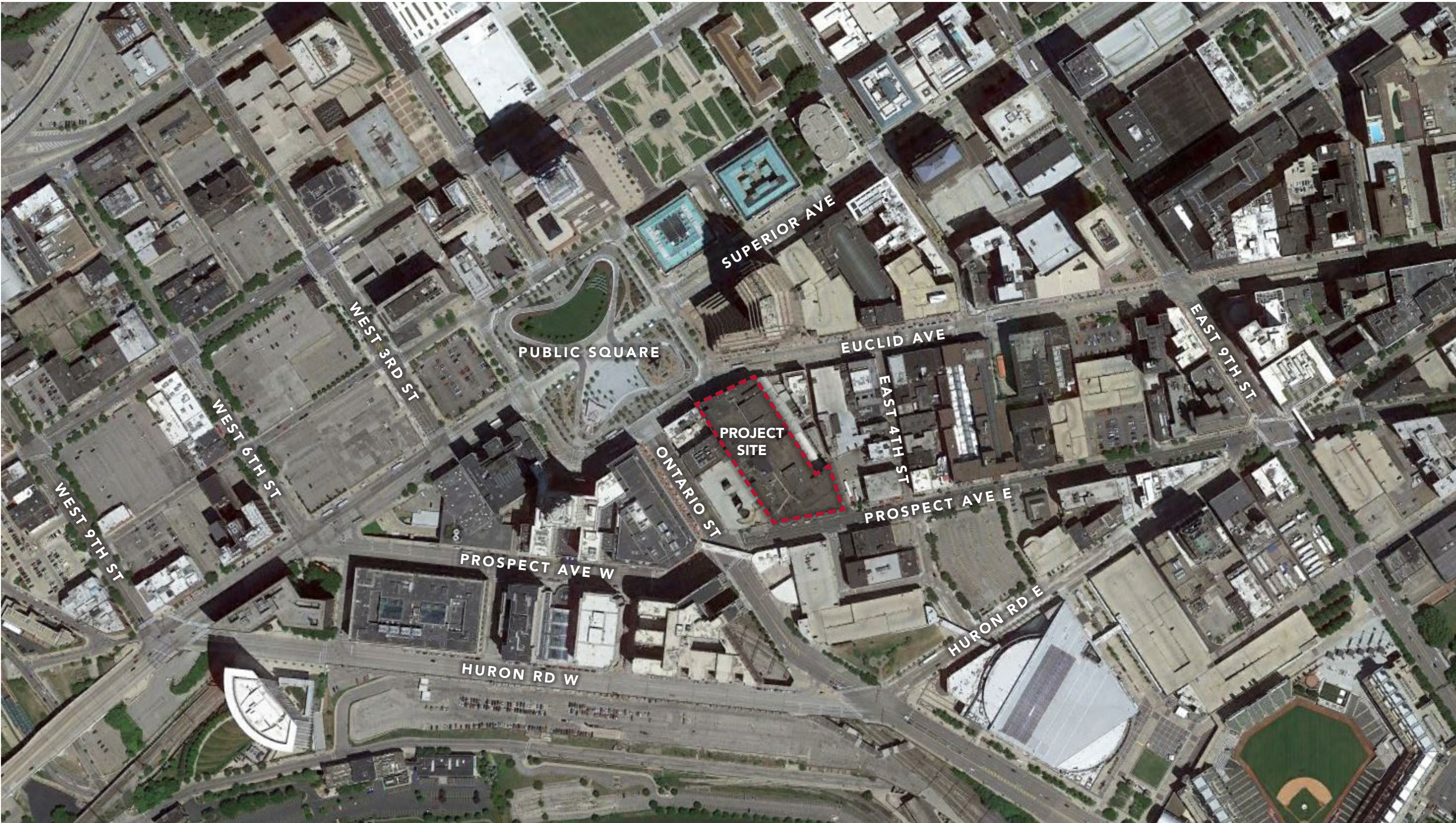
An aerial photograph of a city grid, overlaid with a semi-transparent teal color. The grid consists of numerous rectangular blocks and streets, creating a complex pattern of lines and shapes. The text is centered over the grid.

CUYAHOGA COMMUNITY COLLEGE HMC STOREFRONT

Design Intent

November 4, 2020

LOCATION PLAN



EXISTING PHOTOS



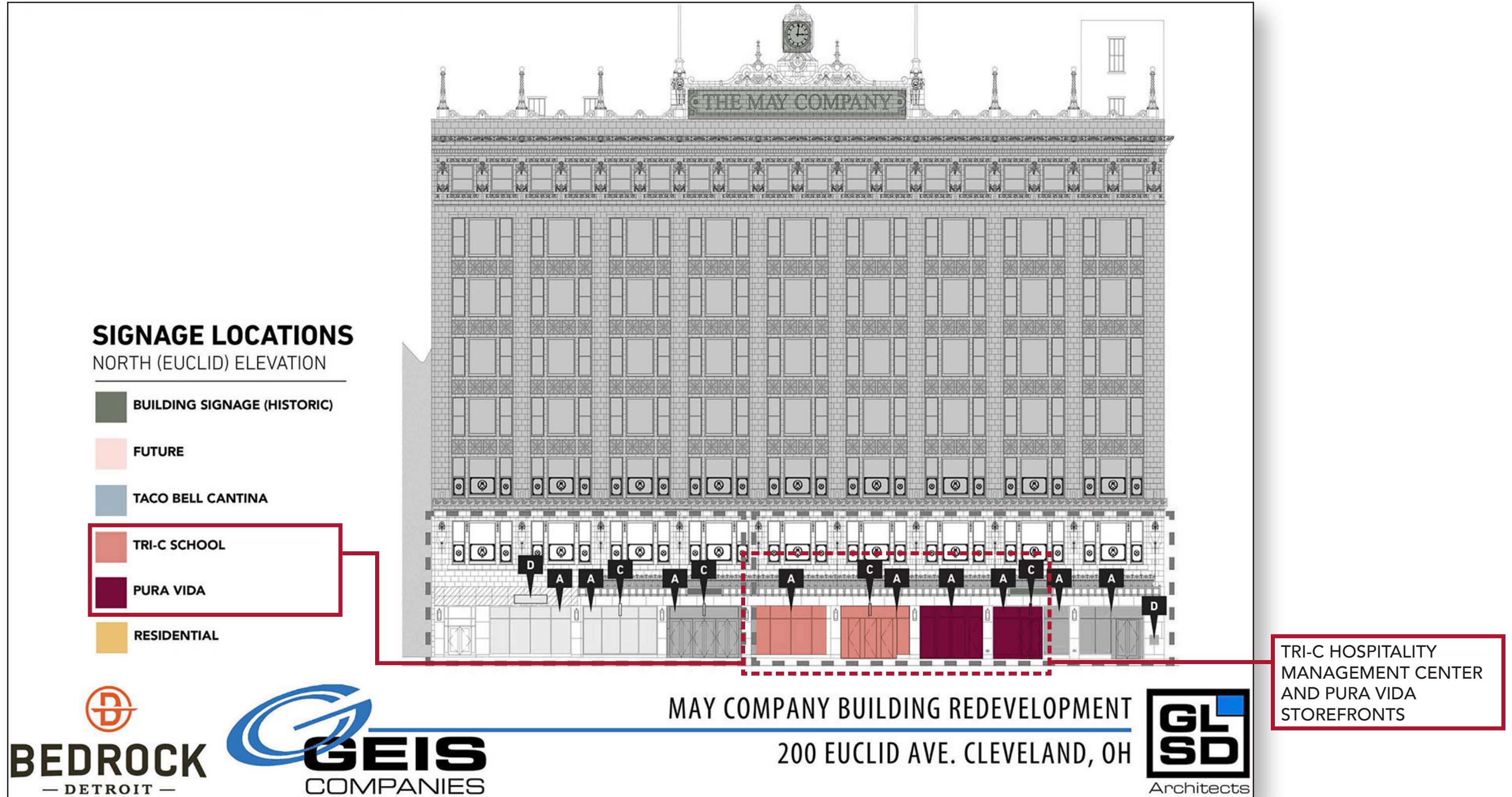
EXTERIOR ELEVATION

Existing



REFERENCE SUBMITTAL

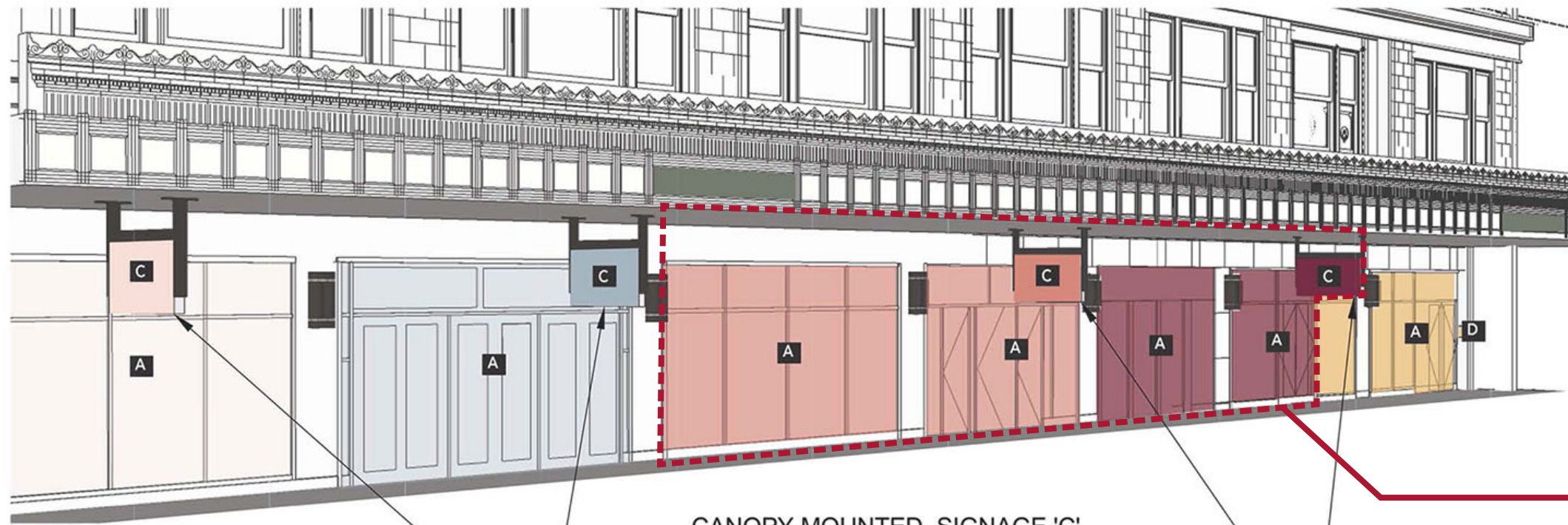
Exerpt from Bedrock/GEIS Landmarks Commission 1/23/20 submittal



REFERENCE SUBMITTAL

Exerpt from Bedrock/GEIS Landmarks Commission 1/23/20 submittal

SIGNAGE LOCATIONS
NORTH (EUCLID) ELEVATION DETAIL



CANOPY MOUNTED SIGNAGE 'C'

W/ 'H' SHAPED BRACKET.

1. OVERALL DIMENSIONS: 4'-0" X 5'-4" MAX.
3'-0" X 5'-0" CLEAR SIGNAGE PANEL.
2. MATERIALS: RUST RESISTANT POWDER COATED 2" STEEL TUBE FRAME. COLOR TO MATCH CANOPY.
3. QUANTITY: 4
4. LETTER DEPTH: BY TENANT (T.B.D.)
5. INSTALLATION: MOUNTED TO UNDERSIDE OF REFURBISHED CANOPY. NOT TO DAMAGE ANY EXISTING FINISHES OR MAKE THEM IRREPARABLE.

TRI-C HOSPITALITY
MANAGEMENT CENTER
AND PURA VIDA
STOREFRONTS



MAY COMPANY BUILDING REDEVELOPMENT
200 EUCLID AVE. CLEVELAND, OH



PROPOSED EXTERIOR ELEVATION

HMC Entry

1/2" thick cut white acrylic logo and letters.
Letters are 7" high, logo is 18" in diameter.
Mount to spandrel glass panels with VHB tape.

Suspended blade sign



Vinyl decals applied to interior surface of vision glass, typical

Vinyl decals applied to interior surface of vision glass, typical

Vinyl decals applied to interior surface of vision glass, typical

HMC STOREFRONT ELEVATION

SCALE: 1/4" = 1'-0"

PROPOSED EXTERIOR ELEVATION

Pura Vida Entry



interior typical

Vinyl decals applied to interior surface of vision glass, typical

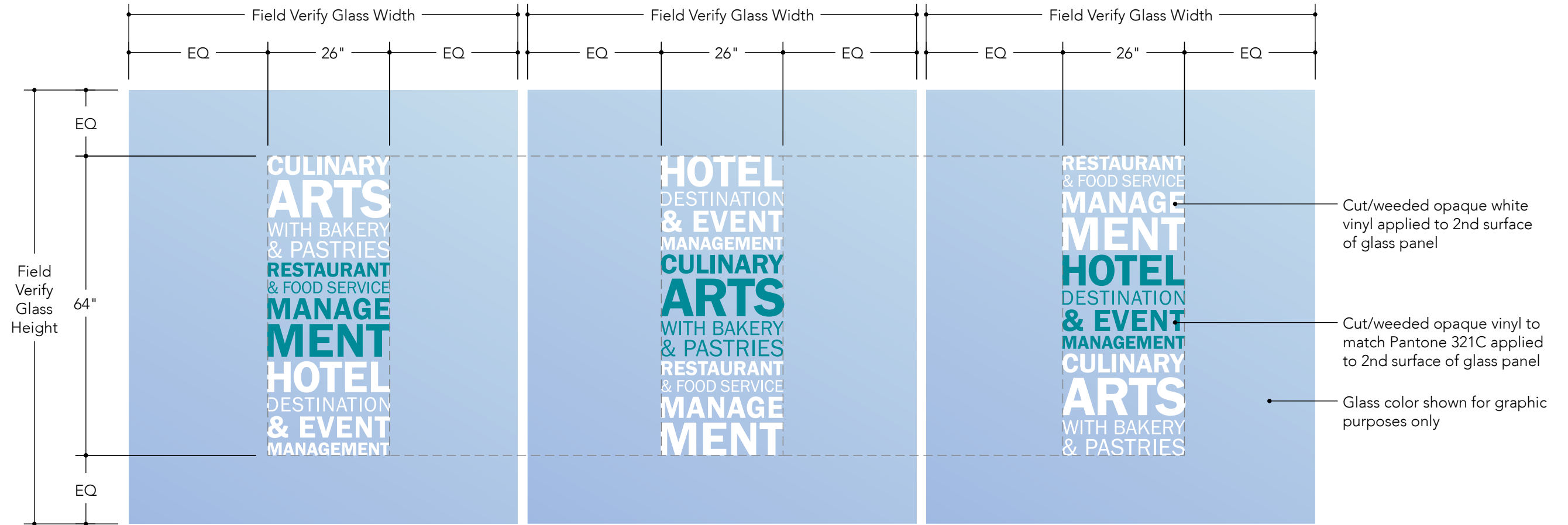
Exterior menu cabinet. Holds (2) 8.5" x 14" menus vertical format and header banner. Similar to Outdoor Display Cases Item #SCMH-8514P or Displays2Go #ODM111721H. Coordinate with Pura Vida, Tri-C, and designer.

PURA VIDA STOREFRONT ELEVATION

SCALE: 1/4" = 1'-0"

PROPOSED WINDOW GRAPHICS - DETAIL

HMC Word Collages



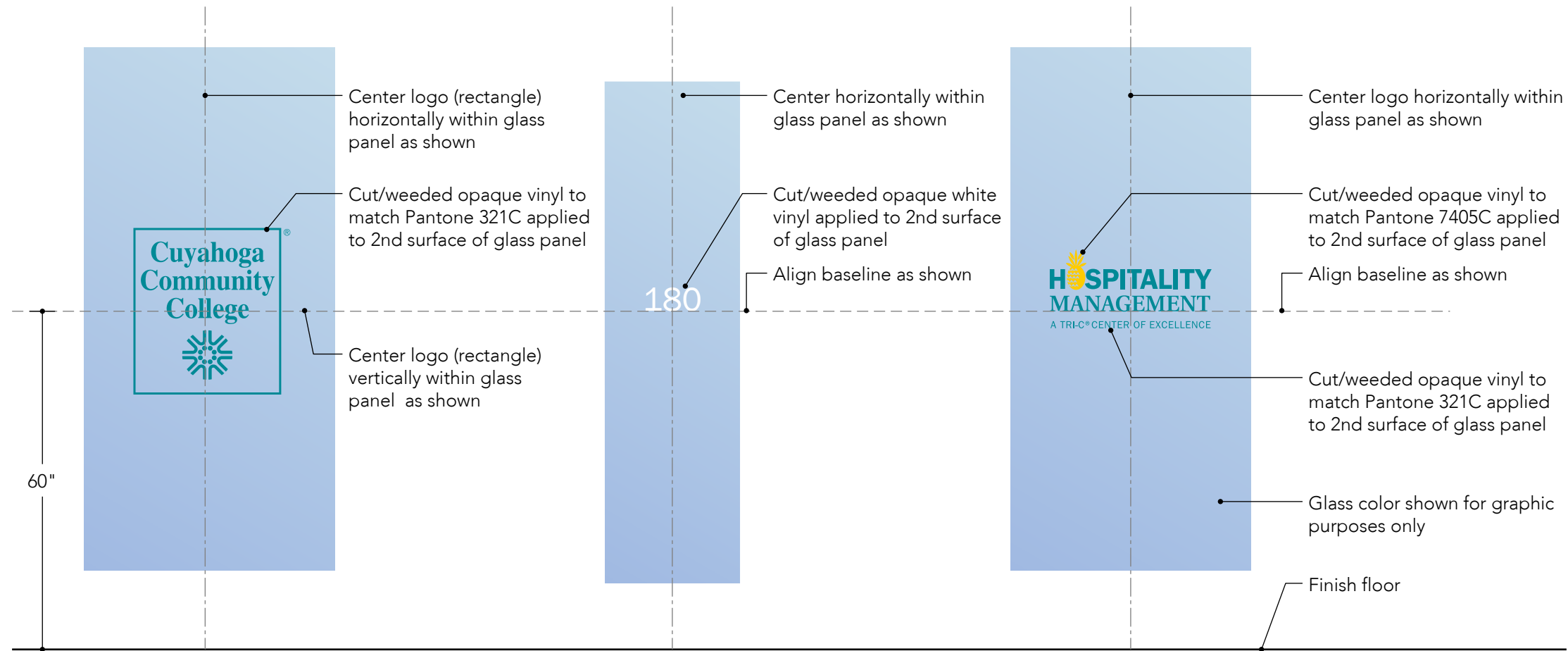
HMC STOREFRONT ELEVATION - WORD COLLAGE DETAIL

SCALE: 1/4" = 1'-0"

<p>NOTES:</p> <ol style="list-style-type: none"> 1. Artwork provided by designer 2. Alignment of graphic within glass area to be as shown, irrespective of any change in grade or finish floor. 3. Refer to specifications section for additional information, typical. 	<p>BID ALTERNATE:</p> <ol style="list-style-type: none"> 1. Fabricator to provide alternate costs for custom printed graphics on optically clear vinyl, applied to 2nd surface of glass panels.
---	---

PROPOSED WINDOW GRAPHICS - DETAIL

HMC Entrance



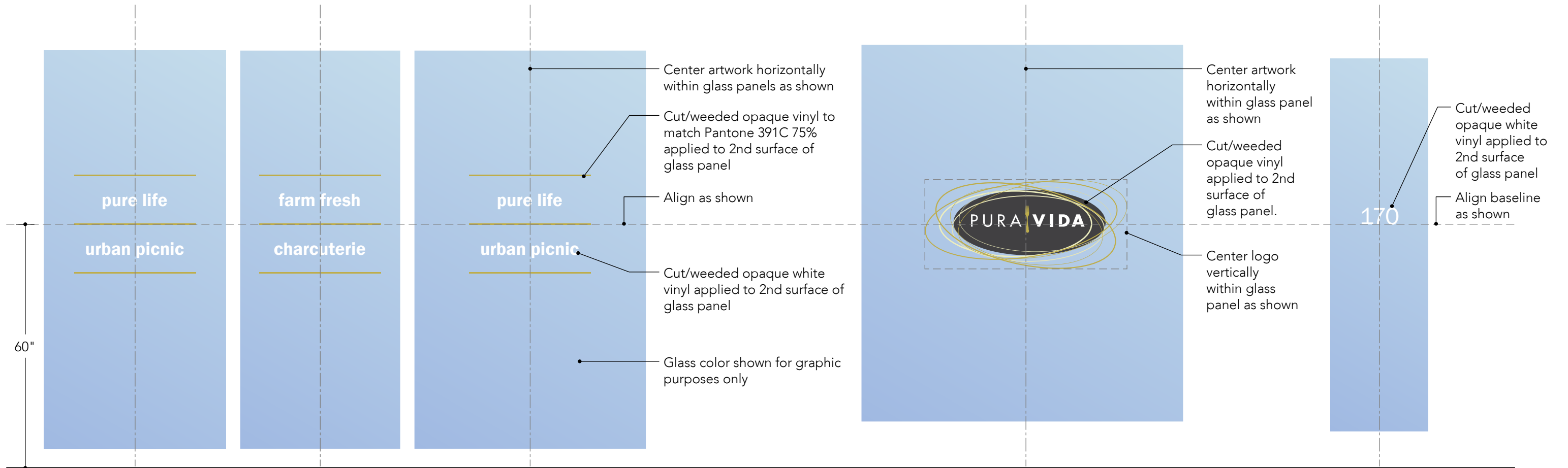
HMC STOREFRONT ELEVATION - ENTRANCE DETAILS

SCALE: 1/4" = 1'-0"

<p>NOTES:</p> <ol style="list-style-type: none"> 1. Artwork provided by designer 2. Alignment of graphic within glass area to be as shown. 3. Refer to specifications section for additional information, typical. 	<p>BID ALTERNATE:</p> <ol style="list-style-type: none"> 1. Fabricator to provide alternate costs for custom printed graphics on optically clear vinyl, applied to 2nd surface of glass panels.
--	---

PROPOSED WINDOW GRAPHICS - DETAIL

Pura Vida



HMC STOREFRONT ELEVATION - PURA VIDA DETAILS

SCALE: 1/4"=1'-0"

NOTES:

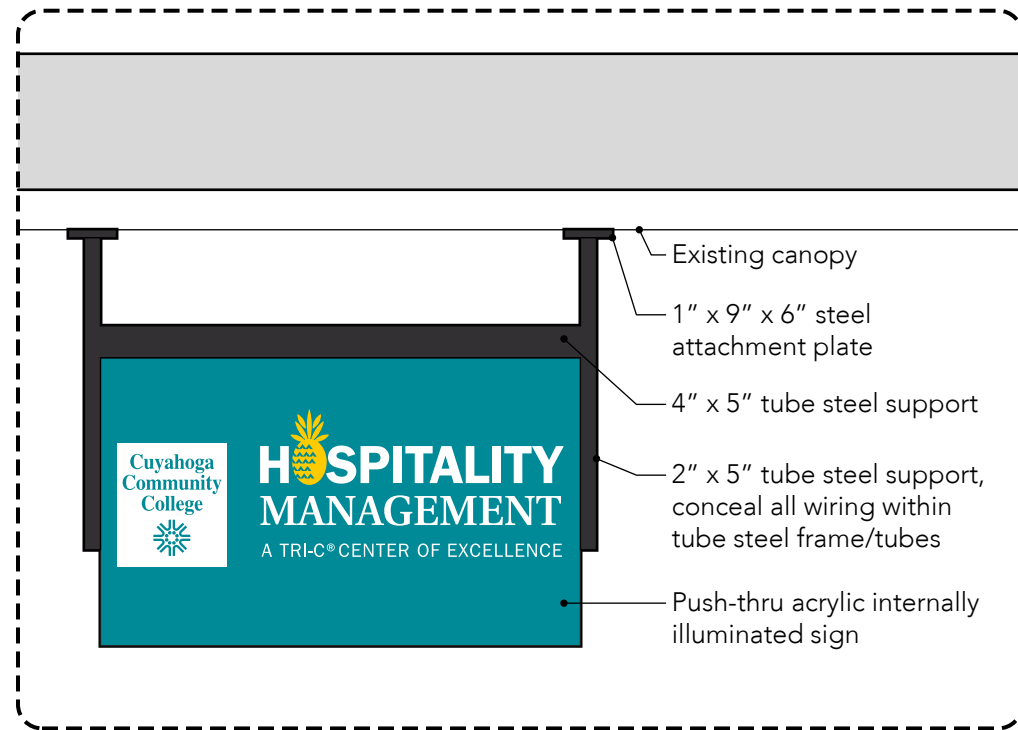
1. Artwork provided by designer
2. Alignment of graphic within glass area to be as shown.
3. Refer to specifications section for additional information, typical.

BID ALTERNATE:

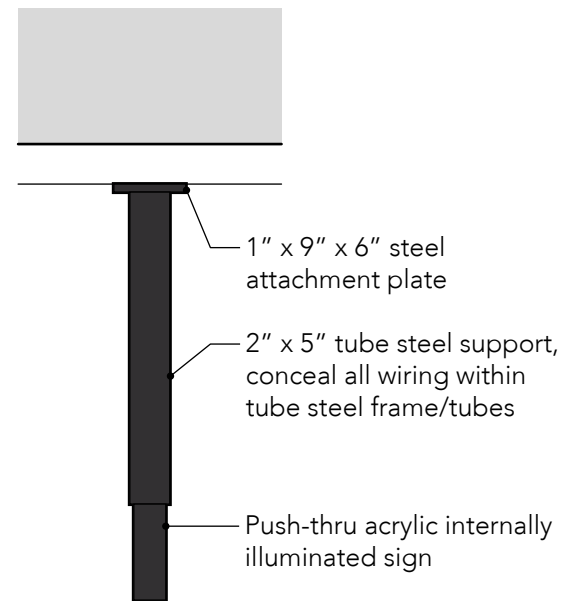
1. Fabricator to provide alternate costs for custom printed graphics on optically clear vinyl, applied to 2nd surface of glass panels.

PROPOSED SUSPENDED BLADE SIGNS

Tri-C HMC

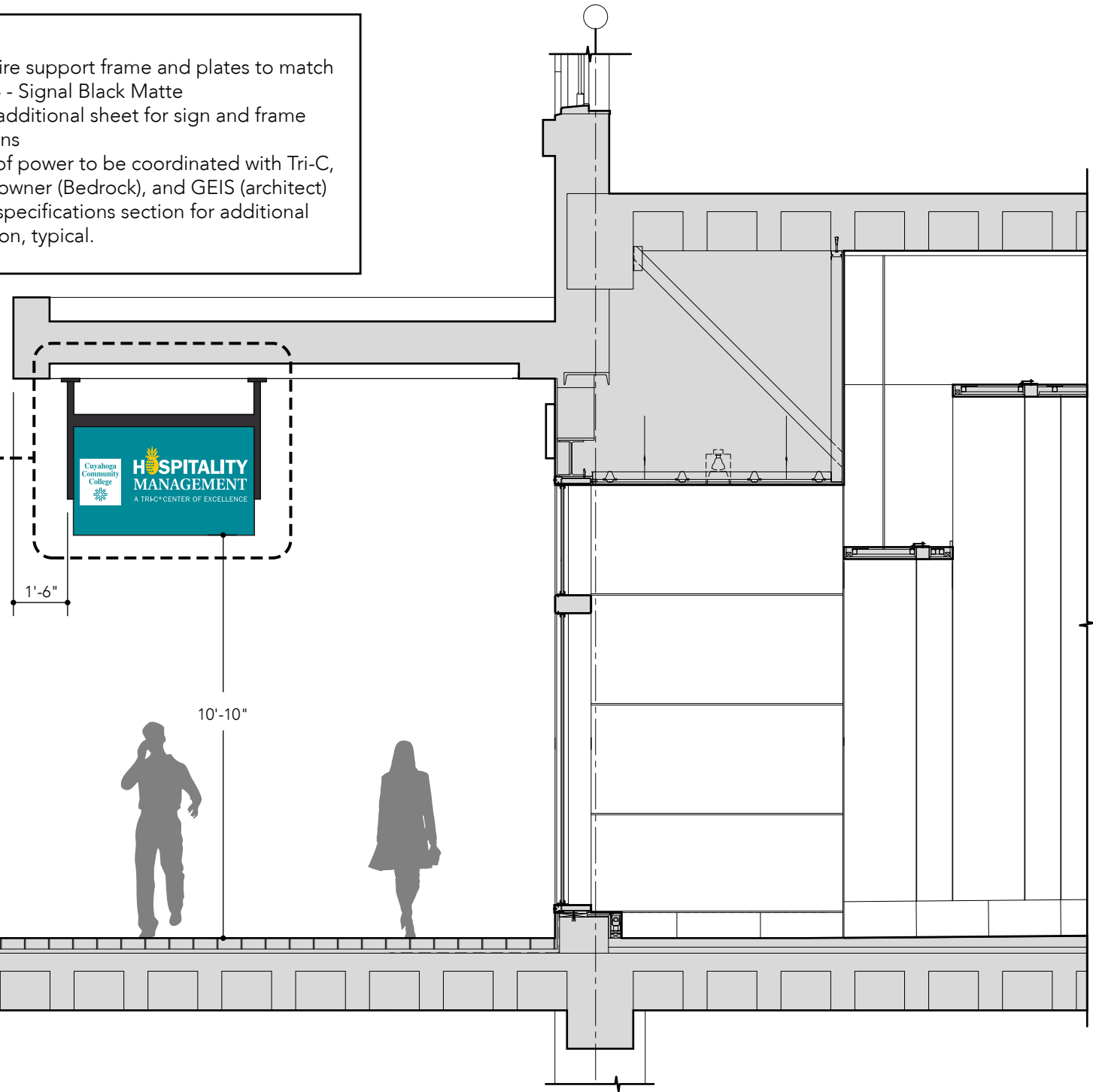


FRONT ELEVATION - HMC
SCALE: 1/2"=1'-0"



SIDE ELEVATION
SCALE: 1/2"=1'-0"

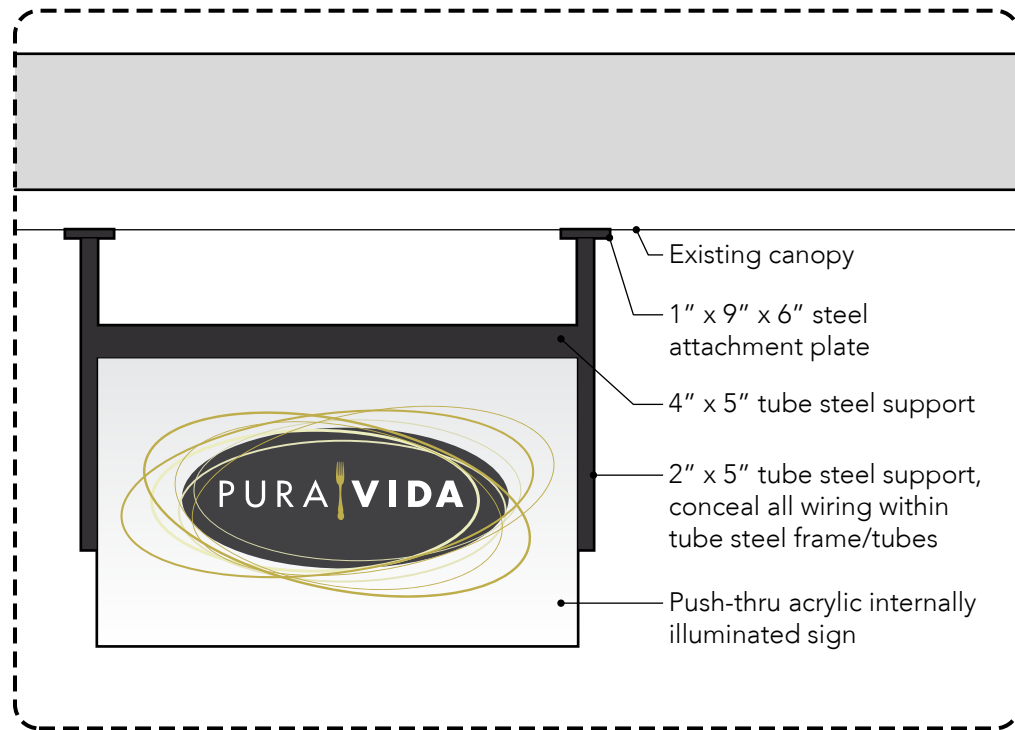
- NOTES:**
1. Paint entire support frame and plates to match RAL 9004 - Signal Black Matte
 2. Refer to additional sheet for sign and frame dimensions
 3. Routing of power to be coordinated with Tri-C, building owner (Bedrock), and GEIS (architect)
 4. Refer to specifications section for additional information, typical.



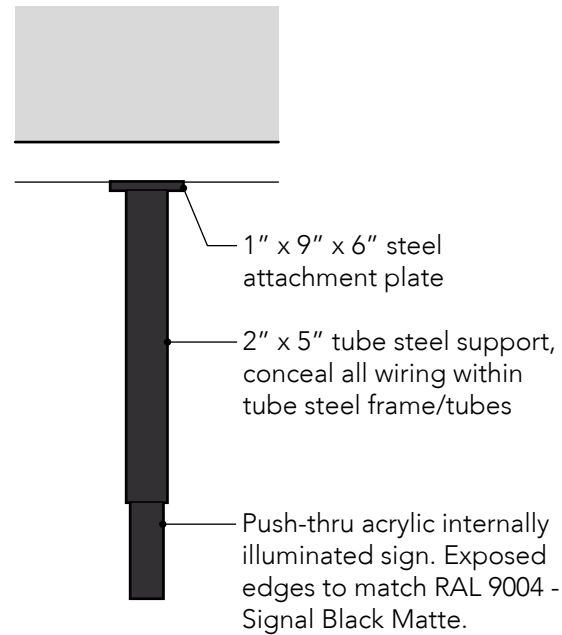
SECTION THROUGH STOREFRONT
SCALE: 1/4"=1'-0"

PROPOSED SUSPENDED BLADE SIGNS

Pura Vida

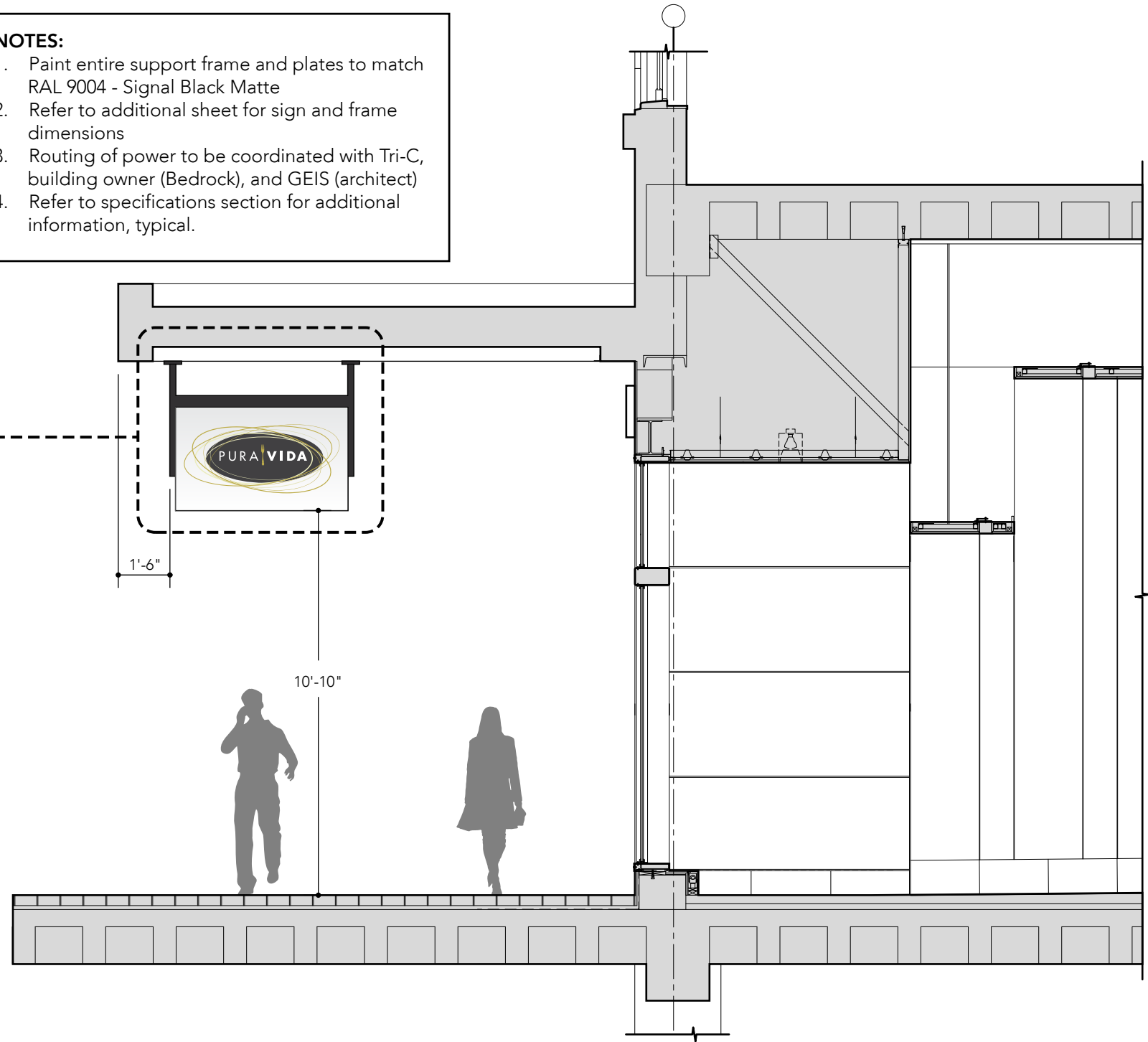


FRONT ELEVATION - HMC
SCALE: 1/2"=1'-0"



SIDE ELEVATION
SCALE: 1/2"=1'-0"

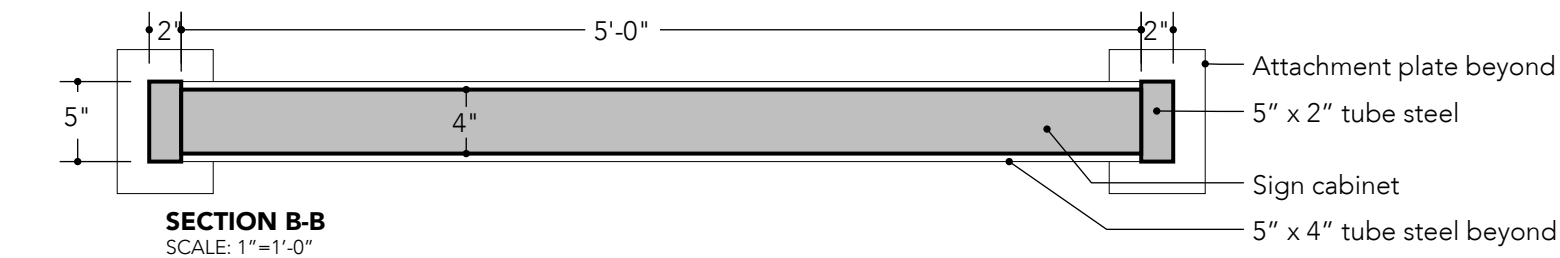
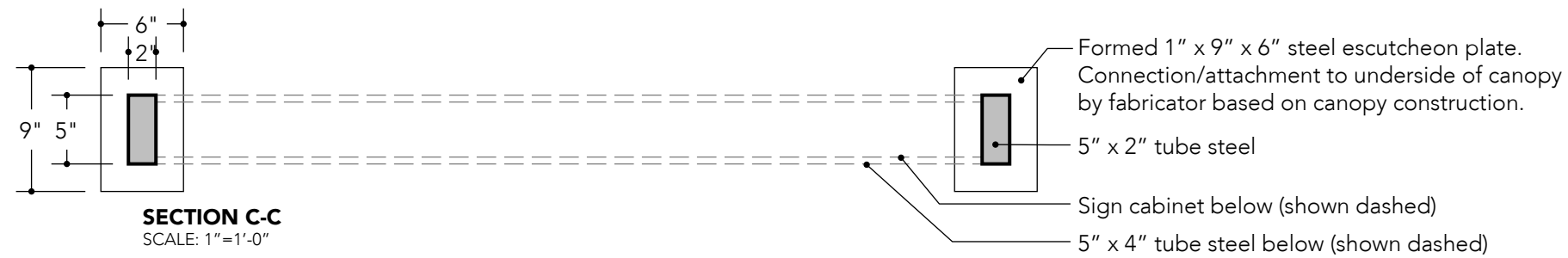
- NOTES:**
1. Paint entire support frame and plates to match RAL 9004 - Signal Black Matte
 2. Refer to additional sheet for sign and frame dimensions
 3. Routing of power to be coordinated with Tri-C, building owner (Bedrock), and GEIS (architect)
 4. Refer to specifications section for additional information, typical.



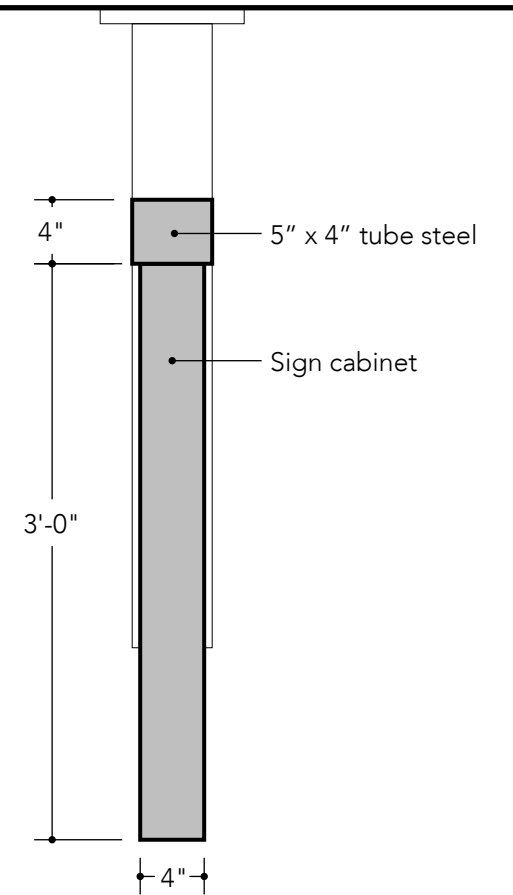
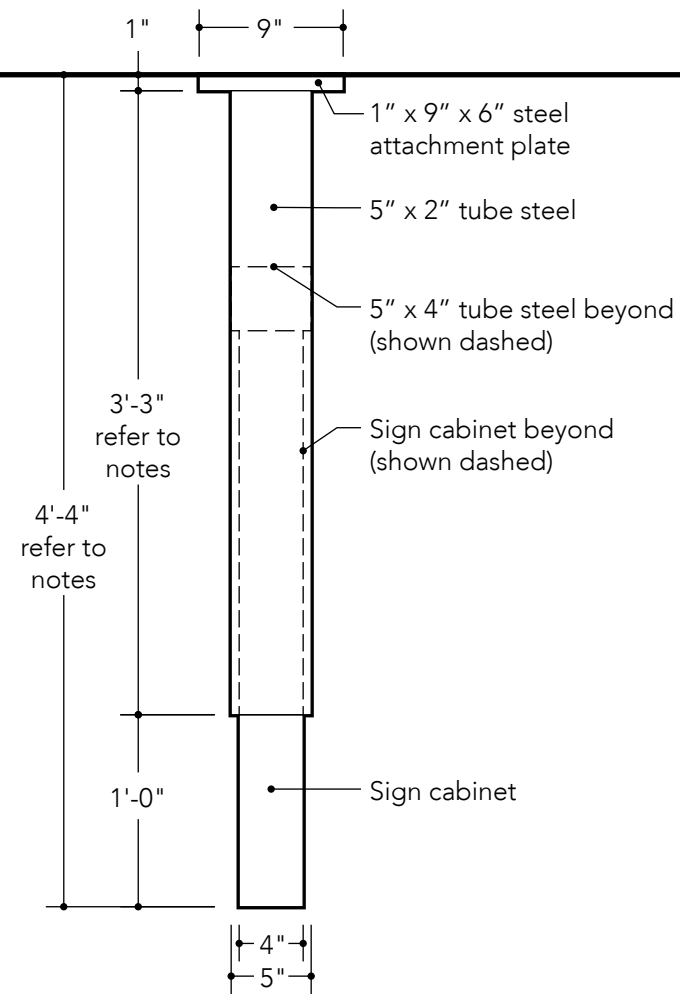
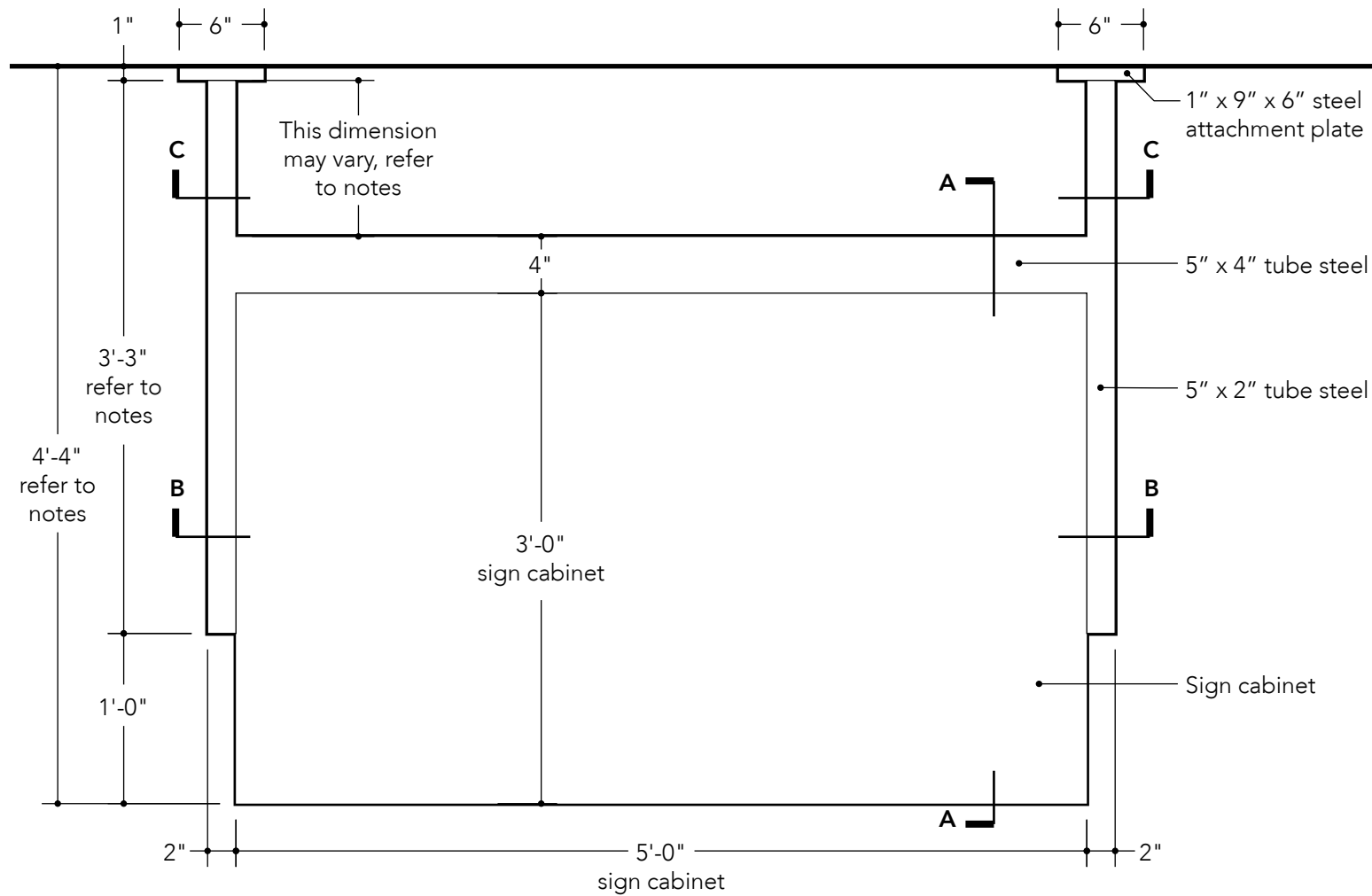
SECTION THROUGH STOREFRONT
SCALE: 1/4"=1'-0"

PROPOSED SUSPENDED BLADE SIGNS

Dimensions



- NOTES:**
1. Overall sign height may vary slightly depending on installation location due to coffered ceiling condition at underside of canopy.
 2. Sign fabricator is responsible for coordinating the proper fasteners with the existing canopy structure and material to ensure proper attachment.
 3. Exposed fasteners to be minimized or eliminated if possible.
 4. All exposed fasteners to be painted to match adjacent surface.
 5. All welds to be ground smooth and without defect.
 6. Sign support frame and cabinet to be constructed/fabricated together. Sign fabricator to determine method to secure sign cabinet to support frame.
 7. Steel material is noted; however, aluminum construction is allowable.



PROPOSED SUSPENDED BLADE SIGNS

Perspective views

MATERIAL NOTES (COMMON):

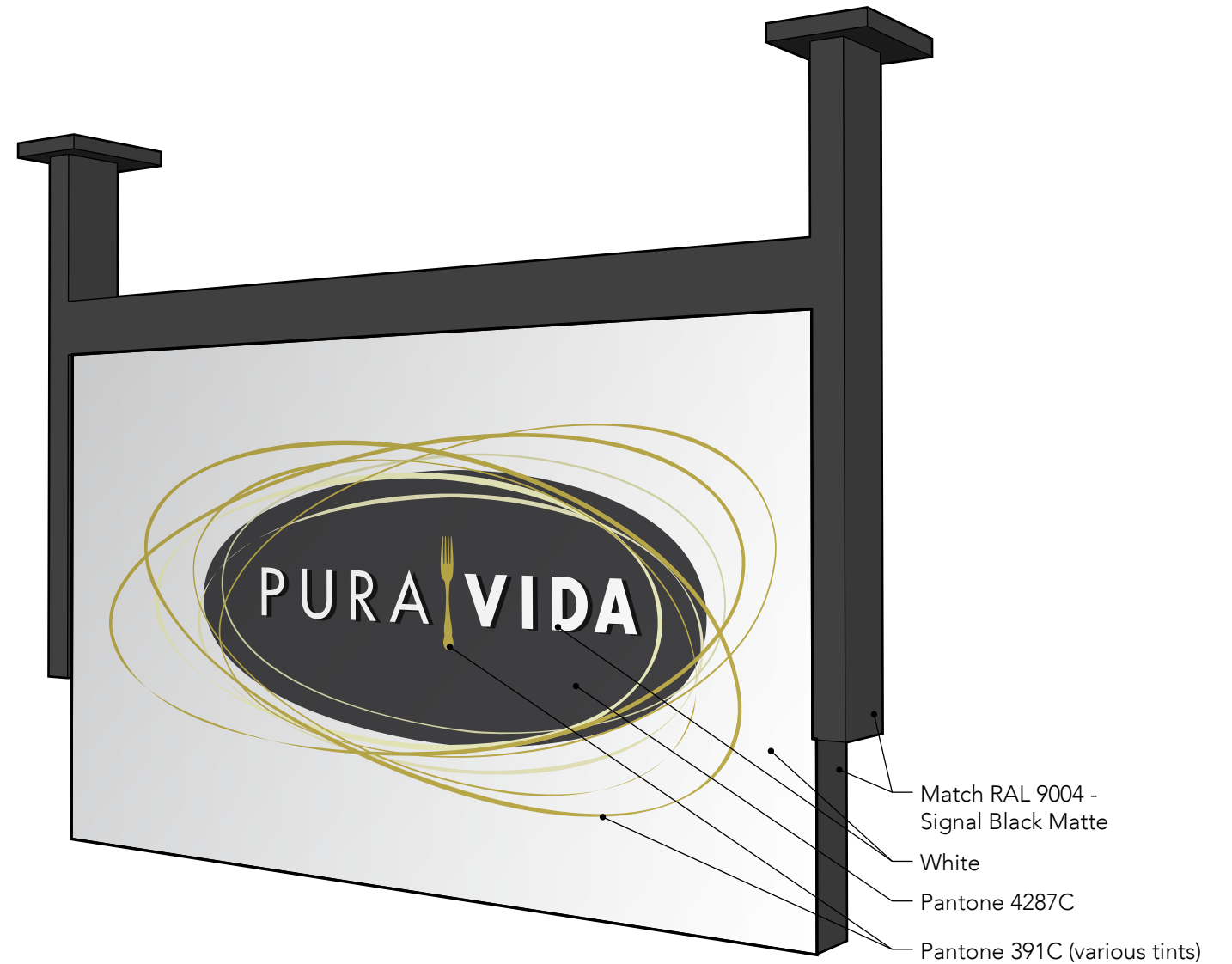
1. Sign cabinets to be constructed of aluminum panels and subframe. Panels to be of adequate thickness to provide overall rigidity, flatness, and trueness without warping or oil-canning.
2. Sign cabinet to be painted with Matthews paints or equal.
3. Support frame to be shop painted to match RAL 9004 - Signal Black Matte



PERSPECTIVE VIEW, TRI-C HMC
NOT TO SCALE

MATERIAL NOTES (TRI-C HMC):

1. Sign face to be painted to match Pantone 321C.
2. Internally illuminated push through elements to be Tri-C logo and "HOSPITALITY MANAGEMENT."
3. "Cuyahoga Community College" and logo mark to be opaque vinyl to match Pantone 321C.
4. "A TRI-C CENTER OF EXCELLENCE" to be applied opaque white vinyl.



PERSPECTIVE VIEW, PURA VIDA
NOT TO SCALE

MATERIAL NOTES (TRI-C HMC):

1. Sign face to be painted white.
2. Internally illuminated push through elements to be "PURA VIDA"
3. Remaining graphic elements to be applied vinyl to match colors noted.

PROJECT INTRODUCTION AND REQUIREMENTS

1.0 NOT FOR CONSTRUCTION

- A. These drawings and notes are for the sole purpose of expressing visual design intent and are not intended for actual fabrication purposes. Signage Contractor accepts total responsibility for final material selection, fabrication and installation methods.
- B. Electronic files are not construction documents and cannot be relied upon as identical to construction documents because of changes or errors induced by translation, transmission, or alterations while under the control of others. Use of information contained in the electronic files is at the user's sole risk and without liability to Designer and its consultants.
- C. Refer to provided Performance Specifications for details on Designer expectations of Signage Contractor and fabrication process.
- D. Copyright © Vocon Design, Inc. All rights reserved.

2.0 SIGNAGE CONTRACTOR/FABRICATOR SCOPE OF WORK/RESPONSIBILITIES

- A. Signage Contractor to fabricate and install all exterior and interior signage as outlined in the Design Intent Documents.
- B. Signage Contractor is responsible for the removal of all existing signs and sign elements being replaced. Any sign elements to remain for reuse are to be protected from damage. Any damage shall be repaired to like-new condition.
- C. Signage Contractor is required to field verify and produce accurate Shop Drawings for each sign type in the Design Intent Documents. Shop Drawings are to be based on the dimensions, materials, and information included in the Design Intent Documents.
- D. Signage Contractor is responsible for all necessary power routing, re-routing, related supplies, and coordination to properly power all signs requiring power. Signage Contractor shall contact OUPS (Ohio Utility Protection Service) prior to any excavation or digging required as part of this project.
- E. Signage Contractor to coordinate with property managers, city officials, and local/state officials any criteria/guideline requirements for changing the signs indicated.
- F. Signage Contractor to follow any additional requirements presented in the attached Performance Specifications and Design Intent Documents.
- G. Signage Contractor to name Owner (Cuyahoga Community College) and Designer (Vocon) as covered entities on Signage Contractor's Professional Liability Insurance Policy for full amount of policy.

3.0 COORDINATION WITH CLIENT AND DESIGN CONSULTANT

- A. The Owner and Designer are responsible for obtaining approvals from Cuyahoga Community College's staff and marketing department for all sign messages.

- B. The Designer will provide scaled artwork as recommended for each site. Artwork will be developed based on initial dimensions taken for this document.
- C. Signage Contractor will be required to obtain and share with the Designer any discrepancies in measurements and actual field-verified dimensions for final coordination.

4.0 COMMITMENT TO DIVERSITY

- A. Tri-C is committed to diversity and to supporting Greater Cleveland's economy. All suppliers are encouraged to do business with Tri-C. Tri-C encourages all Bidders to exceed the following expectations:
 1. Supplier Participation: 15% minority, 5% female, 6% SBE, and 2% veteran.
 2. Workforce Diversity: 15% minority, 7% female, 2% veteran, 45% Cuyahoga County resident

5.0 PROJECT TIMELINE

- A. Sealed bid documents are due to Cuyahoga Community College and Vocon by December 4, 2020 at 2:00 p.m. EST.
- B. Cuyahoga Community College
700 Carnegie Avenue
Cleveland, OH 44115
Attn: Phillip J. Pallone, PE, (216) 987-0572, Phillip.Pallone@tri-c.edu
- C. Vocon Design, Inc.
3142 Prospect Avenue
Cleveland, OH 44115
Attn: Michael Nilsen, (216) 539-3977, michael.nilsen@vocon.com
- D. The required completion date for this project is outlined in Tri-C's RFP document.
- E. If you do not anticipate being able to complete this work by the deadline outlined on the Bid Worksheet, do not submit a bid. In this case, please submit in writing your reason(s) for being unable to bid this project.

6.0 RFI PROCESS

- A. All Requests for Information (RFI) must be submitted in writing via email to the following distribution list:
(Fill in Contact Information)
- B. Under no circumstances will RFI's submitted via direct phone call be answered.
- C. Responses to RFI's will be via email to all Bidders.

7.0 BID WORKSHEET

- A. All Bidder's are required to complete the Bid Worksheet included as part of this document.
- B. Incomplete Bid Worksheets may be cause for rejection of the bid.

8.0 BASIS OF SELECTION

- A. Cuyahoga Community College shall have the right to reject any or all bids, parts of such bid, and reserves the right to waive any informalities in the bid.
- B. In addition to bid price, Cuyahoga Community College reserves the right to consider all elements entering into the question of determining the responsibility of the Bidder. Any bid which is incomplete, conditional, obscure, contains additions not called for, or irregularities of any kind, may be cause for rejection of the bid.
- C. Bidders must present evidence to Cuyahoga Community College, when required by then to do so, to show they are fully competent and have the necessary source of supply, facilities and pecuniary resources to fulfill the conditions of the contract and specifications.
- D. Bidders shall provide statements of qualifications that should include the following information:
 1. Company history;
 2. Education and experience of owners and key technical personnel;
 3. The technical expertise of current staff;
 4. The experience in performing engineering studies, design, construction administration and construction observation;
 5. Availability of staff;
 6. Equipment and facilities;
 7. References; and
 8. Any previous work performed for Cuyahoga Community College.

9.0 RFP COORDINATION

- A. This document is provided as a supplement to Cuyahoga Community College's RFP documents. Should any discrepancy exist between information contained in this document and the Tri-C RFP document, the Tri-C RFP document information takes precedence over all other information. Any questions regarding this shall be posed to the Cuyahoga Community College and Vocon Design contacts indicated herein.

PERFORMANCE SPECIFICATIONS

1.0 GENERAL

1.1 Related Documents

- A. Design Intent Drawings
 1. These drawings/specifications are for the sole purpose of visual design intent only and not intended for construction purposes.
 2. The Signage Contractor is responsible for engineering, design, construction technique, materials and installation.
 3. The Project Owner, Contract Owner and Designer 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 and Designer authorizing these documents.
 4. Signage 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 Designer for direction. The Designer must review shop details prior to fabrication.

1.2 Performance Specification Introduction

- A. The purpose of this document is to serve as a reference which identifies materials, construction specifications, and quality controls, as well as signage contractor's responsibilities and obligations.
- B. Signage Contractor(s) shall furnish and install signs and/or graphics as detailed on drawings and/or described in these Specifications.
- C. Signs shall carry messages and images as specified in the Designer furnished Design Intent Drawings.
- D. Refer to these Performance Specifications for details on designer expectations of Sign Contractor and fabrication process.

2.0 DEFINITION OF TERMS

2.1 Documents

- A. Refers to the drawings, specifications, sign message schedule, including all addendum and modifications incorporated therein for their execution.
- B. When applicable, additional appendages provided by Owner or Designer shall become part of the documents.

2.2 Project Owner

- A. Shall refer to:
Cuyahoga Community College
700 Carnegie Avenue
Cleveland, OH 44115
Attn: Phillip J. Pallone, PE, (216) 987-0572, Phillip.Pallone@tri-c.edu

2.3 Designer

- A. Shall refer to:
Vocon Design, Inc.
3142 Prospect Avenue
Cleveland, OH 44115
Attn: Michael Nilsen, (216) 539-3977, michael.nilsen@vocon.com

2.4 Signage Contractor/Fabricator

- A. 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.

2.5 Work

- A. 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.
- B. This shall include, but is not limited to, all of the sign types listed in the sign message schedule and drawings.

2.6 Addendum

- A. Covering changes, corrections, and special interpretations of the drawings and specifications; shall become part of the documents.

2.7 Substitutions

- A. 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, see section 6.0 for the conditions governing all substitutions.

2.8 NIC

- A. Refers to work not included in this contract.

2.9 Final Completion

- A. 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.

3.0 GENERAL CONDITIONS

3.1 Quality Assurance

- A. The Signage Contractor shall be responsible for the quality of materials and workmanship required for execution of this contract including the materials and workmanship of any firms or individuals who act as sub-contractors.
- B. It is intended that the work described in these documents be of sound, quality construction. The Signage Contractor shall be solely responsible for the inclusion of adequate amounts to cover installation of all items indicated, described and/or implied
- C. Installer Qualifications: An employer of workers trained and approved by manufacturer of signage .

- D. 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.
- E. Source Limitations for Signs: Obtain each sign type indicated from one source from a single manufacturer.
- F. Regulatory Requirements: Comply with applicable provisions in ADA-ABA Accessibility Guidelines and CC/ANSI A117.1.
- G. 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

3.2 Commencement

- A. The work described in these documents shall only begin when a Owner-authorized, written contract has been issued to the Signage Contractor with instructions to proceed, provided other requirements have been met.

3.3 Contract Administration

- A. Reviewing the quality and progress of the work and submittals received from the Signage Contractor, the Owner has no responsibility to assist the Signage Contractor in the supervision or performance of work.
- B. No action by the Owner shall in any way relieve the Signage Contractor from the responsibility for the performance of the work in accordance to the contract documents, or give rise to any negligence or other action against the Owner or anyone acting for their behalf.
- C. Signage Contractor shall allow Owner or an authorized representative (Designer) access to his plant, excluding such areas or processes judged by the Sign Contractor to be proprietary in nature for the purpose of inspecting production techniques, materials, or other items related to the manufacturing of which the Owner is committed, or which may be contemplated
- D. Upon notification from the Signage Contractor that the work is complete, the Owner or authorized representative (Designer) will inspect the final installation for compliance with all approved documents.

3.4 Retainage

- A. The provisions and conditions governing retainers are provided in the contract documents of the Owner.
- B. All payments and invoices shall be submitted to the Owner for initial approval.
- C. The Owner will review all invoices for accuracy and completion of work.

3.5 Artwork

- A. The Signage Contractor will produce all artwork for all symbols and lettering, and will submit to the Designer for review prior to fabrication.
- B. Artwork for specific items and logos, as noted on the drawing documents, shall be provided electronically by the Designer

- C. All other artwork, as well as final artwork for final fabrication (including reproducible film positives) is to be provided by the Signage Contractor.

3.6 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 supplier.
- D. Handle products in accordance with manufacturer's instructions.

3.7 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 take field measurements before fabrication and indicate measurements on Shop Drawings.

3.8 Coordination

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

3.9 Other

- A. Field dimensions shall be taken by the Signage Contractor prior to preparation of Shop Drawings and fabrication where possible.
- B. Time shall be allowed for trimming and fitting wherever the taking of field measurements before fabrication might delay work.
- C. All supplementary parts necessary to complete each item shall be furnished by the Signage Contractor, even though such parts are not definitely shown or specified. All anchors and other fasteners for securing work shall be included.

4.0 SIGNAGE CONTRACTOR RESPONSIBILITIES

4.1 Design Responsibility

- A. The graphic design requirements shown by the details on the sign type drawing documents are for design intent only and intended to establish basic dimensions of units or modules, profiles and sight lines of members, and appearance. Within these limitations, the Signage Contractor is responsible for fabrication of the entire system, and to make whatever modifications of and additions to the details as may be required. The visual design concept shall be maintained as shown, including members sizes, profiles and alignment of components as accurately as possible.
- B. The Signage Contractor shall supplement the general design shown with detailed Shop Drawings for the Designers Review and Owner's approval. The Shop Drawings shall include major aspects of the system proposed, such as sections, shapes and connections of components and joints, how temperature movement is handled, venting, and anchorage to structure.

4.2 Statement of Application

- A. The Signage Contractor, by commencing the work of the project, assumes overall responsibility, as part of his warranty of the work, to assure that all assembled components and parts shown that are required within the work of this project comply with the contract documents.
- B. The Signage Contractor shall fully warrant:
 1. That all components specified, or required, to satisfactorily complete the installation, are compatible with each other and with the conditioned of installed and expected use.
 2. The overall effective integration and correctness of individual parts and the whole system.
 3. Compatibility with adjoining substrate, materials and other work by other trades.
 4. There shall be no premature material failure due to improper design, engineering, or fabrication of the system. All materials are to fully perform to their normal life expectancy.

4.3 Statement of Execution

- A. The Signage Contractor shall be responsible for all work done under his contract, including:
 1. Faulty or improper work of sub-contractor(s) and others under him by contract or otherwise.
 2. Diligent execution of work and giving personal attention and supervision to the same until complete.
 3. All delays caused by neglect on the part of the Sign Contractor or those under him by contract or otherwise.
 4. Compliance with all laws, ordinances and regulations bearing on the conduct of the work as drawn and specified.
 5. Obtaining, at the Sign Contractors own cost, sign/construction permits, inspection certificates which may be required of the project by local authorities, or any other governing body. The Signage Contractor shall procure and pay for all permits, licenses and approvals necessary for the execution of the work.

4.4 Submittals

- A. 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. Refer to Section 5.0 for list of required submittals.

4.5 Special Instructions

- A. Signage Contractor shall halt the fabrication work when notified of a proposed change, or unsatisfactory results are anticipated. Signage Contractor shall notify the Owner or authorized representative immediately and proceed only after receiving additional instructions from the Owner or authorized representative.

4.6 Protection and Handling of Products

- A. Signage Contractor shall store all graphic items under cover and off

ground; handle in such manner as to protect surfaces and to prevent damage during storage, transport, installation and throughout remaining construction; protect exposed finishes by covering with adhesive paper or other suitable covering where adhesive is not appropriate for finish material; and apply covering prior to shipment from the fabricator or finishing shop. The covering shall not adversely affect finish. Signage Contractor shall remove protective coverings when there is no longer any potential for damage to the graphics work from other work yet to be performed.

4.7 Shipping and Transportation

- A. Signage Contractor will be responsible for proper shipping and transportation of all signage to the job site and will specify whether it will be common carrier or their own trucks. Signage Contractor will be liable for all damage incurred during shipping and loss of time in the installation schedule.

4.8 Storage of Equipment

- A. Space for storage of material prior to installation will be designated by the Owner. The Signage Contractor must give advance notice of deliveries and space requirements so the proper provision may be made. If deliveries are to be made to the premise at times other than normal working hours, the Signage Contractor will be required to reimburse Owner for any overtime costs incurred by Owner.

4.9 Warranty

- A. Upon final completion, the Signage Contractor will warrant all work and materials to be fully complete and in accordance with the contract documents and the agreement between Owner and Signage Contractor, and requirements appertaining thereto; that all work and materials are free from any and all defects and imperfections, and fully meet the manufacturer's published performance criteria for use and purposes for which each and every part is specified.
- B. The Signage Contractor also agrees should any defect develop or appear which the Owner finds was not caused by improper use, the Signage Contractor shall promptly, upon demand, fully correct, substitute and make good any such defective material without cost to the Owner and will save the Owner harmless against any claim, demand, loss or damage by reason of any breach of this warranty.
- C. The period of this warranty shall commence on the date on which the Owner determines the Signage Contractor has met all Final Completion requirements. The period of said warranty shall last twelve (12) months unless otherwise specified.
- D. 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.
- E. 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.
- F. Failures include, but are not limited to, the following:
 1. Deterioration of polymer finishes beyond normal weathering.
 2. Structural failures.

3. Noise or vibration caused by thermal movements.
4. Failure of system to meet performance requirements.
5. Failure of operating components to function normally.

G. General Notes

1. 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.
2. Sign Contractor shall be responsible to provide adequate supports and blocking to accommodate this work; including attachment to concealed structure.
3. 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 existing conditions in issues regarding signage and their locations.
4. Sign Contractor shall be responsible for coordination of schedule and installation with Owner and Designer.
5. Sign Contractor shall comply with existing codes and shall be responsible for securing signage permits required by local authorities.

5.0 SUBMITTALS

5.1 All submittals and Shop Drawings are to be delivered to the Designer for distribution.

5.2 Schedule

- A. 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.

5.3 Samples

- A. The Sign Contractor shall submit (3) 3"x 3" samples of each color and finish of exposed materials, accessories and exposed fasteners, or final material substrate to be used in the project.

5.4 Shop Drawings

- A. The Sign Contractor shall 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, which shall show joints, anchorage, accessory items, and finishes. Shop Drawings shall be completed within 2 weeks the start of the Contract.
 1. Acceptance of Shop Drawings does not in any way change the documents. Documents may only be changed in writing.
 2. The Signage Contractor is responsible for reviewing Shop Drawings for conformance with the design intent documents and notifying, in writing, the Owner and Designer of any variation from the documents.
 3. Changes to the Shop Drawings are to be made by the Signage Contractor as directed by the Designer. The Designer will be allowed 1 week for review and comment on Shop Drawings.

The Sign Contractor will receive 1 week for changes/updates as directed by Designer.

4. All Shop Drawings and mock-ups must be reviewed and approved prior to fabrication of signage and graphics approved in the Design Intent Drawings.
5. Engineering Analysis and Certification: Include engineered drawings and calculations signed and sealed by a Professional Engineer, registered with the State of Ohio, for structural and electrical work and wind load requirements.
6. Show type and assembly connections. Connections and accessories must be adequate to safely sustain and withstand dead load of fabrications and imposed loads which they are subjected.
7. Shop Drawings to show location of all access panels, item grounds and transformers, ballasts and disconnection switches.
8. Shop Drawings shall show scaled positions of complete sign messages on each face of each sign.

5.5 Copy Layouts

- A. Copy layouts are to be provided for each sign type. Signage Contractor shall submit scaled drawings of typical sign faces showing copy layout in 11 x 17 format. For multiple message sign types, a typical of each variation to the original layout shall be provided.

5.6 Manufacturer's Data

- A. Signage Contractor shall 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.

6.0 SUBSTITUTIONS

6.1 Any substitution requested will be considered under these cases:

- A. When specified product is not available.
- B. When 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.
- C. When such substitutions are in the best interest of the Owner.

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

- A. Is equal in quality and serviceability to the specified item;
- B. Will not entail changes in details and construction related to work;
- C. Will be acceptable in consideration of the required design and artistic effect;
- D. 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 and Designer in determining whether the proposed substitution is acceptable. The burden of proof

shall be upon the Signage Contractor.

6.3 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:

- A. Is equal in quality and serviceability to the specified item;
- B. Will not entail changes in details and construction related to work;
- C. Will be acceptable in consideration of the required design and artistic effect;
- D. Will provide cost advantage to the Owner.

6.4 Proposed substitutions will be made after the signing of the contract and not during the bid phase.

- A. 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.
- B. Substitutions must be approved in writing by the Owner and Designer before they may be used.

7.0 PRODUCTS OF FABRICATION

7.1 Shop fabrication and tolerances shall conform to the standards of the industry.

- A. Signage Contractor shall perform high-quality, professional workmanship, attach materials with sufficient strength, number and spacing not to fail, and fabricate all work to be truly straight, plumb, level and square and to sizes, shapes and profiles indicated on the approved Shop Drawings.

7.2 Materials and Workmanship

- A. The Signage Contractor shall use, whenever possible, standard sizes and readily available materials to reduce cost of fabrication. All materials shall be of the highest quality and shall meet all industry standards. To establish a standard quality, design and function desired, portions of the Design Intent Documents and Specifications may be based on products or manufacturers herein. When specific products are mentioned, it should be noted that the manufacturers of similar products may be considered for approvals as "equal" by the Designer upon receipt of adequate supporting data
- B. All materials utilized for the work of this contract shall meet all applicable codes, including Fire and Life Safety codes, of authorities having jurisdiction over the projects. The Sign Contractor shall immediately report any discrepancies to the Designer for resolution. The Contractor shall not substitute products without obtaining prior written approval from the Owner and Designer.
- C. All sign faces shall be smooth and even, free from imperfections and disfiguring caused by such things as welding, material being too thin, fasteners and welds not being ground smooth, oil canning, staining, discoloration or uneven coloration, puckering, or any other problems not specifically mentioned herein.
- D. Climate conditions of the project site must be considered and the sign units designed and engineered to prevent problems caused by

weather, expansion, contraction, condensation, and any other possible problems resulting from exposure to the elements.

- E. Weep holes, heat vents, etc. shall be considered for incorporation by the Sign Contractor on each sign type as required and/or necessary. Weep holes, vents, access panels and other functional, but non-aesthetic, components must be placed so as to be inconspicuous as possible. All such items must be shown on the Shop Drawings for approval prior to fabrication.
- F. All finish work shall be smooth and free from abrasion, tool marks, visible welds, exposed fasteners or similar defects. All corners, reveals and joints shall be milled to matching adjoining pieces and shall be fabricated so that they are straight and/or configured to match the Design Intent Documents.
- G. Defective workmanship of any type shall not be tolerated and will result in rejection of the supplied product.

7.3 Systems Performance Requirements

- A. General: Signage Contractor shall engineer, fabricate and install signs to meet Performance Requirements included in these Specifications and the following criteria:
 1. Code Compliance: Work, including structural loading, shall comply with all applicable Federal, State and Local Codes and applicable regulations of authorities having jurisdiction including ADA compliance.
 2. Design Criteria: The Drawings and Specifications indicate sizes, colors, layouts, profiles, critical details and dimensional requirements of signs.
 3. Windloading: All sign types and supporting devices, anchorage, etc. must be designed to withstand a wind speed of 100 mph on the total sign area applied in all directions and comply with all applicable codes.
 4. Thermal Movement Temperature Change (range): 120 degrees Fahrenheit ambient, 180 degrees Fahrenheit material surfaces.
 5. Control of Corrosion: Prevent galvanic action and other forms of corrosion by insulating metals and other materials from direct contact with incompatible materials.

7.4 Typography & Graphics

- A. The Sign Contractor shall report any discrepancies or conflicting sign specifications, such as message too long for specified format, to the Designer for resolution.
- B. Electronic art (either Mac or Windows format) for logos and symbols shall be supplied by the Designer on disk in Mac or Windows format for the Signage Contractor's use in producing electronically cut images, patterns, or friskets. This is the only acceptable source of art for the logos and symbols. Sign Contractor shall not use artwork included as part of these Documents for final photography or digitizing.
- C. All fonts specified must be purchased by the Signage Contractor for use in this program.
- D. All final output or implementation of typography and graphics are to be sharp (without serrated or irregular edges) and exactly true to the

letter style and/or design form.

- E. Signage Contractor shall allow for hand kerning of messages, at no additional cost, in which letters and numbers, although adequately spaced, appear to the Designer to be less readable, or unsatisfactorily spaced.

7.5 Digital Graphics

- A. Opaque continuous tone photo-quality print - minimum 72 pixels per inch.
- B. Graphics should be printed directly to substrate and be applied smoothly: free of peeling, bubbling or other application defects.
- C. Graphics are expected to hold to applied surfaces.
- D. Graphics should utilize inks resistant to UV-A, UV-B, Xenon and weather.
- E. Any graphics used outside should be exterior-rated: resistant to fading and other weather-related defects.

7.6 Color

- A. Color Specifications: Signage Contractor shall provide products matching those listed in the Design Intent Documents in both color and quality. For colors requiring a match, paint products shall be used which best match the PMS or Matthews swatch specified. Samples shall be submitted in accordance with the requirements of Section 5.0 and of these Specifications for approval prior to fabrication.
- B. Color specifications for the work of the project are listed on individual pages of the Design Intent Documents.
- C. Consult the Design Intent Documents to ascertain all sign components to receive color.
- D. Coatings are to accurately match the color specified. The number of coatings must be adequate to achieve the color specified. Three (3) samples of each color using the actual coating type must be submitted for approval prior to production, in accordance with Section 5.0 of these Specifications.

7.7 Finish

- A. All coating applications are to be smooth and consistently uniform. The cured coating surface is to have a uniform finish that matches the specified color and finish. Exact identification of all coatings and a description of the method of application shall be identified in the Shop Drawings.
- B. Color breaks that occur on the sign face are to be sharp, even, with no serration or color bleed. All splatters, drips, spills and over sprays shall be removed.

7.8 Applied Vinyl Film

- A. Vinyl Film: Signage Contractor shall provide opaque or reflective high performance vinyl film as indicated on the Design Intent Drawings, 2 mil maximum thickness, with pressure sensitive adhesive, suitable for outdoor application to vinyl, painted surfaces, and metal applications.
- B. All machine cut vinyl typography and graphics are to be on high-grade self-adhesive 3M Scotch Brand 2 mil maximum high performance, cast vinyl films with a minimum of (7) years durability or approved equal (or otherwise noted). The application of the vinyl characters is to be smooth, without bubbles, ridges or other imperfections.

- C. All vinyl typography (including letters, arrows, numbers, symbols, logos, etc.) shall be digitally reproduced, and machine cut.
- D. Surface coatings should be allowed to dry a minimum of 3 to 4 days before applying vinyl letters or graphics in order to avoid bubbles forming in the vinyl from out-gassing of the curing coating.
- E. Letters for sign panels are to have positionable pressure-activated gray pigmented adhesive to provide minimal color show through.

7.9 Acrylic (PMMA) Sheet

- A. ASTM D 4802, Category A-1 (cell-cast sheet), Type UVA (UV absorbing).
- B. Thickness, color, and type as specified in the sign type drawings.
- C. Material to be free from scratches or defects and be clean and edges finished per manufacturer's instructions.
- D. Sheet materials and sampling shapes shall be of thickness recommended by sign fabricator to produce straight or evenly curved surfaces, free from waviness, wrinkles or other deformation except as otherwise herein specified or indicated on drawings.
- E. Colored Coatings for Acrylic Sheet: For copy and background colors, provide colored coatings, including inks, dyes, and paints, that are recommended by acrylic manufacturers for optimum adherence to acrylic surface and that are UV and water resistant for five years for application intended.

7.10 Fabricated Channel Characters

- A. 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 Front lighted Channel Characters: Manufacturer's standard LED lighting including transformers, insulators, and other components. Make provisions for servicing and concealing connections to building electrical system.
 3. Provide translucent acrylic face sheet of thickness indicated.
 4. Provide required lighting to illuminate sign faces evenly

7.11 Castings

- A. ASTM B 26/B 26M, of alloy and temper recommended by sign manufacturer for casting process used and for use and finish indicated.

7.12 Aluminum Sheet and Plate

- A. 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.

7.13 Aluminum Extrusions

- A. 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.

7.14 Steel

- A. Steel Members Fabricated from Plate or Bar Stock: ASTM A 529/A 529M or ASTM A 572/A 572M, 42,000-psi (290-MPa) minimum yield strength.
- B. For steel exposed to view on completion, provide materials having flat, smooth surfaces without blemishes. Do not use materials whose surfaces exhibit pitting, seam marks, roller marks, rolled trade names, or roughness.

7.15 Separation of Metals

- A. There shall be no bare aluminum in contact with any other metals, wood or concrete.
- B. Contact surfaces shall be separated by a coating of zinc chromate and aluminum paint, or a heavy body bituminous paint or by a gasket.

7.16 Paints/Coatings/Finishes

- A. Surface Preparation: Signage Contractor shall remove mill scale and rust, if present from uncoated steel and prime for painted finish.
- B. Only highest quality 2-part catalyst-hardened acrylic polymer coatings are 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.
- C. Coatings shall be prepared as designated by the manufacturer's latest literature for surface preparation and application but in no case less than one (1) applicable primer coat and two (2) final full coats. All finished surfaces shall be uniform.
- D. All coatings (paint, ink, etc.) shall have UV inhibitors, and shall not fade or discolor when exposed to ultraviolet light.
- E. Colors shall match color designations as indicated on the drawings.
- F. Sign Contractor shall protect mechanical finishes on exposed surfaces from damage by applying strippable, temporary protective covering before shipping.

7.17 Fasteners

- A. Signage Contractor shall use concealed fasteners fabricated from metals that are not corrosive to the sign material and mounting surface. All dissimilar materials must be separated from contact with each other. Fasteners shall be compatible with adjacent materials and substrates.
- B. Anchors and Inserts
 1. Signage Contractor shall use nonferrous metal or hot-dipped galvanized anchors and inserts for exterior installations and elsewhere as required for corrosion resistance.
 2. Signage Contractor shall use expansion bolts or other fastening devices for drilled-in-place anchors designed to withstand all required loads.
 3. Signage Contractor shall furnish inserts, as required, to be set into concrete or masonry work.
- C. Exposed Fasteners: Sign Contractor shall finish exposed fasteners to match adjacent surfaces and as directed by Designer to achieve an attractive, finished appearance.

8.0 FABRICATION

- A. Signage Contractor shall provide sign copy to comply with the requirements indicated for size, styles, spacing, content, positions, materials, finishes, and colors of letters, numbers and symbols, and other graphic devices and construct to accurate details and dimensions as shown, and as reviewed on Shop Drawings.
- B. Exposed fasteners on finished sign faces will not be allowed, unless specifically indicated.
- C. Signage Contractor shall conceal wiring, conduit, and other electrical items within sign enclosures.

8.1 Shop Assembly

- A. Signage Contractor shall preassemble items in shop to greatest extent possible to minimize field splicing and assembly. Signage Contractor shall disassemble units only as necessary for shipping and handling limitations. Signage Contractor shall clearly mark units for reassembly and coordinated installation.

8.2 Welding

- A. All welding procedures shall conform to applicable AWS specifications. Type of alloy filler metal and electrodes to be that which is recommended by producer of metal to be welded, and as required for color match, strength and compatibility in the fabricated items.

8.3 Flatness of Panels

- A. Panels shall show no visible distortion when viewed in installed position.

8.4 Cutting/Routing

- A. Signage Contractor shall cut and route in a manner to produce smooth, true, and clean edges and corners of finished graphics and letterforms. Graphics and letterforms having positive or negative corners, nicked, cut or ragged edges are not acceptable. Signage Contractor shall align and maintain parallel baselines and margins as indicated on the drawings.
- B. Mill joints to tight, hairline fit. Form joints exposed to weather to exclude water penetration

9.0 EXECUTION

9.1 Quality and acceptability of the Signage Contractor's work will be monitored throughout the fabrication and installation phases of the project. Work will be reviewed by the Designer.

9.2 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.

9.3 Shop Reviews

- A. Signage Contractor shall notify Designer at least 48 hours in advance of operations requiring reviews.

9.4 Scheduled Reviews

- A. Selected sign types (TBD) shall require a shop review of each fully assembled structure after welding and before prime or paint application.

9.5 Site Reviews

- A. Upon arrival of any shipment of sign units or materials, the Signage Contractor shall inspect the shipment to verify that no damage has occurred that will adversely affect the performance or appearance of the units or materials. The Owner/Designer shall not accept, as approved, any units or materials previously rejected by the Designer and not repaired or revised to the Designer's satisfaction.

9.6 Sign Locations

- A. The Signage Contractor shall field-verify all proposed sign locations in the field and conduct a walk-through with the Designer in order to obtain a written approval of the proposed locations before installation of the sign units. All locations must be permitted through the City's process (by Signage Contractor).

9.7 Punch List

- A. Immediately after installation of the signs, the Signage Contractor shall arrange for the Designer to review the work in place and give written notice of any deviations, errors, missions or other unacceptable condition in a punch list to be prepared and distributed to the proper fabricators or consultants for correction.

9.8 Final Sign-Off

- A. At final completion of all work, including punch list items for each group of signs, the Signage Contractor shall arrange for a final review by the Owner/Designer for the purpose of obtaining a written approval of the fabrication and installation of the units

10.0 INSTALLATION

- A. The installation of fixed materials shall be under the general direction of the Owner/Designer in accordance with applicable specifications and layout drawings.
- B. Locate signs and accessories where indicated, using mounting methods of types described and complying with manufacturer's written instructions.
- C. Install signs level, plumb, and at heights indicated, with sign surfaces free of distortion and other defects in appearance.
- D. Mechanical Fasteners
 1. Use non-removable mechanical fasteners placed through predrilled holes.
 2. Attach signs with fasteners and anchors suitable for secure attachment to substrate as recommended in writing by sign manufacturer.
- E. It is the Sign Contractor's responsibility to install signs in accordance with ADA-ABA Accessibility Guidelines and local building codes.

10.1 Preparation

- A. Signage Contractor shall coordinate setting drawings, diagrams, templates, instructions and directions for the installation of items

having integral anchors which are to be embedded in concrete. Signage Contractor shall coordinate delivery of such items to applicable trades for installation. Sign Contractor is also responsible for procuring any obstruction permits that may be necessary while installing within city streets and public right-of-ways.

10.2 Delivery to Premise

- A. Signage Contractor is responsible for securing staging and storage areas. Unless indicated to the contrary, items of loose material shall be delivered, uncrated, assembled, set in proper place and installed ready for use, free from breakage, blemishes or other defects.

10.3 Anchors and Inserts

- A. Signage Contractor shall furnish inserts and anchoring devices which must be set in concrete or built into masonry for installation of this work, provide setting drawings, templates, instructions and directions for installation of anchorage devices and provide units with exposed surfaces matching the texture and finish of metal item anchored.

10.4 Cutting/Fitting/Placement

- A. Signage Contractor shall perform all cutting, drilling and fitting required for installation, set work accurately in location, alignment and elevation, plumb, level and true, measured from established lines and levels, and provide temporary bracing or anchors as required.
- B. Signage Contractor shall form tight joints with exposed connection accurately fitted with uniform reveals and spaces for sealants and joint fillers. Where cutting, welding and grading are required for proper shop fitting and jointing of the work, Signage Contractor shall restore finishes to eliminate any evidence of corrective work
- C. Signage Contractor shall not cut or abrade finishes which cannot be completely restored in field. Signage Contractor shall return items with such finishes to the shop for required alterations, followed by complete refinishing or providing new units at Signage Contractor's option.

10.5 Erection

- A. All surfaces shall be covered with protective non-deleterious finish for protection until final installation or erection. Signage Contractor shall complete all connections in proper alignment and tighten bolts securely. Leveling is to be done only by instruments; measuring equal distances from existing surfaces will not be acceptable as a basis of level and/or plumb. After erection, all surfaces marred during erection and exposed bolts, bolt heads, etc., shall be retouched with same paint as previous.

10.6 Protective Coverings

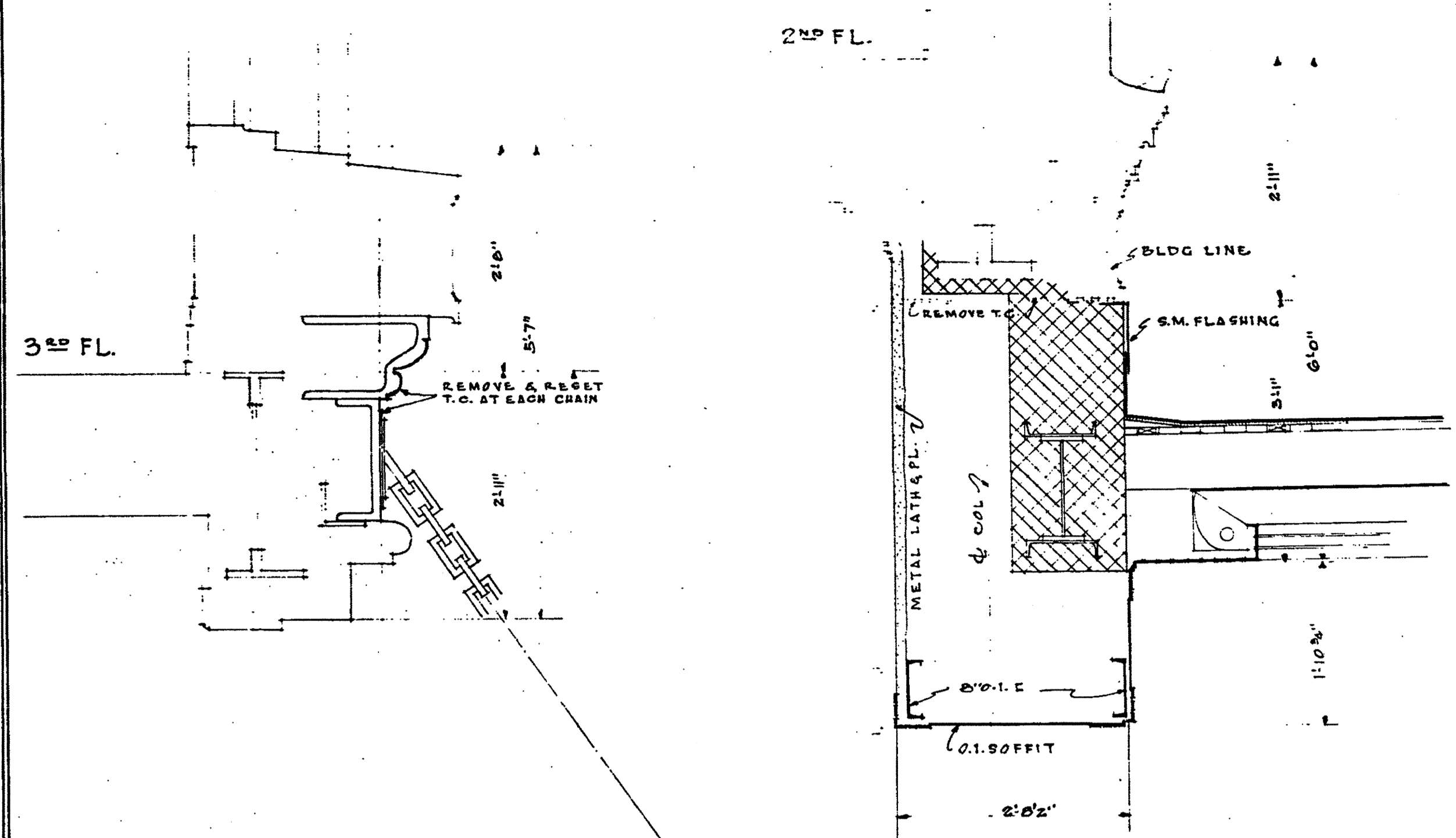
- A. Sign Contractor shall restore protective coverings which have been damaged during shipment or installation of the work, remove protection when requested for inspection of finishes and replace, retain protective coverings intact and remove simultaneously from similar finished items to preclude non-uniform oxidation and discoloration and remove protective coverings only when there is no possibility of damage from other work yet to be performed at the same location.

10.7 Cleaning of Premises/Signs

- A. The Signage Contractor shall use special care in the disposition

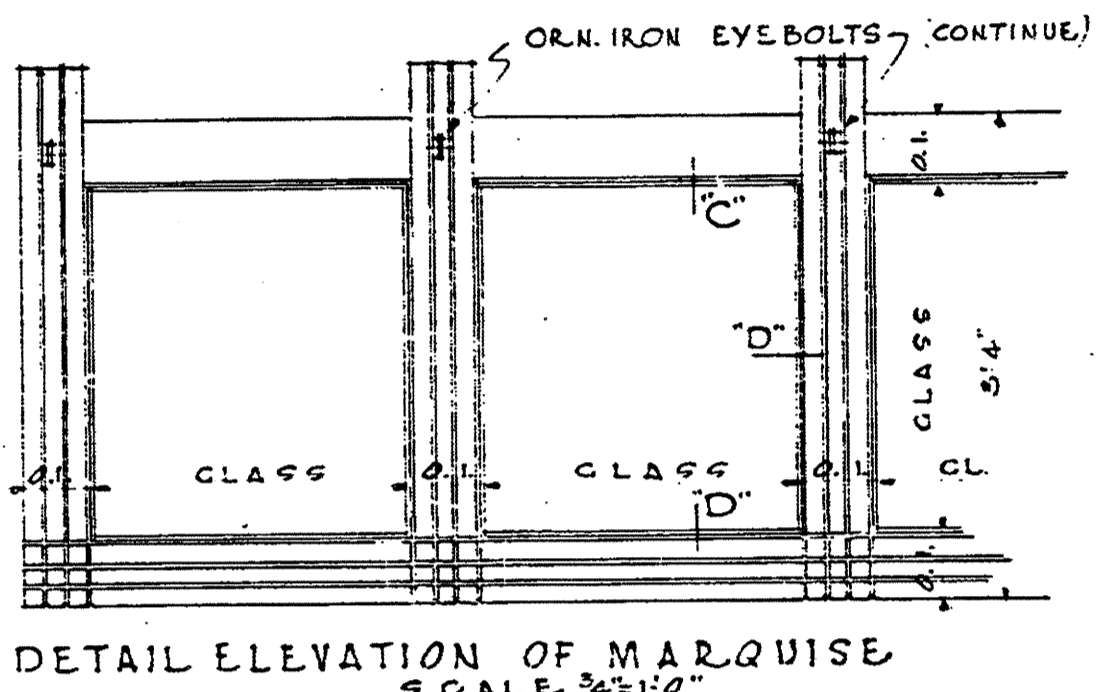
of excess materials and rubbish. Rubbish shall not be allowed to accumulate but shall be consistently collected and removed at the completion of this work, on a daily basis.

- B. After installation, Signage Contractor shall clean soiled sign surfaces according to manufacturer's written instructions, protect signs from damage until acceptance of Owner and touch up all nicks, scratches, fasteners that require color.

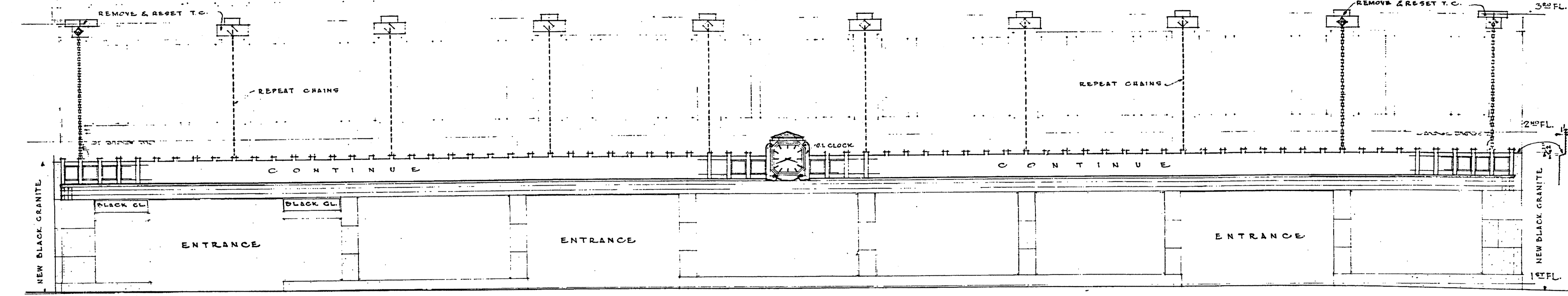


SECTION AT ENTRANCE
DET. COLS # 31 & 32; 33 & 34
SCALE 3/4"=1'-0"

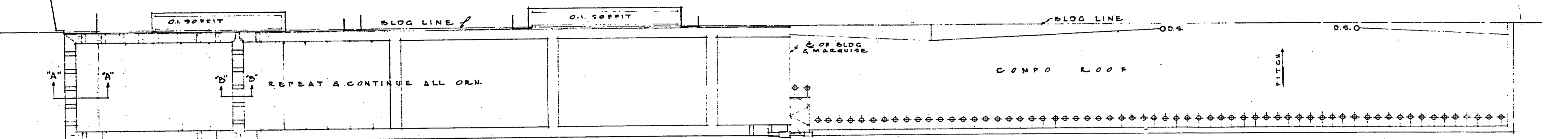
RETURN AT EAST FIRST STREET
AND END ELEVATION OF MARQUISE
SCALE 1/2"=1'-0"



DETAIL ELEVATION OF MARQUISE
SCALE 3/4"=1'-0"

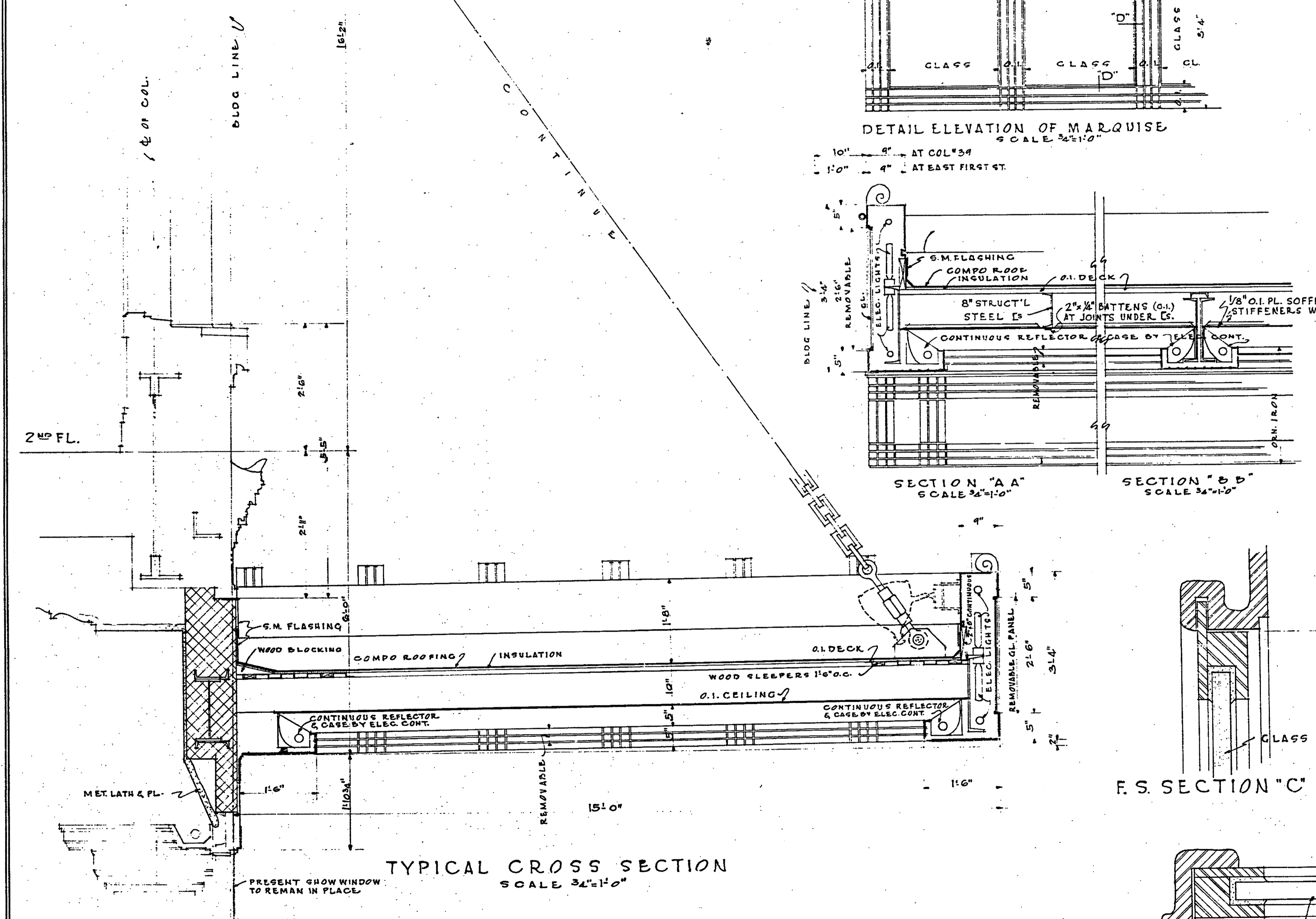


EUCLID AVE ELEVATION
SCALE 1/2"=1'-0"

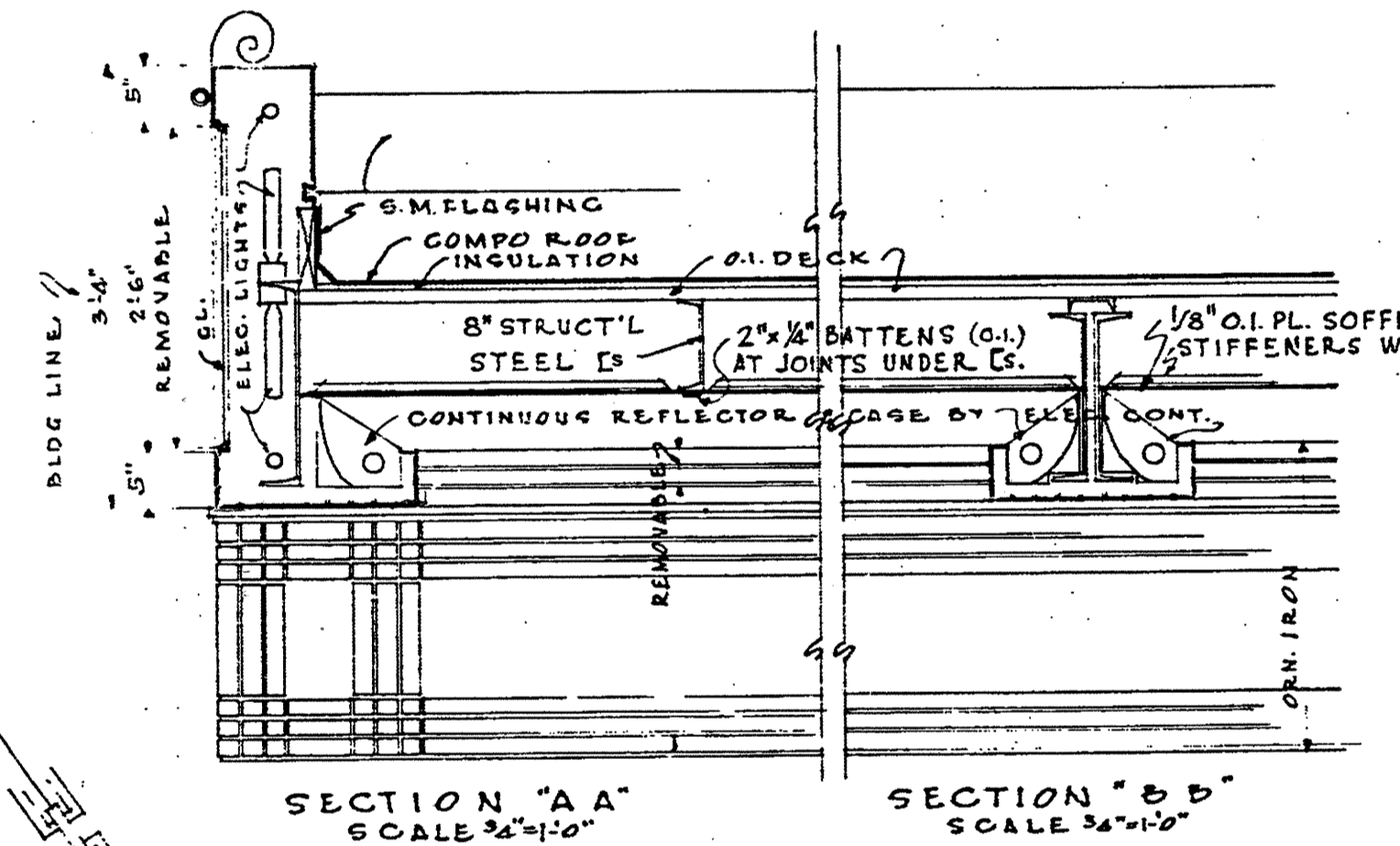


1/2 REFLECTED CEILING PLAN OF MARQUISE
SCALE 1/2"=1'-0"

1/2 PLAN OF MARQUISE
SCALE 1/2"=1'-0"

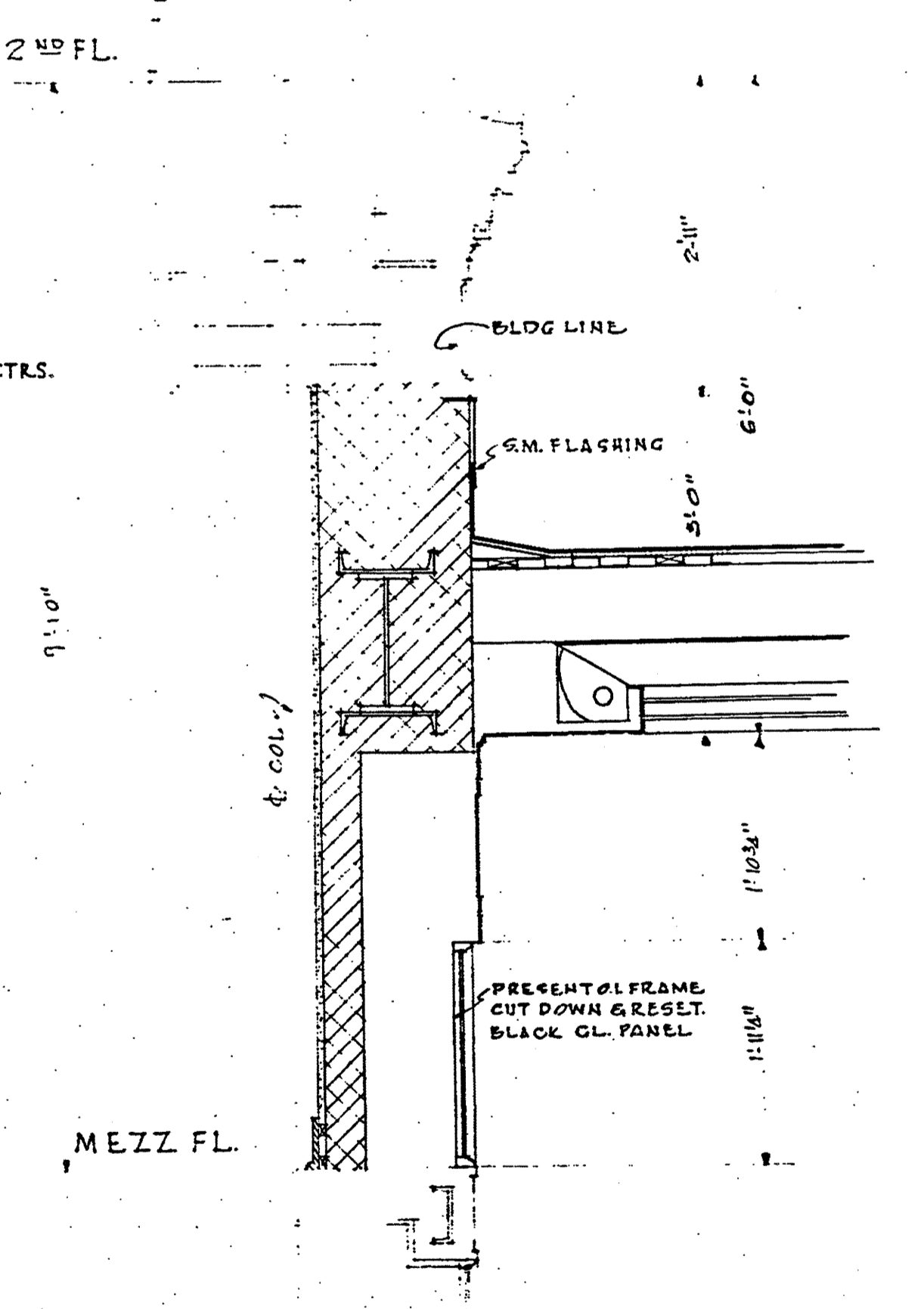


TYPICAL CROSS SECTION
SCALE 3/4"=1'-0"

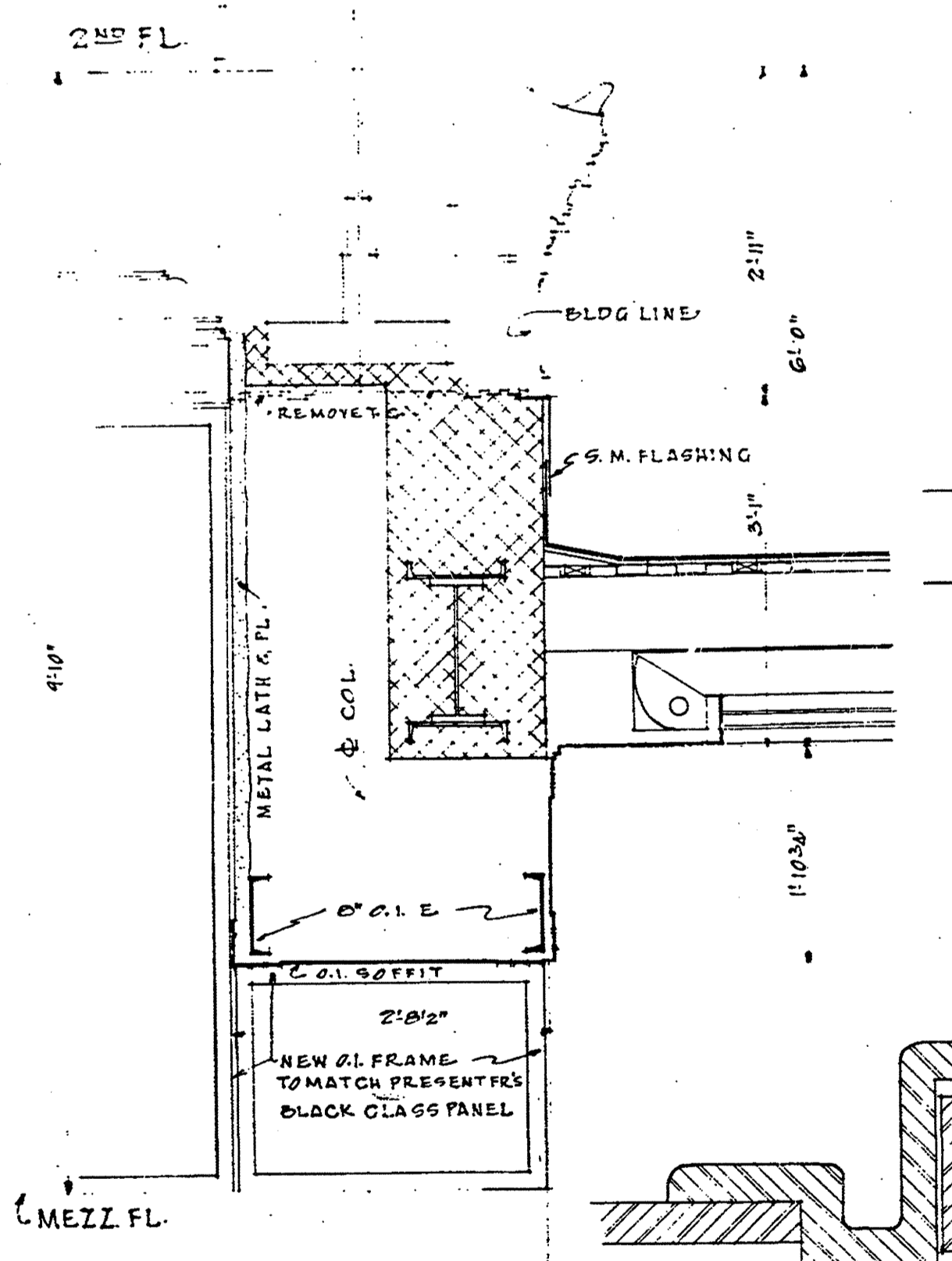


SECTION "A-A"
SCALE 3/4"=1'-0"

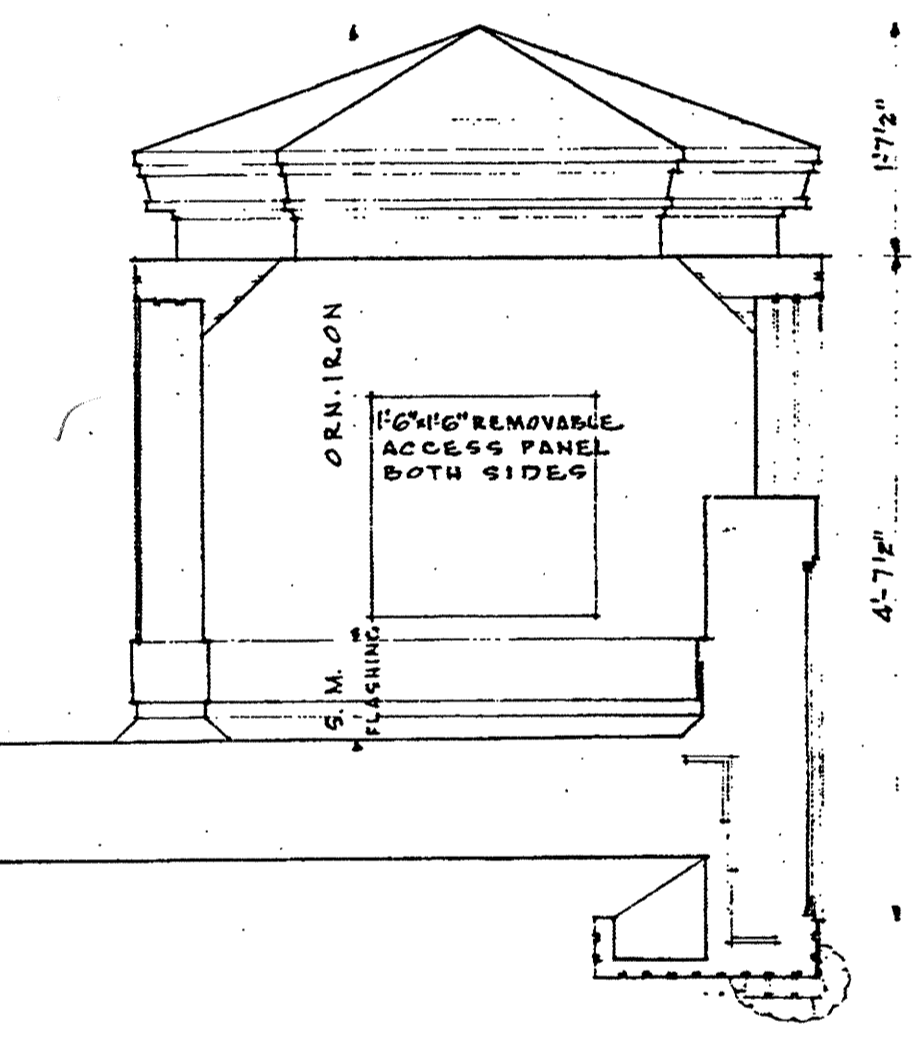
SECTION "B-B"
SCALE 3/4"=1'-0"



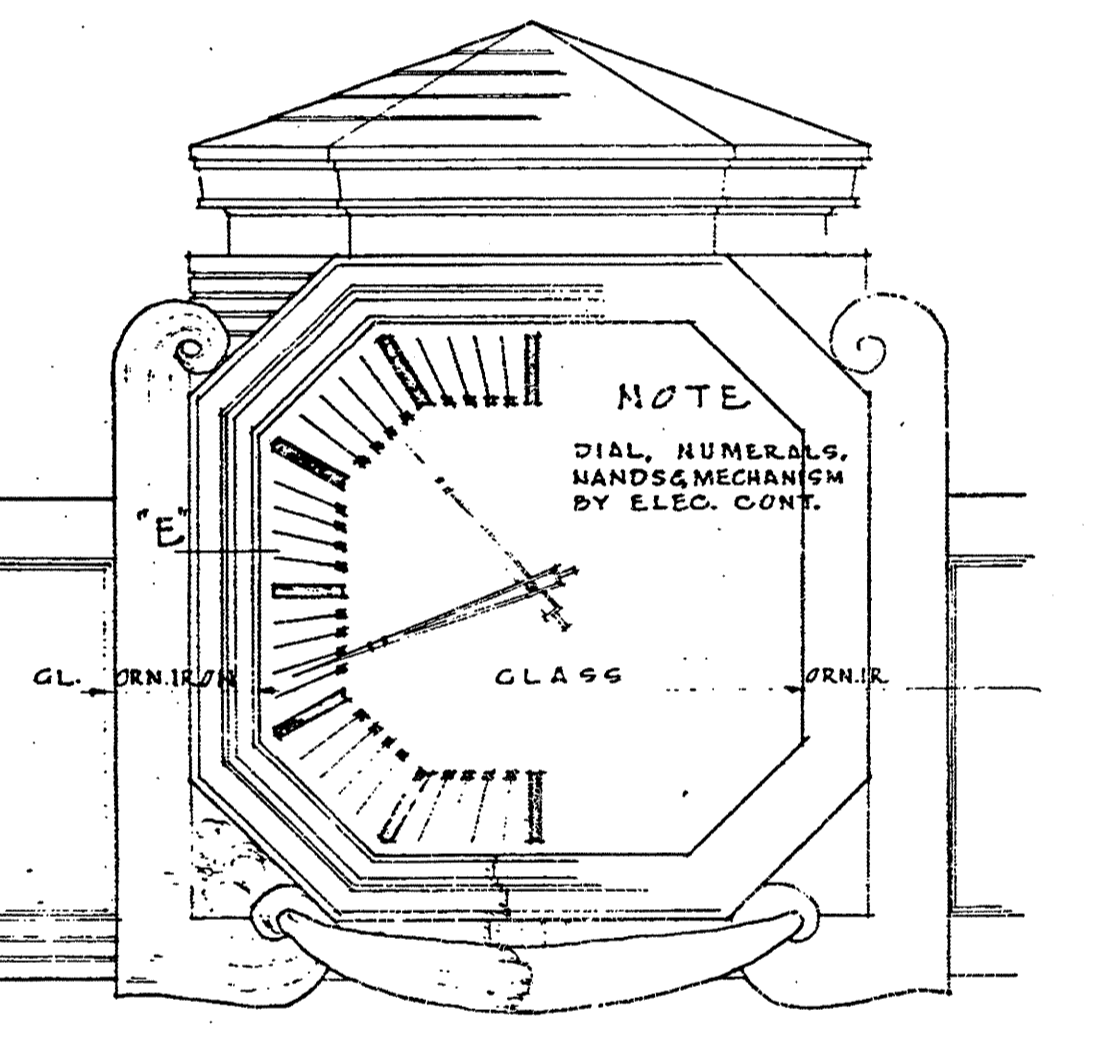
SECTION AT MEZZANINE FLOOR
BETWEEN COLS # 37 & 39
SCALE 3/4"=1'-0"



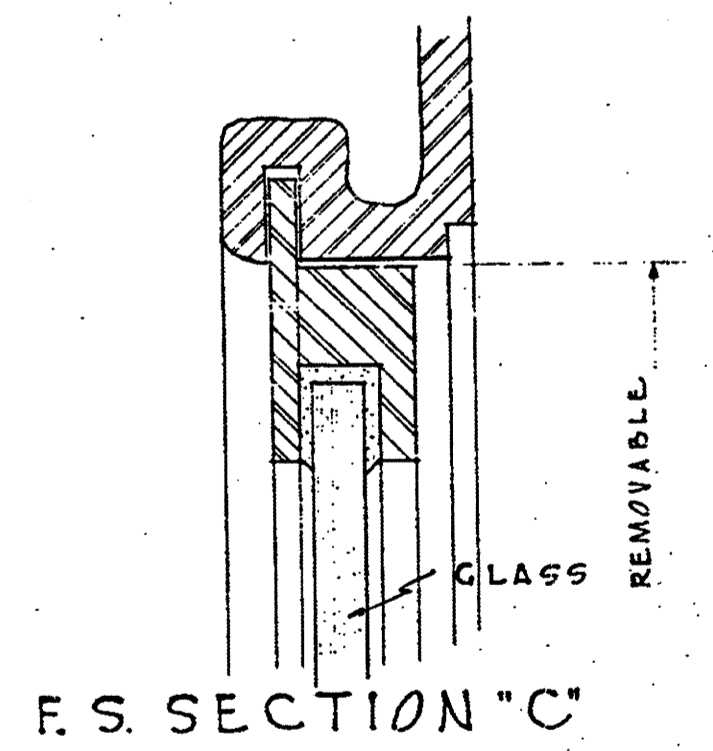
SECTION AT ENTRANCE
BETWEEN COLS # 37 & 39
SCALE 3/4"=1'-0"



SIDE ELEV.
SCALE 3/4"=1'-0"

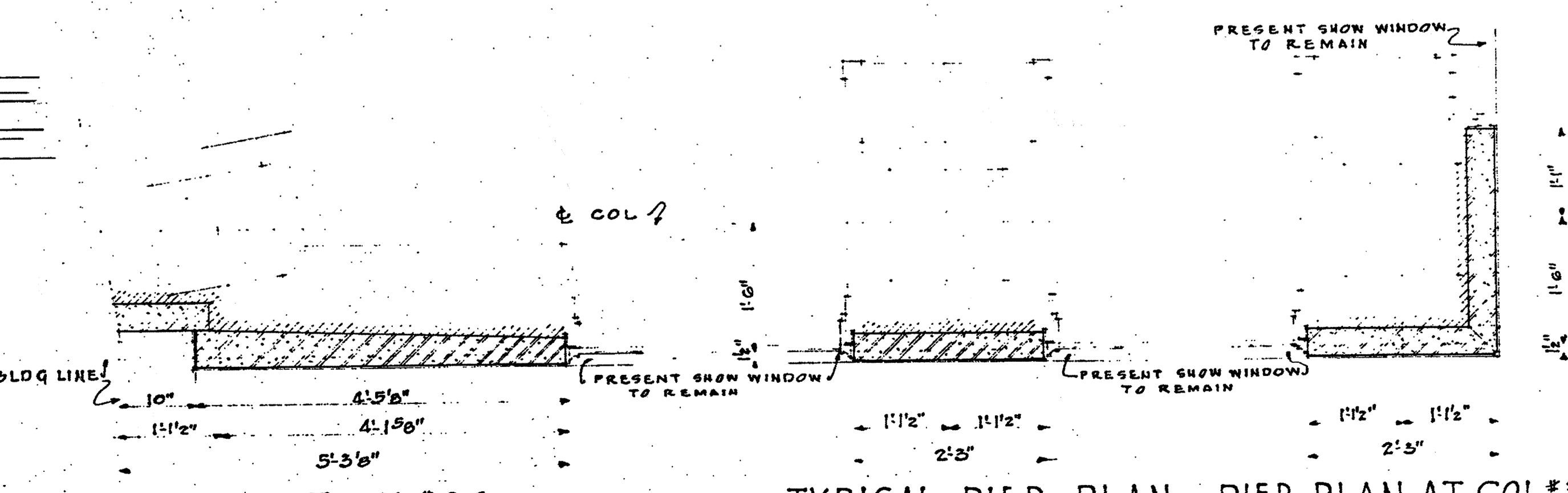


FRONT ELEV.
SCALE 3/4"=1'-0"



F.S. SECTION "C"

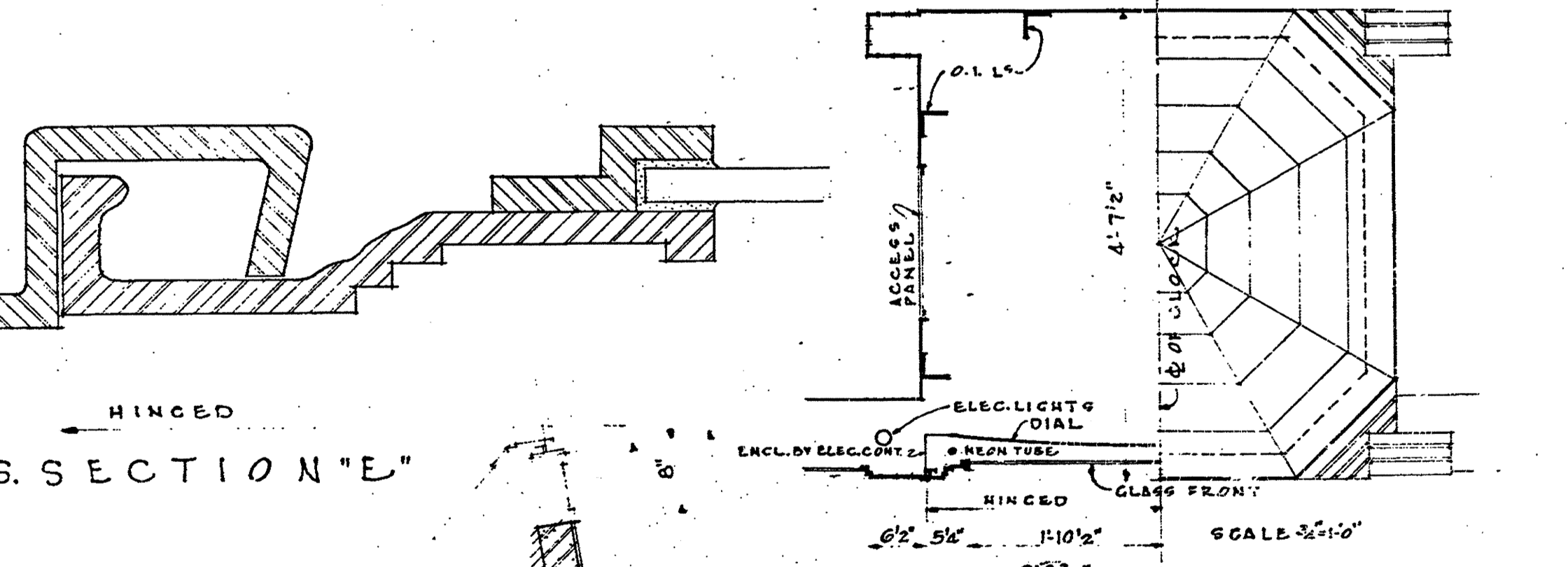
F.S. SECTION "D"



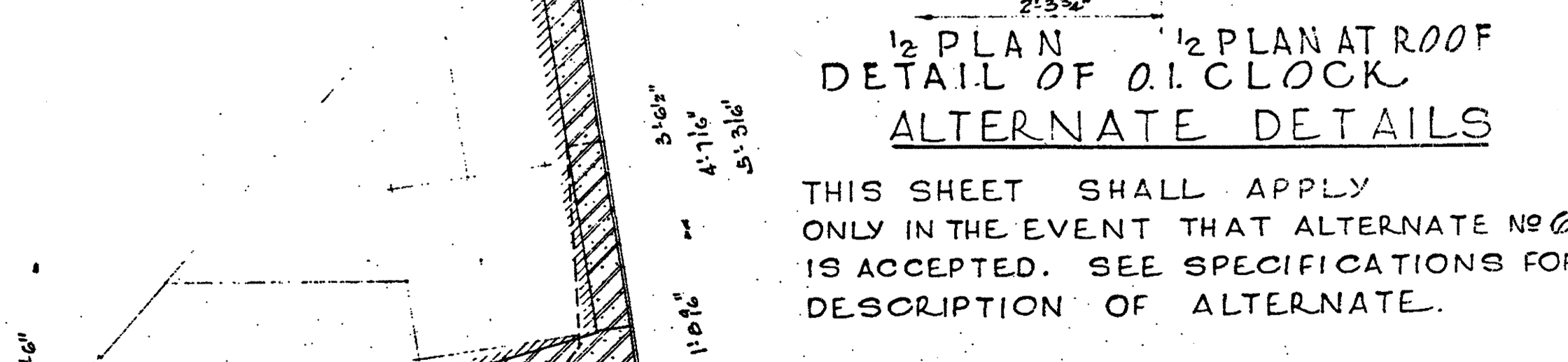
PIER PLAN AT COL # 39
SCALE 3/4"=1'-0"

TYPICAL PIER PLAN
SCALE 3/4"=1'-0"

PIER PLAN AT COL # 36
TYPICAL FOR COLS # 35, 32 & 31
SCALE 3/4"=1'-0"



F.S. SECTION "E"



1/2 PLAN AT ROOF
SCALE 3/4"=1'-0"

1/2 PLAN AT COL # 30
SCALE 3/4"=1'-0"

NOTE:
DIAL NUMBERS &
HANDS MECHANISM
BY ELEC. CONT.
GLASS PANEL
ACCESS PANEL
BOTH SIDES
C.M. FINISH

DETAIL OF MARQUISE
EUCLID AVE.
ALTERATIONS & ADDITIONS
TO THE
MAY COMPANY BUILDING
CLEVELAND, OHIO
GRAHAM, ANDERSON, PROBST AND WHITE, ARCHITECTS
CHICAGO ILLINOIS
APPROVED JANUARY 15TH 1931
Edward Probst
Howard White
COMM. NO. 6185
SHEET NO. 19
SCALE AS NOTED

1/4"
plate



Clip every 4ft