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REQUEST FOR PROPOSAL

Rawlings Main Branch Library Renovation
Wayfinding Package

REQUEST FOR PROPOSAL DATE: November 14, 2022
PROPOSALS DUE NLT: November 30, 2022
RFP # HBM 2022-11-14
1. General Information:

A. Overview: The Pueblo City-County Library District, herein after (“PCCLD”) is soliciting proposals from qualified signage vendors.

B. RFP Schedule:

- RFP issued: November 14, 2022
- Request for Substitutions & Questions Due by 3:00 pm MST: November 21, 2022
- Proposals due by 3:00 pm MST: November 30, 2022

C. RFP Submittal: Proposals are to be submitted via email, clearly identified with the RFP number and RFP title plus the word “Submittal” or "Proposal" in the email subject field, with all attachments, no later than 3:00 pm local time on November 30, 2022 to all of the following:

Keith Beam, Chief Financial Officer
Pueblo City-County Library District
Email: keith.beam@pueblolibrary.org

Brooke Breiner, Interior Designer
HBM Architects
Email: bbreiner@hbmarchitects.com

Tiffany Poje, Interior Designer
HBM Architects
Email: tpoje@hbmarchitects.com

Submittals without this subject identification may be considered routine emails, and may not be properly addressed. Each complete proposal should include a scanned copy of the signed original with all required attachments. All proposals are to be created using a recent version of Microsoft Office Word and/or .pdf file. Proposals received after the above required date and time will be received, but will not be considered and will be rejected for lateness.

D. All proposals submitted will become property of the PCCLD and will be considered a public document under applicable Colorado State law.

E. Points of Contact: Questions and requests for clarification regarding this RFP must be addressed via email by 3 pm November 21, 2022 to all of the following:

Keith Beam, Chief Financial Officer
Pueblo City-County Library District
Email: keith.beam@pueblolibrary.org

Brooke Breiner, Interior Designer
Questions and requests for clarifications may be sent via email, provided that the RFP number, Title, and the words "question" and/or "clarification" are identified in the subject area of the email. Questions and requests without this subject identification may be considered routine emails, and may not get properly addressed.

All questions and requests for clarification will be responded to on PCCLD’s web site [http://www.pueblolibrary.org/about/requests](http://www.pueblolibrary.org/about/requests) (click on request for bids) to all respondents by November 22, 2022. Any responses by the PCCLD that are considered to be a change in the terms, conditions, and specifications of this RFP will be posted on the web site as an addendum. No communications of any kind may be considered a change to the terms, conditions, and specifications in this RFP unless posted as an official addendum on the web site.

Communication from any other source, other than the above, should be considered as invalid with regard to this RFP.

2. **General Terms & Conditions:**

   A. **Interested Parties:** All interested vendors are invited to submit a proposal in accordance with the terms, conditions, and specifications contained herein.

   B. **Tax Exemption:** PCCLD, as a local government entity, is exempt from sales and use taxes. Bidders shall inform all prospective subcontractors and suppliers from whom they expect to obtain services or supplies of the tax-exempt status of PCCLD. Following the contract award, an exemption certificate will be furnished by PCCLD if the vendor requests.

   C. **Expenses:** PCCLD assumes no liability for payment of expenses incurred by vendors in the preparation and submission of proposals in response to this invitation.

   D. **Non-Discrimination:** The vendor agrees not to refuse to hire, discharge, promote, or demote, or to discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, gender, age, military status, sexual orientation, marital status, or physical or mental disability.

   E. **Governing Law:** The laws of the State of Colorado shall govern any contract executed between the successful vendor and PCCLD. Further, the place of
performance and transaction of business shall be deemed to be in the County of Pueblo, State of Colorado, and in the event of litigation, the exclusive venue and place of jurisdiction shall be Pueblo County in the State of Colorado.

F. **Confidentiality:** Proposal submitted to PCCLD for consideration shall be subject to Colorado Open Record Law, Section 24-72-201, et seq., C.R.S., after award is made.

G. **Termination of Contract:** PCCLD may, by written notice to the successful vendor, terminate the contract if the vendor has failed to perform its service in a manner satisfactory to PCCLD per specifications defined in the contract and/or RFP. The date of termination shall be stated in the notice. PCCLD may cancel the contract upon thirty days written notice for any reason other than cause. This may include, but is not limited to PCCLD’s inability to continue with the contract due to the elimination or reduction in funding.

H. **Non-Appropriation:** PCCLD presently intends to carry out and perform all of the terms and conditions of an awarded contract, and reasonably believes that funds in amounts sufficient to pay all amounts payable hereunder can legally be provided and made available for that purpose, and PCCLD shall include in its annual budget request amounts sufficient to pay all sums payable pursuant to an awarded contract. Notwithstanding the foregoing, the parties hereto recognize that it is possible that in any given fiscal year of the PCCLD funds might not be available. PCCLD shall have the right to cancel any awarded contract at the end of any calendar year during the term hereof that governmental funding from Pueblo County, Colorado is not granted for the subsequent calendar year. PCCLD shall advise vendor of its intention to cancel the awarded contract due to lack of funds on or before the end of any such calendar year and submit therewith to vendor satisfactory evidence showing PCCLD’s inability to obtain the required revenues for the coming calendar year. Upon such cancellation PCCLD shall be released from all further liability under any awarded contract. The right granted to PCCLD by this provision may only be exercised for the express reason stated and for no other reason.

I. **Confidentiality of Information:** The vendor acknowledges that the vendor will, or may, be making use of, acquiring or adding to information about certain matters and things which are confidential to PCCLD and which information is the exclusive property of PCCLD, including, but not limited to: Internal personnel and financial information, vendor names and other vendor information (including vendor characteristics, services and agreements), purchasing and internal cost information, internal services and operational manuals, and the manner and methods of conducting PCCLD’s business.

3. **Examination of drawings, specifications, and site of work**
   A. Before submitting a Proposal, each Vendor shall carefully examine all Drawings, read the Specifications, Addenda, and all other Contract Documents, and visit the site of the Work. Each Vendor shall fully inform himself prior to bidding as to
all existing conditions and limitations under which the Work is to be performed and he shall include in his Proposal a sum to cover all costs of all items necessary to perform the Work as set forth in the Contract Documents. No allowance will be made because of lack of such examination or knowledge.

4. Interpretation of contract documents:
   B. If any Vendor is in doubt as to the true meaning of any part of the Contract Documents or finds discrepancies in or omissions from any part of the Contract Documents, submit to the Architect a written request for interpretation thereof not later than four days before proposals will be opened. The person submitting the request shall be responsible for its prompt delivery.
   C. Any interpretation or correction of the Contract Documents will be made only by Addendum and will be uploaded to the PCCLD’s web site. The Owner will not be responsible for any other explanations or interpretations of the Contract Documents.
   D. Discrepancies: In case of discrepancies between plans and specifications, the higher quantity and quality shall prevail.

5. Proposal Preparation:
   A. Exceptions and Deviations: Any exceptions to or deviations from these Terms & Conditions must be identified, in writing, on an attachment to the proposal submission. PCCLD reserves the right to accept or reject, at its sole discretion, any exceptions or deviations by the vendor.
   B. Substantive Proposals: By submitting a proposal, the vendor guarantees that (1) its proposal is genuine and is not made in the interest of, or on behalf of, any undisclosed person, firm, or corporation; (2) it has not directly or indirectly induced or solicited any other respondent to put in a false or sham bid; (3) it has not solicited or induced any other person, firm, or corporation from proposing; and (d) it has not sought by collusion to obtain for itself any advantage over any other vendor or over PCCLD.
   C. Minimum Qualifications: To be considered for selection, vendors must meet at least the following minimum qualifications:
      (1) Established Business. Vendor must have been engaged as a place of business 5 years prior to the release date of this RFP.
      (2) Customer Satisfaction, Financial Resources and Ability to Perform. Vendor must be able to show proof that they have an established satisfactory record and have sufficient financial support, equipment, and organization to ensure that they can satisfactorily execute the services to be performed per this RFP.
      (3) Legal Compliance. Vendor must be in compliance with all applicable laws, rules, regulations, and ordinances of the City of Pueblo, the State of Colorado and the United States.
(4) Insurance:
The vendor shall not commence work until it has procured, maintains, and provides proof of the policies of insurances and liabilities listed below. The vendor will not be relieved of any liability, claims, or other obligations in conjunction with the signed agreement with the Library by reason of its failure to procure or maintain the necessary insurance and liabilities. Failure on the part of the vendor to obtain such insurance and liabilities prior to, and during the term of the contract, will constitute a breach of contract in which the Library has the right and may immediately terminate the signed agreement. The Library reserves the right to request and receive a copy of any policy related to services provided to the Library.

(a) Commercial General Liability: The vendor shall secure and maintain, during the term of agreed contract and for such additional time for service being performed, Commercial General Liability Insurance issued to and covering the liability of the vendor with respect to all work performed by vendor and its third party vendors under the contract, to be written on a comprehensive policy form. This insurance shall be written in amounts not less than $1 million for each occurrence and aggregate for personal injury including death and bodily injury and $1 million for each occurrence and aggregate for property damage. This policy of insurance shall name the Pueblo City-County Library District, its agents, officers and employees as additional insured. This policy shall have all necessary endorsements to provide coverage without exclusion for explosion and collapse hazards, underground property damage hazard, blanket contractual coverage's, as well as Owners' and vendors' Protective Liability (OCP) coverage. The policy shall also provide coverage for contractual liability assumed by vendor under the provisions of the contract and “Completed Operations and Projects Liability” coverage.

(b) Workers Compensation Insurance: The vendor shall procure and maintain Workers Compensation Insurance, fully complying with the provisions of the Worker’s Compensation Act of the State of Colorado, during the period of this contract and for such additional time as work on this project is being performed.

D. Submission Information and Documents: The following information and documents shall be included in the proposal submission:

(1) Name of company, address, telephone number, facsimile number, email address, website URL, and contact person’s name.

(2) Vendor awarded the contract must submit a completed and signed IRS Form W9 to PCCLD before contract begins.
E. Signatures:  The proposal must be submitted in ink, signed by an officer or person qualified to bind the proposing company.

F. Withdrawal of Proposal: A Vendor may withdraw its own proposal at any time prior to the proposal due date and time as identified herein. After that date and time, no vendor may withdraw its proposal for any reason. All proposals shall be valid for a period not less than 90 calendar days after the proposal due date, if price increases are pending, please include that in your proposal.

6. Selection:

A. Vendor Selection: No proposal will be considered unless it is complete. All proposals submitted will be first screened to determine minimum vendor qualifications as outlined in this RFP. The proposals will be ranked, based on total cost and the ability of the proposing vendor to provide the required services effectively. Proposals that do not meet these minimum requirements will automatically be rejected and shall not undergo further evaluation.

B. Right of Acceptance and Rejection: PCCLD reserves the right to accept or reject any or all proposals and to waive any formalities, informalities, and deviations, which, in its opinion, best serve the interests of PCCLD. PCCLD is not bound to accept the lowest priced proposal, but will select the proposal that represents the best value for PCCLD.

C. Negotiation: Subsequent to the Proposal due date, PCCLD reserves the right to negotiate terms and conditions with vendors. PCCLD reserves the right to negotiate modifications to a proposal with a single vendor without obligation to negotiate similar modifications with other vendors.

7. Key Personnel: PCCLD prefers a single account relationship manager. In the vendor’s proposal, list names, titles and locations of the primary and backup employees who will be assigned to PCCLD’s account. Also include certifications, education, experience and qualifications of personnel. The vendor must establish one person to serve as project manager and liaison to the PCCLD project manager. PCCLD looks to the vendor to inform the needs of the project, maintain a cohesive schedule, and coordinate, oversee and manage work produced. Therefore, the vendor must establish a work schedule for all parties to ensure timely completion of the project. In addition to the start and completion of various construction stages, the schedule shall also show percentages of work to be completed at any given time, as well as significant dates that will serve as check points to determine compliance with approved schedule.

8. Competitive Position: Describe what differentiates the vendor’s service from that of other competitors. Include in the discussion how the vendor keeps abreast of current and future trends. Discuss the vendor’s approach to communication.
9. **Customer References:** Provide references from at least three (3) customers to which the vendor has provided the services required under this RFP. These should be recent customers with needs comparable to those of PCCLD. Select a mix of long-standing and new customers. Library or other governmental references are preferred. References should include a contact name and phone number and address of reference.

10. **Scope of Work:** The scope of this proposal includes all material and installation of the following:

   a. Interior signage  
   b. Collection end panel and canopy top signs  
   c. Exterior signage  
   d. Graphic window film  
   e. Graphic wallcovering

11. **Proposal Requirements**

    A. Describe your qualifications and experience in providing signage, graphic window film and wallcovering for similar institutions and similar circumstances.

    B. Describe your firm’s approach to providing services to PCCLD as described in the “Scope of Work” and elsewhere in this RFP.

    C. Provide a sample engagement document to include costs to PCCLD for the services as proposed.

12. **Evaluation and Selection**

    A. PCCLD will review proposals submitted by the RFP deadline and selecting a winning firm. PCCLD reserves the right to interview a short list of proposing firms. PCCLD will negotiate a contract with the selected firm. PCCLD will select the proposed services and terms that are most advantageous to it.

13. **Right of Acceptance and Rejection**

    A. PCCLD reserves the right to accept or reject any or all proposals and to waive any formalities, informalities, and deviations, which, in its opinion, best serve the interests of PCCLD. PCCLD is not bound to accept the lowest priced proposal but will select the proposal that represents the best value for PCCLD.

14. **Execution of Agreement**

    A. The Owner will issue one purchase order for the wayfinding signage package. It is the responsibility of the awarded vendor to have a contract with all necessary subcontractors for a complete scope package.

15. **Schedule**

RFP# HBM 2022-11-14  
PCCLD RAWLINGS LIBRARY  
RENOVATIONS  
Page 8 of 9
A. Signage Installation: The Agreement will stipulate that the Work, together with the alternates shall begin installation upon receipt of materials. Vendor is responsible for coordinating installation dates with PCCLD, executive director Sherri Baca 719-562-5652.
PROPOSAL PRICING FORM

Submitted by: _______________________________________________________, Date _____________, 2022

(Company Name)

PROPOSAL:

Pursuant to and in compliance with the Contract Documents for the supply of Wayfinding Signage for the Pueblo City-County Library District – Rawlings Main Branch Library Renovation, the undersigned Contractor, having carefully examined the Contract Documents and Addendum Number(s) _____, the site and all conditions affecting the Work, the undersigned hereby bids and agrees to furnish all labor, materials, transportation, equipment and services necessary to complete all work within the time stated and in strict accordance with the Contract Documents, for the following sum of money:

1.0 SIGNAGE:

Contractor shall list separately the cost for each specified manufacturer. Manufacturer price shall be for the quantity and products specified. Contractor’s total pricing shall include all delivery, installation, profit, overhead, and incidental items required for a complete installation.

<table>
<thead>
<tr>
<th>Manufacturer</th>
<th>TOTAL Price</th>
<th>Lead Time</th>
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<tbody>
<tr>
<td>Level by 4Walls</td>
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<td>TOTAL Base Bid Proposed Pricing</td>
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2.0 UNIT PRICE LIST:

Contractor shall provide unit costs that are applicable should the owner elect to add or delete specific items.

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<th>Item No.</th>
<th>Item</th>
<th>Qty.</th>
<th>Unit Price</th>
<th>Total</th>
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<tbody>
<tr>
<td>A</td>
<td>Directory w/ removable insert</td>
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<tr>
<td>B</td>
<td>Directory w/ removable insert</td>
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PCCLD RAWLINGS LIBRARY
RENOVATIONS
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<th>Item</th>
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<th>Unit Price</th>
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<tr>
<td>C1</td>
<td>Acrylic panel w/ direct print letters</td>
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<td>C2</td>
<td>Acrylic panel w/ direct print letters</td>
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<tr>
<td>D1</td>
<td>Acrylic panel w/ raised numbers &amp; direct print letters</td>
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<td>D2</td>
<td>Acrylic panel w/ raised numbers &amp; direct print letters</td>
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<td>E1</td>
<td>Restroom sign</td>
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<td>E2</td>
<td>Restroom sign</td>
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<td>Restroom sign</td>
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<td>Restroom sign</td>
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<tr>
<td>F1</td>
<td>Overhead sign, double sided, flush ceiling mount</td>
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<td>F2</td>
<td>Overhead sign, double sided, flush ceiling mount</td>
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<td>G</td>
<td>Double sided free standing sign w/ removable insert</td>
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<td>H</td>
<td>Vinyl letters</td>
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<td>J</td>
<td>Area identification w/ painted acrylic individual letters</td>
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<td>K</td>
<td>Canopy top sign, double sided</td>
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<td>L</td>
<td>Donor plaque sign</td>
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<td>Assistive listening systems sign</td>
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<td>N1</td>
<td>End panel sign on single face shelving unit</td>
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<td>N2</td>
<td>End panel sign on double face shelving unit</td>
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<td>O</td>
<td>Library Hour Sign</td>
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<td>Area identification fabricated metal individual letters</td>
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<td>Q</td>
<td>Acrylic sign with naming plaques</td>
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<td>R1</td>
<td>Return, single sided</td>
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<td>S</td>
<td>Main entrance handicap accessible sign</td>
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<td>Café sign</td>
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<td>Window film</td>
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<td>WC-1</td>
<td>Wallcovering</td>
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<td>WC-4</td>
<td>Wallcovering</td>
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3.0 CONDITIONS OF SUBSTITUTION:

A. List proposed substitutions below, together with the sum to be added to or deducted from the amount of the Base bid. The amount to be added or deducted shall include all related required changes resulting from the substitution.

B. Provide detailed specifications and appropriate imagery for Owner to evaluate proposed substitution.

C. The owner reserves the right to reject any proposed substitutions.

D. After the Contract is awarded, no further substitutions will be permitted.

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<thead>
<tr>
<th>Item No.</th>
<th>Proposed Substitution</th>
<th>Add</th>
<th>Deduct</th>
<th>Lead Time</th>
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4.0 SCHEDULE

Provide a proposed schedule including milestone dates and duration times needed following contract award by owner.

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<thead>
<tr>
<th>Task</th>
<th>Duration</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cutoff date and time for Request for Substitutions and Questions</td>
<td></td>
<td>November 21, 2022, 3:00 p.m. MST</td>
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<tr>
<td>Addendum</td>
<td></td>
<td>November 22, 2022, 3:00 p.m. MST</td>
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<tr>
<td>Proposal Submission Deadline</td>
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<td>November 30, 2022, 3:00 p.m. MST</td>
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<td>Order Entry</td>
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<tr>
<td>Shop Drawing / Submittal Review</td>
<td>10 days after p.o. issued</td>
<td></td>
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<tr>
<td>Manufacturing Lead Times/Shipping</td>
<td></td>
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<tr>
<td>Installation Target Date</td>
<td></td>
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<tr>
<td>Substantial Completion Target Date</td>
<td></td>
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</tr>
</tbody>
</table>

5.0 ACCEPTANCE:

A. The undersigned understands that the Owner reserves the right to reject any or all proposals.

B. The Owner reserves the right to selectively award contracts to more than one
contractor based upon individual or groups of manufacturers.

C. The undersigned agrees that his proposal may be accepted any time prior to ninety (90) days after the closing date and will not be withdrawn prior to that date.

DATE ________________________________

PROPOSER / COMPANY ___________________

BY _________________________________

TITLE _______________________________

SIGNATURE ____________________________

Official Address:

____________________________________

____________________________________

____________________________________

Telephone: (______) __________________

FAX: (______) __________________

E-mail: _____________________________

Where Incorporated: _________________

Federal I.D. Number: __________________
SECTION 088700 – WINDOW FILMS

PART 1  GENERAL

1.1  RELATED DOCUMENTS:
   A.  Drawings and general provisions of the contract, including Instructions for submitting proposals, apply to the Work of this Section.

1.2  SECTION INCLUDES
   A.  Custom Pattern Printed Film.

1.3  REFERENCES
   A.  ASHRAE - American Society for Heating, Refrigeration, and Air Conditioning Engineers; Handbook of Fundamentals.
   B.  ASTM International (ASTM):
       1.  ASTM D 1004 - Standard Test Method for Tear Resistance (Graves Tear) of Plastic Film and Sheeting.
       2.  ASTM D 1044 - Standard Method of Test for Resistance of Transparent Plastics to Surface Abrasion (Taber Abrader Test).
   D.  NFRC 100/200 (Formerly ASTM E903) - Standard Methods of Test for Solar Absorbance, Reflectance and Transmittance of Materials Using Integrating Spheres.

1.4  PERFORMANCE REQUIREMENTS
   A.  Fire Performance: Surface burning characteristics when tested in accordance ASTM E 84:
       1.  Flame Spread: 25, maximum.
       2.  Smoke Developed: 450, maximum.

1.5  SUBMITTALS
   A.  Product Data: Manufacturer’s data sheets on each product to be used, including:
       1. Preparation instructions and recommendations.
       2. Storage and handling requirements and recommendations.
       3. Installation methods.
   B.  Shop Drawings: Show location and extent of each window film type. Indicate pattern placement, seams and termination points.
   C.  Verification Samples: For each film specified, two strike-off samples representing actual film color and pattern.

1.6  CLOSEOUT SUBMITTALS
A. Maintenance Data: For window film to include in maintenance manuals.

1.7 QUALITY ASSURANCE

A. Manufacturer Qualifications: All primary products specified in this section will be supplied by a single manufacturer with a minimum of ten years experience.
   1. Provide documentation that the adhesive used on the specified films is a Pressure Sensitive Adhesive (PSA).

B. Installer Qualifications: All products listed in this section are to be installed by a single installer with a minimum of five years demonstrated experience in installing products of the same type and scope as specified.
   1. Provide documentation that the installer is authorized by the Manufacturer to perform Work specified in this section.
   2. Provide a commercial building reference list of 5 properties where the installer has applied window film. This list will include the following information:
      a. Name of building.
      b. The name and telephone number of a management contact.
      c. Type of glass.
      d. Type of film.
      e. Amount of film installed.
      f. Date of completion.

C. Mock-Up: Provide a 24 inch x 24 inch minimum mock-up for single pattern film transparency evaluation.
   1. Finish areas location: As directed by Owner.
   2. Do not proceed with remaining work until workmanship, color, transparency, and sheen are approved by Owner.
   3. Refinish mock-up area as required to produce acceptable work.

1.8 DELIVERY, STORAGE, AND HANDLING

A. Store products in manufacturer's unopened packaging until ready for installation.

B. Store and dispose of hazardous materials, and materials contaminated by hazardous materials, in accordance with requirements of local authorities having jurisdiction.

C. Material must be stored in an undamaged condition in original packaging, maintained in a clean dry, protected area where temperature and humidity remains stable and within the acceptable ranges for commercial wallcoverings.

1.9 PROJECT CONDITIONS

A. Maintain environmental conditions (temperature, humidity, and ventilation) within limits recommended by manufacturer for optimum results. Do not install products under environmental conditions outside manufacturer's recommended limits.

B. Window and glass panels should be clean and free of any dirt particles. See Manufacturer's installation instructions for additional details.

C. The contractor will provide sufficient lighting during the installation process. If required, temporary lighting will be provided to augment insufficient or low level
PART 2 PRODUCTS

2.1 CUSTOM PATTERN PRINTED FILM: WF-1 THRU WF-18

A. Basis of Design Product: Level by 4Walls – Color Transparent Glazing Film: (Basis of Design) or approved equal.
   1. Multi-color custom digital print film.
   2. Ink: Color Only.
   3. Material: Optically Clear Polyester Window Film
   4. Architect to provide pattern design concept.
   5. Manufacturer to provide all vector file and artwork prep.
   6. Manufacturer to coordinate all dimensions of design with glass system prior to fabrication.
   7. Refer to drawings for more information.

PART 3 EXECUTION

3.1 EXAMINATION

A. Film Examination:
   1. If preparation of glass surfaces is the responsibility of another installer, notify Architect in writing of deviations from manufacturer's recommended installation tolerances and conditions.
      a. Glass surfaces receiving new film should first be examined to verify that they are free from defects and imperfections, which will affect the final appearance.
   2. Do not proceed with installation until glass surfaces have been properly prepared and deviations from manufacturer's recommended tolerances are corrected. Prepare surfaces using the methods recommended by the manufacturer for achieving the best result under the project conditions.
   3. Commencement of installation constitutes acceptance of conditions.
   4. All window film is to be inspected to verify that the delivered product is correct and that the color is accurate to what was ordered.

3.2 PREPARATION

A. Clean surfaces thoroughly prior to installation.

B. Prepare surfaces using the methods recommended by the manufacturer for achieving the best result for the substrate under the project conditions.

C. Refer to Manufacturer's installation instructions for methods of preparation for Impact Protection Adhesive or Impact Protection Profile film attachment systems.

3.3 INSTALLATION

A. Film Installation, General:
   1. Install in accordance with manufacturer's instructions.
3.4 CLEANING AND PROTECTION

A. Remove left over material and debris from Work area. Use necessary means to protect film before, during, and after installation.

B. Touch-up, repair or replace damaged products before Substantial Completion.

C. Clean per manufacturer's recommendations.

D. Protect the finished window film from damage that may occur from other trades until project has been completed.

END OF SECTION 08 87 00
SECTION 097000 – CUSTOM WALL COVERINGS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

A. Section Includes:

1. Vinyl wall covering.

1.3 PREINSTALLATION MEETINGS

A. Preinstallation Conference: Conduct conference at Project site.

1.4 ACTION SUBMITTALS

A. Product Data: For each type of product.

1. Include data on physical characteristics, durability, fade resistance, and fire-test-response characteristics.

B. Shop Drawings: Show location and extent of each wallcovering type. Indicate pattern placement, seams and termination points.

C. Samples: For each type of wallcovering and for each color, pattern, texture, and finish specified, full width by 36-inch- (914-mm-) long in size.

1. Wallcovering Sample: For each film specified, two strike-off samples representing actual wallcovering color and pattern. Product Schedule: For wallcoverings. Use same designations indicated on Drawings.

1.5 INFORMATIONAL SUBMITTALS

A. Qualification Data: For testing agency.

B. Product Test Reports: For each wallcovering, for tests performed by a qualified testing agency.
1.6  CLOSEOUT SUBMITTALS

A. Maintenance Data: For wallcoverings to include in maintenance manuals.

1.7  FIELD CONDITIONS

A. Environmental Limitations: Do not deliver or install wallcoverings until spaces are enclosed and weathertight, wet work in spaces is complete and dry, work above ceilings is complete, and temporary HVAC system is operating and maintaining ambient temperature and humidity conditions at levels intended for occupants after Project completion during the remainder of the construction period.

B. Lighting: Do not install wall covering until lighting that matches conditions intended for occupants after Project completion is provided on the surfaces to receive wall covering.

C. Ventilation: Provide continuous ventilation during installation and for not less than the time recommended by wall-covering manufacturer for full drying or curing.

PART 2 - PRODUCTS

2.1  PERFORMANCE REQUIREMENTS

A. Fire-Test-Response Characteristics: As determined by testing identical wall coverings applied with identical adhesives to substrates according to test method indicated below by a qualified testing agency. Identify products with appropriate markings of applicable testing agency.

1. Surface-Burning Characteristics: Comply with ASTM E84; testing by a qualified testing agency. Identify products with appropriate markings of applicable testing agency.
   a. Flame-Spread Index: 25 or less.
   b. Smoke-Developed Index: 50 or less.

2. Fire-Growth Contribution: No flashover and heat and smoke release according to NFPA 265 and NFPA 286.

2.2  VINYL WALL COVERING, WC-1 THRU WC-4

A. Manufacturers: Subject to compliance with requirements, provide products by the following:

1. Level by 4Walls (Basis of Design).
2. MDC.

B. Description: Provide mildew-resistant products in rolls from same production run and complying with the following:
1. FS CCC-W-408D and CFFA-W-101-D for Type II, Medium-Duty products.
2. ASTM F793 for strippable wall coverings.
   a. Category: V, Type II, Commercial Serviceability.

C. UV Cured Digital print wallcovering shall be printed on 53” – 54” vinyl wallcovering substrate using piezo drop-on demand technology incorporating eight colors, CYMK and half density CYMK. Printed image shall be dried from both front and back using combinations of IR and platen heaters to prevent media distortion.

D. Total Weight: 20 oz, excluding coatings.

E. Width: 54 inches (1372 mm).


G. Stain-Resistant Coating: Manufacturer standard.

H. Colors, Textures, and Patterns: Custom pattern and color, Architect to provide artwork.

2.3 ACCESSORIES

A. Adhesive: Mildew-resistant, nonstaining, strippable adhesive, for use with specific wall covering and substrate application indicated and as recommended in writing by wall-covering manufacturer.

B. Primer/Sealer: Mildew resistant, complying with requirements in Section 099123 "Interior Painting" and recommended in writing by primer/sealer and wall-covering manufacturers for intended substrate.

C. Metal Primer: Interior ferrous metal primer complying with Section 099123 "Interior Painting" and recommended in writing by primer and wall-covering manufacturers for intended substrate.

D. Wall Liner: Nonwoven, synthetic underlayment and adhesive as recommended in writing by wall-covering manufacturer.

E. Seam Tape: As recommended in writing by wall-covering manufacturer.

PART 3 - EXECUTION

3.1 EXAMINATION

A. Examine substrates and conditions, with Installer present, for compliance with requirements for levelness, wall plumbness, maximum moisture content, and other conditions affecting performance of the Work.

B. Proceed with installation only after unsatisfactory conditions have been corrected.
3.2 PREPARATION

A. Comply with manufacturer's written instructions for surface preparation.

B. Clean substrates of substances that could impair bond of wall covering, including dirt, oil, grease, mold, mildew, and incompatible primers.

C. Prepare substrates to achieve a smooth, dry, clean, structurally sound surface free of flaking, unsound coatings, cracks, and defects.
   1. Moisture Content: Maximum of 5 percent on new plaster, concrete, and concrete masonry units when tested with an electronic moisture meter.
   2. Plaster: Allow new plaster to cure. Neutralize areas of high alkalinity. Prime with primer recommended in writing by primer/sealer manufacturer and wall-covering manufacturer.
   3. Metals: If not factory primed, clean and apply primer recommended in writing by primer/sealer manufacturer and wall-covering manufacturer.
   4. Gypsum Board: Prime with primer as recommended in writing by primer/sealer manufacturer and wall-covering manufacturer.
   5. Painted Surfaces: Treat areas susceptible to pigment bleeding.

D. Check painted surfaces for pigment bleeding. Sand gloss, semigloss, and eggshell finish with fine sandpaper.

E. Remove hardware and hardware accessories, electrical plates and covers, light fixture trims, and similar items.

F. Acclimatize wall-covering materials by removing them from packaging in the installation areas not less than 24 hours before installation.

3.3 WALL-COVERING INSTALLATION

A. Comply with wall-covering manufacturers' written installation instructions applicable to products and applications indicated.

B. Cut wall-covering strips in roll number sequence. Change the roll numbers at partition breaks and corners.

C. Install strips in same order as cut from roll.
   1. For solid-color, even-texture, or random-match wall coverings, reverse every other strip.

D. Install wall covering without lifted or curling edges and without visible shrinkage.

E. Match pattern 72 inches (1830 mm) above the finish floor.

F. Install seams vertical and plumb at least 6 inches (150 mm) from outside corners and 3 inches (75 mm) from inside corners unless a change of pattern or color exists at corner. Horizontal seams are not permitted.
G. Trim edges and seams for color uniformity, pattern match, and tight closure. Butt seams without overlaps or gaps between strips.

H. Fully bond wall covering to substrate. Remove air bubbles, wrinkles, blisters, and other defects.

3.4 CLEANING

A. Remove excess adhesive at seams, perimeter edges, and adjacent surfaces.

B. Use cleaning methods recommended in writing by wallcovering manufacturer.

C. Replace strips that cannot be cleaned.

D. Reinstall hardware and hardware accessories, electrical plates and covers, light fixture trims, and similar items.

END OF SECTION 09 72 00
SECTION 10 14 15 - SIGNAGE

PART 1 - GENERAL

1.1 RELATED DOCUMENTS:

A. Drawings and general provisions of the contract, including Instructions for submitting proposals, apply to the Work of this Section.

1.2 SUMMARY

A. Section Includes:
   1. Interior informational signs.
   2. Interior room signs.
   3. Dimensional characters.
   4. Freestanding
   5. Exterior signs.

1.3 COORDINATION

A. Furnish templates for placement of sign-anchorage devices embedded in permanent construction by other installers.

1.4 SUBMITTALS

A. Shop Drawings: Provide floor plan with sign designations, indicate sign sizes and designs including complete text; show signs with text to scale. Include construction, materials, finishes and mounting details.
   1. Include fabrication and installation details and attachments to other work.

B. Samples for Other Signs: Submit two samples of each type face sheet illustrating style, texture, color, graphic image, message, cutouts and translucent lens attachment.

C. Sample Powder coated plastic dimensional characters: Submit one full size sample character for each type, style and color specified.

D. Signage schedule in manufacturer’s format for verification of text/copy.

1.5 QUALITY ASSURANCE

A. Installer Qualifications: An entity that employs installers and supervisors who are trained and approved by manufacturer.

B. Manufacturer specializing in manufacturing the products specified in this section with minimum five years experience.

C. Obtain signs from one source and a single manufacturer.
1.6 FIELD CONDITIONS

A. Field Measurements: Verify locations of anchorage devices embedded in permanent construction by other installers by field measurements before fabrication and indicate measurements on Shop Drawings.

1.7 WARRANTY

A. Special Warranty: Manufacturer agrees to repair or replace components of signs that fail in materials or workmanship within specified warranty period.
   1. Failures include, but are not limited to, the following:
      a. Deterioration of finishes beyond normal weathering.
      b. Deterioration of embedded graphic image.
      c. Separation or delamination of sheet materials and components.
   2. Warranty Period: Five years from date of Substantial Completion.

1.8 REGULATORY REQUIREMENTS


PART 2 - PRODUCTS

2.1 INTERIOR INFORMATIONAL SIGN STANDARDS

A. It is the intent of these specifications to establish a sign standard for the Owner including, but not limited to primary and secondary directories, wall mounted and overhead directional, flag mounted, free standing and end panel ID’s.

B. Type style: Copy shall be a true, clean, accurate reproduction of typeface(s) specified. Upper case, unless otherwise noted, in Arial font. Letter spacing to be normal and interline spacing shall be set by manufacturer.

C. Arrows, symbols and logo art: As selected by Architect and/or Owner from manufacturer’s standard styles, sizes, colors and spacing or as shown in drawings.

D. Grade II Braille utilizing perfectly round, clear insertion beads.

E. Map Insert:
   1. Map inserts shall be coordinated with owner.

F. Color and Finishes
   1. Typography: As selected by Architect and/or Owner from Pantone Matching System (PMS) and Manufacturer’s standard selection.
2. Colors, patterns and artwork and message background shall be selected from manufacturer’s full range.
3. Finishes are to meet current Federal ADA and all state and local requirements.

2.2 INTERIOR ROOM SIGNS

A. Manufacturers:
   1. Takeform Architectural Graphics (Basis of Design)
   2. ASI Signage
   3. Fast Signs
   4. Or approved equal

B. Signage System: Vivid
   1. The signage shall incorporate direct print acrylic sign system with applied graphics including all tactile requirements in adherence to ADA specifications.
   2. Signage shall be capable of accepting direct prints including colors, patterns, graphic images and photography. Prints shall be second surface to protect from scratches, fading or other damage.
   3. All signs, including room ID's, overheads, directionals and directories shall have a matching appearance and constructed utilizing the same manufacturing process to assure a consistent look throughout.
   4. Within the signage system shall be signs with capabilities as follows:
      a. Signs with raised copy capable of accepting images in designated image areas and changeable printed inserts.
      b. Signs with raised copy and Braille with changeable printed insert.
      c. Signs with raised copy and Braille only.

C. Materials:
   1. Signage shall be fabricated of acrylic, .375” thick, comprised of two layers. Edges shall be smooth without chips, burrs, sharp edge or marks. The direct print shall be second surface or underside of the top layer to prevent scratching, fading or other damage. A top-side print shall not be accepted.
   2. Acrylic shall be non-glare optically clear with a P99 finish assuring no loss of clarity or composition of the print.
   3. Tactile lettering shall be precision machined, raised 1/32”, matte PETG and subsurface colored for scratch resistance.
   4. The signage shall utilize an acrylic sphere for Grade II Braille inserted directly into a scratch resistant, acrylic face. Braille dots are to be pressure fit in high tolerance drilled holes. Braille dots shall be half hemispherical domed and protruding a minimum 0.025”.
   5. The signage shall utilize a pressure activated adhesive. The adhesive shall be nonhazardous and shall allow for flexing and deflection of the adhered components due to changes in temperature and moisture without bond failure.
   6. Signage shall have an acrylic shim plate. The shim shall lift the sign off the wall to facilitate cleaning and painting without sign removal.
   7. All signs shall be provided with appropriate mounting hardware. All hardware shall have a polished anodized finish, architectural in appearance and suitable for the mounting surface.
8. Some signs may be installed on glass. A blank backer is required to be placed on the opposite side of the glass to cover tape and adhesive. The backer shall match the sign in size and shape.

D. Colors, Patterns, Imagery and Artwork:
1. Takeform Vivid Series Basis of Design Colors:
   a. Border Background: As selected from Pantone Matching System (PMS) and manufacturer standard offering.
   b. Raised Text: Arial.
   c. Insert Background: As selected from manufacturer standard offering.
   d. Insert Text: Arial.
2. Any other colors shall be selected through the shop drawing process.
3. All images shall have a minimum resolution of 300 dpi.
4. Standard tactile colors shall match manufacturer's ADA standard color selection.

E. Printed Inserts
1. The signage shall be capable of accepting paper or acetate inserts to allow changing and updating as required. Insert components shall have a 0.040” thickness non-glare acrylic window and shall be inlaid flush to sign face for a smooth, seamless appearance.
2. Insert color to be Manufacturer’s, Standard Color Selection.
3. Printed insert font to be Arial in Pantone Matching System (PMS) and Standard Color Selection, font to be confirmed with library.
4. The signage contractor shall provide and install all signage inserts.
5. Manufacturer shall provide a template containing layout, font, color, artwork and trim lines to allow Owner to produce inserts on laser or ink jet printer. The template shall be in an Acrobat or Word format.

2.3 VINYL GRAPHIC CHARACTERS

A. Manufacturers:
1. Takeform Architectural Graphics (Basis of Design)
2. ASI Signage
3. Fast Signs
4. Or approved equal

B. VINYL GRAPHIC STANDARDS
1. General: Comply with requirements indicated for type, style, colors, letter height and mounting methods.
2. Vinyl shall be 3M Scotchcal high performance cast film, 2 mil, with clear pressure sensitive adhesive.
3. Applied vinyl shrinkage shall be .010 inch (0.3 mm) maximum.
4. Vinyl shall have an ASTM E84 Class A/1 flame spread fire rating.

C. LETTER TYPE – VINYL GRAPHICS
1. Typeface: refer to drawings.
2. Color and Finish: refer to drawings.
3. Letter Size: refer to drawings.

2.4 DIMENSIONAL CHARACTERS

A. Manufacturers:
1. Takeform Architectural Graphics (Basis of Design)
2. ASI Signage
3. Fast Signs
4. Or approved equal

B. LETTER TYPE – PAINTED ACRYLIC

1. Typeface: Arial.
2. Color and Finish: see drawings.
3. Letter Height: see drawings.
4. Letter Thickness: see drawings.
5. Mounting Method: all fasteners shall be concealed. See message schedule for mounting method.

C. LETTER TYPE – FABRICATED STAINLESS STEEL

1. Typeface: Arial.
2. Color and Finish: see drawings.
3. Letter Height: see drawings.
4. Letter Thickness: see drawings.
5. Mounting Method: all fasteners shall be concealed. See message schedule for mounting method.

2.5 FREE STANDING

A. Manufacturers:
1. Takeform Architectural Graphics (Basis of Design)
2. ASI Signage
3. Fast Signs
4. Or approved equal

B. Signage System: Custom Vivid Plus Fusion
1. The signage shall incorporate a direct print acrylic sign system with applied graphics and decorative laminate face.
2. All overheads signs shall have a matching appearance and constructed utilizing the same manufacturing process to ensure a consistent look throughout.

C. Materials:
1. Signage shall be fabricated of acrylic, .375" thick, comprised of two layers. Edges shall be smooth without chips, burrs, sharp edges or marks. The direct print shall be second surface to prevent scratching, fading or other damage.
2. Acrylic shall be non-glare optically clear with a P99 finish assuring no loss of clarity or composition of the print.
3. The unit shall be single or double-sided as shown on drawings. The appearance and functionality of the two sides shall be selectable by the Owner. Refer to drawings.
4. The unit shall be capable of accepting printed inserts. The inserts shall be changeable by Owner.
5. The unit shall be equipped with a weighted steel plate and shall retain positive stability up to a 17 degree tipping angle.
6. The unit shall be equipped with nylon leveling and energy absorbing floor glides.
7. The unit shall utilize a pressure activated adhesive. The adhesive shall be nonhazardous and shall allow for flexing and deflection of the adhered components due to changes in temperature and humidity without bond failure.
8. Lower portion of sign face shall be 0.035" (nominal) standard grade, high pressure surface laminate. A painted sign face shall not be acceptable.
9. The sign shall incorporate balanced construction with the core sandwiched between laminates to prevent warping. Laminate on the sign face only shall not be acceptable.

D. Standard Colors:
1. Face/background color shall be standard grade, high pressure laminate, all colors and finishes. As selected from manufacturer standard offering.
2. Standard tactile colors shall match manufacturer’s ADA standard color selection. As selected from Pantone Matching System (PMS) and manufacturer standard offering.

E. Printed Inserts:
1. The signage shall be capable of accepting paper inserts to allow changing and updating as required. Insert components shall have a 0.040" thickness non-glare acrylic window and shall be flush to sign face for a smooth, seamless appearance.
2. The signage contractor shall provide and install all signage inserts.
3. The signage contractor shall coordinate all maps and other inserts with owner.
4. Manufacturer shall provide a template containing layout, font, color, artwork and trim lines to allow Owner to produce inserts on laser or ink jet printer. The template shall be in an Acrobat or Word format (.pdf).

2.6 EXTERIOR SIGNS

A. Manufacturers:
1. Takeform Architectural Graphics (Basis of Design)
2. ASI Signage
3. Fast Signs
4. Or approved equal

B. Signs shall be welded aluminum construction, with one-piece, seamless ACM graphic panels. Graphic panels shall be removable and updateable. Refer to drawings for sizes, sign types, colors, finishes, copy, lay-out, letter-style, single or double-sided, and mounting requirements.

C. Typography:
1. Letter style: refer to drawings. Copy shall be a true, clean and accurate representation of typeface(s) specified. Upper and lower case or all caps as indicated on drawings. Letter spacing to be normal and interline spacing shall be set by manufacturer.

2. Arrows, symbols and logo art: to be provided in style, sizes, colors and spacing as indicated on drawings.

D. Sign Types, Colors and Finishes:
1. Sign types and sizes: refer to drawings.
2. Colors and finishes: refer to drawings.
3. Lay-out and typography: refer to drawings.

E. MATERIALS AND CONSTRUCTION

1. All signs, primary identity, secondary identity, wayfinding and DOT signage shall have a matching appearance and constructed utilizing the same materials and manufacturing process to ensure a consistent look throughout.

2. Signs shall be welded all-aluminum construction. Signs utilizing steel components shall not be accepted. Cabinet face shall be reinforced with concealed stiffeners to preclude buckling, distortion or oil-canning. Posts shall be aluminum 6063 grade, square with no corner radii. Wall thickness of the posts shall be .125”.

3. Sign faces shall be seamless, one piece ACM graphic panels. Face shall be .157” minimum thickness. Painted aluminum or fiberglass panels shall not be accepted. The panels shall be a flat, composite core sandwiched between two sheets of aluminum. The panels shall be resistant to moisture or rapid fluctuations in temperature.

4. Colors, gloss, UV resistance and general appearance will be unaffected by sun and acid rain for 10 years from installation.

5. The panels shall be impact resistant and vandal-proof. Normal cleaning shall be accomplished utilizing standard non-abrasive cleaners.

6. Welded connections shall comply with AWS standards for recommended practices. Provide welds behind finished surfaces without distortion or discoloration of exposed side. Clean exposed welded surfaces of welding flux and dress exposed and contact surfaces.

7. All surfaces, including edges, shall be finished without scratches, dents, ripples or other imperfections.

8. Signage cabinet shall have removable panels on the sign face to facilitate copy changes and for ease of access to internal lighting. The quantity of removable panels per sign face shall be indicated on the drawings.

9. The sign face shall have no exposed fasteners. No rivets, screws and fasteners shall be visible on face.

10. Signs shall be preassembled at the factory with no or minimal reassembly at the project site.

11. Signs shall be flange mounted to concrete base allowing removal of sign and reuse of foundation. All signs shall be provided with appropriate mounting hardware. All exposed hardware shall be stainless steel.
F. FINISHING

1. Signs shall utilize Akzo Nobel Grip-Guard Basecoat/Clearcoat paint system or approved equal: paint finish shall consist of an etching primer applied to a sanded surface as a first coat, followed by the color coat and lastly, a protective clear coat that provides scratch resistance, abrasion resistance, weather resistance and UV inhibitors.

2. Face/background color shall be standard grade, and shall match manufacturer’s standard color selection, all colors and finishes.

3. Paint: PMS colors as specified are to be matched according to the numbers specified from the PANTONE Color Selector 1000/Coated (or approved equal).

G. CONSTRUCTION

1. Design exterior signs to withstand wind loads as calculated in accordance with applicable building code:
   a. Design wind load: as required by municipal code.
   b. Safety factor: 1.5 times design wind load.

2. Frame and Enclosure:
   a. Design, construct, and install sign in conformance with applicable building code and ANSI Standards.
   b. Design to allow for thermal movements of components resulting from a maximum change (range) of 120 deg F in ambient temperature and 180 deg F in surface temperatures without buckling, opening of joints, over-stressing components, or failure of connections.
   c. Seismic Loads: design and size components to withstand seismic loads and sway displacement per applicable building code.

3. Sign faces to be impact resistant, and produce no noticeable color change for 10 years.

PART 3 - EXECUTION

3.1 CODE COMPLIANCE

A. It shall be the responsibility of the successful bidder to meet any and all local, state, and federal code requirements in fabricating and installing signs.

3.2 DELIVERY, STORAGE, PROTECTION

A. Package to prevent damage or deterioration during shipment, handling, storage and installation. Products should remain in original packaging until removal is necessary. Store products in a dry, indoor location.

3.3 EXAMINATION

A. Verify that surfaces are ready to receive work.

B. Beginning of installation means installer accepts existing surfaces.
C. Installer shall examine signs for defects, damage and compliance with specifications. Installation shall not proceed until unsatisfactory conditions are corrected.

3.4 INSTALLATION

A. Install signs in accordance with manufacturer's instructions.

B. Installation shall be performed by manufacturer’s personnel trained and certified in manufacturer’s methods and procedures.

C. The signage contractor shall submit a CAD generated location plan noting the location of all signage and cross referenced to message schedule or plots for architect’s approval.

D. Installer to conduct a pre-installation survey prior to manufacturing to verify copy and sign location. Scaled renderings of directories and directionals shall also be provided. Any location discrepancy or message issues shall be submitted to architect for review.

E. Install signs after interior and exterior surfaces are finished.

F. Locate signs in accordance with accessibility requirements.

G. Signs and letters shall be level, plumb, and at heights indicated with sign surfaces free from defects.

H. Clean signs when installation is completed.

3.5 INSTALLATION - INFORMATIONAL SIGNS

A. Mount room signs with adhesive tape.

B. Locate informational signs on wall surfaces, level, 5 feet above finished floor to center line of sign at location scheduled.

C. Locate informational overhead signs attached to ceiling above.

D. Location casework end panel signs on end panel, level, in locations as indicated in drawings.

3.6 EXCAVATION AND INSTALLATION

A. General: Installation locations shall be in accordance with drawings. Locate signs where indicated using mounting methods in compliance with manufacturer’s written instructions:

1. The signage contractor shall coordinate installation schedules with the Owner and/or Construction Manager.

2. Installation shall be performed by manufacturer’s personnel trained and certified in manufacturer’s methods and procedures.

3. Excavate for sign foundation to elevations and dimensions indicated.
4. Set anchor bolts and other embedded items required for installation of signs using manufacturer supplied templates.
   a. Protect portion of posts above ground from concrete splatter.
5. Locate signs and accessories where indicated, using mounting methods of types described and complying with manufacturer’s written instructions.
   b. Install signs level, plumb, and at heights indicated, with sign surfaces free of distortion and other defects in appearance.
   c. Use non-removable mechanical fasteners placed through predrilled holes.
      Attach signs with fasteners and anchors suitable for secure attachment to substrate as recommended in writing by sign manufacturer. All visible hardware shall be stainless steel.

3.7 SIGN SCHEDULE

A. Refer to attached Wayfinding Message Schedule for all necessary sign types, copy and quantities.

B. Refer to drawings for all sign locations and signage types.

3.8 STANDARD MANUAL

A. Manufacturer shall provide a comprehensive Standards Manual in both a paper and PDF format. The manual shall include all renderings, drawings, location plan, message schedule, insert templates, mounting detail, and reorder information.

B. Manufacturer shall provide an editable template, in electronic format acceptable to the Owner, for each sign type.

END OF SECTION 10 14 15
<table>
<thead>
<tr>
<th>Sign #</th>
<th>Room Name</th>
<th>Architects Ref #</th>
<th>Sign Type</th>
<th>Backer Type</th>
<th>1st Section copy (1st side copy)</th>
<th>2nd Section copy (2nd side copy)</th>
<th>3rd Section copy</th>
<th>Comments</th>
<th>Mounting Surface/Method</th>
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<tr>
<td>1. Multiple signs for each sign type may occur on the signage plans. Vendor to confirm all quantities.</td>
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<td>RETURNS</td>
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<td></td>
<td>P14 Left Arrow, At Bottom of Sign Glass with backer panel</td>
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<td>Glass as noted on plans</td>
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<td>O</td>
<td>LIBRARY HOURS</td>
<td>MON - THURS 9:00 AM - 9:00 PM</td>
<td>FRI &amp; SAT 9:00 AM - 9:00 PM</td>
<td>SUN 1:00 PM - 5:00 PM</td>
<td>Sign has (2) removable acrylic inserts.</td>
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<td>1 - CLOSED</td>
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<td></td>
<td></td>
<td>Secure to existing concrete sidewalk or in grass area.</td>
</tr>
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<td>PJ's COFFEE</td>
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<td>Mounting Surface/Method</td>
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<td>1/A-SS A.2 SIM</td>
<td>A</td>
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<td>Removable insert</td>
<td>Glass, Tape Mount</td>
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<td>Glass backer panel</td>
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</table>

**LEVEL 0 & ELEVATORS**

- Level 0
- Staff Areas
- Maintenance Kitchen
- Level 1
- Rotating Exhibit
- PJS Coffee
- Info Zone
- Maker Space
- Meeting Rooms
- Training Rooms
- Staff Areas
- Security Office

**LEVEL 2**

- Teen Area
- Youth Zone & Program Room
- Staff Areas
- Adult Fiction / Adult Nonfiction

**LEVEL 3**

- Local History & Genealogy
- Hispanic Resource Center
- Staff Areas
- Administration

**LEVEL 4**

- Ryals Grand Event Space
- Training / Green Room
- Catering
# WAYFINDING MESSAGE SCHEDULE

<table>
<thead>
<tr>
<th>Sign #</th>
<th>Room Name</th>
<th>Architects Ref #</th>
<th>Sign Type</th>
<th>Backer copy</th>
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<th>3rd Section copy</th>
<th>Comments</th>
<th>Mounting Surface/Method</th>
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<tbody>
<tr>
<td></td>
<td>ELEVATOR A 1EA</td>
<td>2/A-S5 A.1</td>
<td>B</td>
<td></td>
<td>Library Logo Level 0 STAFF AREAS MAINTENANCE KITCHEN LEVEL 1 ROTATING EXHIBIT PJ'S COFFEE INFO ZONE MAKER SPACE MEETING ROOMS TRAINING ROOMS STAFF AREAS SECURITY OFFICE LEVEL 2 TEEN AREA YOUTH ZONE &amp; PROGRAM ROOM STAFF AREAS ADULT FICTION / ADULT NONFICTION LEVEL 3 LOCAL HISTORY &amp; GENEALOGY HISPANIC RESOURCE CENTER STAFF AREAS ADMINISTRATION LEVEL 4 RYALS GRAND EVENT SPACE TRAINING / GREEN ROOM CATERING</td>
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<td>Removable insert Library Logo to be provided by owner. Glass backer panel</td>
<td>Glass, Tape Mount</td>
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<td>ELEVATOR B 1EB</td>
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Page 3 of 15
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<tr>
<td>TRAINING ROOM 106</td>
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<td>L</td>
<td>THURSTON LEADERSHIP ROOM</td>
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<td>Drywall, Tape Mount</td>
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<tr>
<td>TRAINING ROOM 107</td>
<td>3/A-S5 A.1</td>
<td>L</td>
<td>BRET KELLY B</td>
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<td>TRAINING 107</td>
<td>M</td>
<td>Modified hearing impaired pictogram. Refer to Signage Types on A-SO A.1</td>
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<td>Sign to have raised braille. Coordinate location in field with owner.</td>
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<tr>
<td>TRAINING ROOM 107B</td>
<td>3/A-S5 A.1 SIM</td>
<td>L</td>
<td>BRET KELLY A</td>
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<td>CORRIDOR 108</td>
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<td>BRET KELLY B</td>
<td>BRET KELLY B</td>
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<td>CORRIDOR 108</td>
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<td>H</td>
<td>KELLY B</td>
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<td>CORRIDOR 108</td>
<td>5/A-S5 A.1</td>
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<td>BRET KELLY A</td>
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<td>Flush Ceiling Mount</td>
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<tr>
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<td>5/A-S5 A.1</td>
<td>H</td>
<td>BRET KELLY A</td>
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<td>Glass, Vinyl Adhesive</td>
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<tr>
<td>HALL 109</td>
<td>7/A-S5 A.1</td>
<td>C1</td>
<td>RESTROOMS RETURNS, MEETING ROOMS</td>
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<td></td>
<td>P15 Right Arrow, Align with first line of text</td>
<td>Drywall, Install over expansion joint</td>
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## WAYFINDING MESSAGE SCHEDULE

<table>
<thead>
<tr>
<th>Sign #</th>
<th>Room Name</th>
<th>Architects Ref #</th>
<th>Sign Type</th>
<th>Backer copy</th>
<th>1st Section copy (1st side copy)</th>
<th>2nd Section copy (2nd side copy)</th>
<th>3rd Section copy</th>
<th>Comments</th>
<th>Mounting Surface/Method</th>
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<tbody>
<tr>
<td>HALL 109</td>
<td></td>
<td>B/A-S5 A.1</td>
<td>H</td>
<td>THURSTON</td>
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<td>Glass, Vinyl Adhesive</td>
</tr>
<tr>
<td>HALL 109</td>
<td></td>
<td>B/A-S5 A.1</td>
<td>J</td>
<td>RETURNS</td>
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<td>Drywall, Tape Mount</td>
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<tr>
<td>HALL 109</td>
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<td>T/A-S5 A.1</td>
<td>J</td>
<td>HOLDS</td>
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<td>HALL 109</td>
<td></td>
<td>B/A-S5 A.1</td>
<td>E2</td>
<td>WOMEN LEFT</td>
<td>MEN RIGHT</td>
<td>P14 LEFT Arrow, Left side of Women, P15 Right Arrow, Right side of Men</td>
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<tr>
<td>HALL 109</td>
<td></td>
<td>4/A-S5 A.2 SIM</td>
<td>E4</td>
<td>MEN</td>
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<td>P14 LEFT Arrow, Left side of Men</td>
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<td>Comments</td>
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<td>ATRIUM 121</td>
<td>1/A-S5 A.2</td>
<td></td>
<td>A</td>
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<td>HISPANIC RESOURCE CENTER</td>
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<td>8/A-S5 A.1</td>
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<td>E2</td>
<td>Women</td>
<td>WOMEN</td>
<td>MEN</td>
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<td>Drywall, Tape Mount</td>
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<td>Left Arrow, Left side of Women.</td>
<td>Right Arrow, Right side of Men</td>
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<tr>
<td>ATRIUM 121</td>
<td>G</td>
<td></td>
<td>Library Logo</td>
<td></td>
<td>1</td>
<td>Library Logo</td>
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<td>Removable insert for floor plan, coordinate with owner.</td>
<td>Freestanding</td>
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<td></td>
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<td>(1) large and (2) small acrylic</td>
<td>brochure holders both sides.</td>
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<td>G</td>
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<td>1</td>
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<td>← WOMEN</td>
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<td>TEEN 202</td>
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**WAYFINDING MESSAGE SCHEDULE**

**Level 2**
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## WAYFINDING MESSAGE SCHEDULE

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<th>Mounting Surface/Method</th>
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ALL WINDOW FILM TO BE INSTALLED ON INSIDE OF ROOM

TRAINING ROOM 106

TRAINING ROOM 113

ROTATING EXHIBIT 123A

MAKER SPACE 137

WORK STATIONS 328 & LEVEL 4

STUDY/COLLAB 220.1

TEEN STUDY ROOMS 211, 212, 213

EVENT WAYFINDING LEGEND
SIGNAGE TYPES

**SIGNAGE TYPES**

**RESTROOMS**
- Holds
- Meeting Rooms

**YOUTH**
- Teen
- Adult Fiction
- Adult Nonfiction

**ROOM NAME**
- BRET KELLY
- NAME

**SIGNAGE GENERAL NOTES**
1. All sign fabrication, installation, and signage finalized
2. Manufacturer: Acrylic Signage, Inc.
3. Copy Color: Match Pewter on White Acrylic
4. Copy Color: White Acrylic on Charcoal Acrylic
5. Copy Color: Pewter Acrylic on Charcoal Acrylic
6. Copy Color: Pewter Acrylic on White Acrylic
7. Copy Color: Pewter Acrylic on Charcoal Acrylic
8. Copy Color: Pewter Acrylic on White Acrylic
9. Copy Color: Pewter Acrylic on Charcoal Acrylic
10. Copy Color: Pewter Acrylic on White Acrylic

**SIGNAGE SCHEDULE & TYPES**

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<th>Approved By</th>
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**Anderson Mason Dale Architects**

**Rawlings Library Renovation**

**Pueblo City-County Library District**

**Structural**
- By: HBM Architects

**Mechanical**
- By: Structural Designs

**Electrical, Plumbing, Lighting**
- By: Checkered
e
- By: HBM Architects

**Landscape**
- By: HBM Architects

**Civil**
- By: HBM Architects

**Security/IT/AV**
- By: HBM Architects

**Notes**
- All sign fabrication, installation, and signage finalized
- Manufacturer: Acrylic Signage, Inc.
- Copy Color: Match Pewter on White Acrylic
- Copy Color: White Acrylic on Charcoal Acrylic
- Copy Color: Pewter Acrylic on Charcoal Acrylic
- Copy Color: Pewter Acrylic on White Acrylic
- Copy Color: Pewter Acrylic on Charcoal Acrylic
- Copy Color: Pewter Acrylic on White Acrylic
- Copy Color: Pewter Acrylic on Charcoal Acrylic
SIGNAGE GENERAL NOTES

1. BASIS OF DESIGN: TAKEFORM, VIVID SERIES UNLESS NOT ED
   OTHERWISE.
2. SIGNAGE TO COMPLY WITH LOCAL CODE.
3. ALL SIGNS TO BE LOCATED AND INSTALLED IN COMPLIANCE 
   WITH LOCAL CODES.
4. SIGNAGE FINISHES TO BE SELECTED FROM 
   MANUFACTURERS FULL RANGE OF COLORS OR AS NOTED.
5. COORDINATE ALL FINAL SIGNAGE LOCATIONS IN FIELD WI 
   TH OWNER.
6. ALL SIGN TYPES, COLORS, COPY AND LOCATIONS SUBJECT 
   TO OWNER REVIEW IN SHOP DRAWINGS.
7. BACKER PLATES TO BE PROVIDED AT ALL LOCATIONS 
   WHERE SIGNS ARE TO BE MOUNTED ON GLASS. REFER TO 
   SIGNAGE PLAN AND MESSAGE SCHEDULE.
8. ALL VINYL LETTER COLORS TO BE CONFIRMED IN FIELD W 
   ITH OWNER DURING SHOP DRAWINGS.
LEVEL 4 - SIGNAGE PLAN

SIGNAGE KEYNOTES

1. D3 DIRECTIONAL SIGN FOR LEVELS @ MAIN STAIR, 66" X 21"
2. E1 WALL SIGN FOR RESTROOMS, 33" X 6"
3. E3 WALL SIGN FOR RESTROOMS / WOMEN / MEN, 36.5" X 6" OR 22" X 12"
4. G FREE STANDING SIGN W/ REMOVABLE INSERT, 22" X 77"
5. J EXTRUDED POWDER COATED PLASTIC DIMENSIONAL LETTER, VARIES
6. L DONOR PLAQUE SIGN, 12" X 8"
7. M ASSISTIVE LISTENING SYSTEMS, 6" X 9"

SIGNAGE GENERAL NOTES

1. BASIS OF DESIGN: TAKEFORM, VIVID SERIES UNLESS NOTED OTHERWISE.
2. ALL SIGNAGE TO COMPLY WITH LOCAL CODE REQUIREMENTS.
3. ALL SIGNS TO BE LOCATED AND INSTALLED IN COMPLIANCE WITH LOCAL CODES.
4. SIGNAGE FINISHES TO BE SELECTED FROM MANUFACTURERS FULL RANGE OF COLORS OR AS NOTED.
5. COORDINATE ALL FINAL SIGNAGE LOCATIONS IN FIELD WITH OWNER.
6. ALL SIGN TYPES, COLORS, COPY AND LOCATIONS SUBJECT TO OWNER REVIEW IN SHOP DRAWINGS.
7. BACKER PLATES TO BE PROVIDED AT ALL LOCATIONS WHERE SIGNS ARE TO BE MOUNTED ON GLASS. REFER TO SIGNAGE PLAN AND MESSAGE SCHEDULE.
8. ALL VINYL LETTER COLORS TO BE CONFIRMED IN FIELD WITH OWNER DURING SHOP DRAWINGS.