



Vendor Name:

TARRANT COUNTY
PURCHASING DEPARTMENT

JACK BEACHAM, C.P.M., A.P.P.
PURCHASING AGENT

ROB COX, C.P.M., A.P.P.
ASSISTANT PURCHASING AGENT

BID NO. 2014-025

**PROJECT MANUAL
FOR
SIGNAGE FOR
MEDICAL EXAMINER'S OFFICE
ORIGINAL BUILDING RENOVATION**

200 FELIKS GWOZDZ PLACE
FORT WORTH, TEXAS 76104

**BIDS DUE NOVEMBER 18, 2013
2:00 P.M.**

Technical Specifications Prepared by

Hahnfeld Hoffer Stanford
200 Bailey Ave., Suite 200
Fort Worth, Texas 76107

BID NO. 2014-025

TABLE OF CONTENTS

SPECIFICATIONS.....	1 – 11
Opening Date, Time, Procedures.....	1
Contact Persons.....	2
Bond Requirements	4
Special Conditions of Contract.....	5 – 11
TARRANT COUNTY HUB POLICY	12 – 15
DISADVANTAGED BUSINESS ENTERPRISES.....	16
VENDOR REFERENCES	17 – 18 *
PROPOSAL FORMS	
SIGNATURE FORM.....	19 *
CERTIFICATION OF ELIGIBILITY	21 *
BID FORMS CHECKLIST.....	22 – 23
BID PROPOSAL FORM(S).....	24 *
TECHNICAL SPECIFICATIONS	25 – 41

***NOTE: THESE PAGES MUST BE RETURNED WITH BID.**

This Table of Contents is intended as an aid to bidders and not as a comprehensive listing of the bid package. Bidders are responsible for reading the entire bid package and complying with all specifications.

**SIGNAGE FOR MEDICAL EXAMINER'S OFFICE
ORIGINAL BUILDING RENOVATION**

Tarrant County is soliciting bids for furnishing the merchandise, supplies, services, and/or equipment set forth in this Bid Proposal.

ORIGINAL AND THREE (3) COPIES
OF
COMPLETED BID PROPOSALS
MUST BE RECEIVED IN THE
PURCHASING DEPARTMENT
AT 100 E. WEATHERFORD, SUITE 303
FORT WORTH, TEXAS 76102
ON OR BEFORE NOVEMBER 18, 2013 AT 2:00 P.M.

All bids, including a "NO BID", are due in the Purchasing Department by the due date, in sealed envelopes or boxes. All bids must be clearly marked with the Bid Number, the name of the company submitting the bid, and date and time of opening on the outside of the envelope/box and/or Air Bill/Delivery Receipt. Bids must be submitted on the enclosed Bid Proposal Forms. Original bid must be clearly marked "ORIGINAL" and contain all original signatures.

Any bid received after the date and/or hour set for bid opening will not be accepted. Bidder will be notified and will advise Tarrant County Purchasing as to the disposition by either pick up, return at bidder's expense, or destroyed with written authorization of the bidder. If bids/proposals are sent by mail to the Purchasing Department, the bidder shall be responsible for actual delivery of the bid to the Purchasing Department before the advertised date and hour for opening of bids. If mail is delayed either in the postal service or in the internal mail system of Tarrant County beyond the date and hour set for the bid opening, bids thus delayed will not be considered and will be disposed of as authorized.

Bids may be withdrawn at any time prior to the official opening. Alterations made before opening time must be initialed by bidder guaranteeing authenticity. After the official opening, bids become the property of Tarrant County and may not be amended, altered or withdrawn without the recommendations of the Purchasing Agent and the approval of Commissioners' Court.

The Contractor is solely responsible for complying with the contents of the State of Texas House Bill 11, that became effective October 1, 1991, in regard to payment of taxes. Tarrant County is exempt from Federal Excise and State Sales Tax; therefore, tax must not be included in this bid.

Tarrant County reserves the right to accept or reject in part or in whole any bids submitted, and to waive any technicalities for the best interest of the County.

**SIGNAGE FOR MEDICAL EXAMINER'S OFFICE
ORIGINAL BUILDING RENOVATION**

All documents associated with this bid including but not limited to, the bid document, questions and their responses, addenda and special notices will be posted under the Bid number on the Tarrant County website and available for download by bidders and other interested parties. It is the bidders'/respondents' sole responsibility to review this site and retrieve all related documents up to and including the Bid due date.

The deadline for receipt of all questions is 12:00 (Noon), Fort Worth time, Friday, November 8, 2013. After the question deadline, all questions and their responses will be posted on the website and available for download by bidders.

All questions should be submitted in writing and directed to:

MELISSA LEE, C.P.M., A.P.P., SENIOR CONTRACTS ADMINISTRATOR

Fax: (817) 884-2629

CONSTRUCTION METHOD: Contractors will work under the direction and supervision of the Tarrant County Facilities Management Department and/or Information Technology Department who will act for the Owner as his representative in effecting the completion of the project.

Continuing non-performance of the vendor in terms of Specifications shall be a basis for the termination of the contract by the County. The County shall not pay for work, equipment, or supplies which are unsatisfactory. Vendors will be given a reasonable opportunity before termination to correct the deficiencies. This, however, shall in no way be construed as negating the basis for termination for non-performance.

Payments to Contractors and Suppliers will be prepared and processed by the Owner after the work and material have been approved by the Tarrant County Facilities Management Department and with Owner's voucher payable directly to the Contractor.

Invoices/Applications for Payment: Applications for payment shall be made on Conditional Waiver and Release on Progress Payment. Upon completion of work, the contractor shall submit Conditional Waiver and Release on Final Payment. It is the intention of Tarrant County to make payment on completed orders within thirty days after receipt of invoice or items; whichever is later, unless unusual circumstances arise. **Invoices must be fully documented as to labor, materials, and equipment provided.**

Bids will be considered irregular if they show any omissions, alteration of form, additions or conditions not called for, or irregularities of any kind. However, Tarrant County reserves the right to waive any irregularities and to make award in the best interest of the County.

**SIGNAGE FOR MEDICAL EXAMINER'S OFFICE
ORIGINAL BUILDING RENOVATION**

Tarrant County reserves the right to accept or reject in part or in whole any bids submitted, and to waive any technicalities for the best interest of the County. Bids may be rejected, among other reasons, for any of the following specific reasons:

1. Bids received after the time limit for receiving bids.
2. Bids containing any irregularities.
3. Unbalanced value of any items.

Bidders may be disqualified and their bids not considered, among other reasons, for any of the following specific reasons:

1. Reason for believing collusion exists among the Bidders.
2. Reasonable grounds for believing that any Bidder is interested in more than one Bid for the work contemplated.
3. The Bidder being interested in any litigation against the County.
4. The Bidder being in arrears on any existing contract or having defaulted on a previous contract
5. Lack of competency as revealed by a financial statement, experience and equipment, questionnaires, etc.
6. Uncompleted work, which in the judgment of the County, will prevent or hinder the prompt completion of additional work, if awarded.
7. Bidders shall not owe delinquent property tax in Tarrant County.

It is the bidders' sole responsibility to print and review all pages of the bid document, attachments, questions and their responses, addenda and special notices. The Bid Proposal Signature Form must be signed and returned. Failure to provide signature on this form renders bid non-responsive. Failure to complete and the submission of all required forms, including but not limited to the Reference Page, Certificate of Eligibility, Checklist, Questionnaires (when applicable), Addenda (including revised forms), and any other specified forms or documents will be grounds for rejection of entire bid.

CONFIDENTIALITY: Any material that is to be considered confidential must be clearly marked as such and shall be treated as confidential to the extent allowable under Chapter 552, Government Code. Trade secrets or confidential information **MUST** be placed in a separate envelope marked "**CONFIDENTIAL INFORMATION.**" Note: **PRICING INFORMATION IS NOT CONSIDERED CONFIDENTIAL AND IF MARKED AS SUCH, WILL RESULT IN REJECTION OF YOUR BID.**

Due care and diligence has been used in preparation of this information, and it is believed to be substantially correct. However, the responsibility for determining the full extent of the exposure and the verification of all information presented herein shall rest solely with the proposer. Tarrant County and its representatives will not be responsible for any errors or omissions in these specifications, nor for the failure on the part of the proposer to determine the full extent of the exposures.

**SIGNAGE FOR MEDICAL EXAMINER'S OFFICE
ORIGINAL BUILDING RENOVATION**

BOND REQUIREMENTS

Bid Bond

THERE IS "NO BID BOND" REQUIRED ON THIS PROJECT!!!

Power of Attorney

Attorney-in-fact who signs bids or contract bonds must file with each bond a certified and current copy of the power of attorney.

Payment Bond and Performance Bond shall be as follows:

For a contract in excess of \$100,000, a Performance Bond shall be executed in the amount of the contract upon the faithful performance of the work in accordance with the plans, specifications, and contract documents. This bond shall be solely for the protection of Tarrant County.

For a contract in excess of \$25,000, a Payment Bond shall be executed in the amount of the contract solely for the protection of all claimants supplying labor or furnishing the material used on this project.

The cost for Bond premiums must be included in the Bid Price.

Note: Payment and Performance Bonds must be issued by an insurance/surety company licensed and authorized by the Texas State Board of Insurance to do business in the State of Texas.

**SIGNAGE FOR MEDICAL EXAMINER'S OFFICE
ORIGINAL BUILDING RENOVATION**

SPECIAL CONDITIONS ON THE CONTRACT

1. **EXAMINATION OF EXISTING PREMISES:** It is understood and agreed that the Contractor has by careful examination, satisfied himself as to the nature and location of the work, the character and quality of the materials to be encountered, the character of equipment and facilities needed preliminary to and during the prosecution of the work, the general and local conditions, and all other matters which can in any way affect the work under this contract. No verbal agreement or conversation with any officer, agent, or employee of the Owner, either before or after the execution of this contract, shall affect or modify any of the terms or obligations herein contained. The bid shall be based on the specifications, supplemented by the affecting conditions.

2. **RISK:** The work under this contract in every respect shall be at the risk of the Contractor until finished and accepted.

3. **EXECUTION, CORRECTION, AND INTENT OF DOCUMENTS:** The intent of the contract documents, plans and specifications is to describe the complete work to be performed under such contract. Unless otherwise provided, it is also the intent of the plans and specifications and contract documents that the respective Contractor(s) shall furnish all materials, supplies, tools, equipment, machinery, labor and supervision necessary for the prosecution and completion of the work in full compliance with the proposal, plans, specification and other documents.

4. **INSURANCE:**
 - A. The Contractor shall take out, pay for and maintain at all times during the prosecution of the work under the contract, the following forms of insurance, in carriers acceptable to and approved by Tarrant County.
 1. Workers' Compensation/Employer's Liability
 - a. Workers' Compensation — statutory
 - b. Employer's liability — \$500,000
 2. Comprehensive Commercial General Liability:
 - a. Bodily Injury/Personal Injury — \$1,000,000 per occurrence
\$2,000,000 aggregate
 - b. Property Damage — \$1,000,000
 3. Automobile Liability:
 - a. Bodily injury — \$500,000 minimum combined single limit
 4. Contractual liability — same limits as above.

**SIGNAGE FOR MEDICAL EXAMINER'S OFFICE
ORIGINAL BUILDING RENOVATION**

- B. The County reserves the right to review the insurance requirements of this section during the effective period of the contract and to require adjustment of insurance coverage and their limits when deemed necessary and prudent by the County based upon changes in statutory law, court decisions, or the claims history of the industry as well as the Contractor.
- C. Required Provisions:
1. Proof of Carriage of Insurance - All certificates of insurance will be required in duplicate and filed with the Purchasing Agent and the Budget and Risk Management Department at 100 East Weatherford Street.
 2. All certificates shall provide Tarrant County with an unconditional thirty days written notice in case of cancellation or any major change.
 3. As to all applicable coverage, certificates shall name Tarrant County and its officers, employees, and elected representatives as an additional insured.
 4. All copies of the certificates of insurance shall reference the project name and bid number for which the insurance is being supplied.
 5. The Contractor agrees to waive subrogation against Tarrant County, its officers, employees, and elected representatives for injuries, including death, property damage, or any other loss to the extent the loss, if any, is covered by the proceeds of insurance.
 6. The Contractor/Vendor is responsible for making sure any sub-contractor(s) performing work under this agreement has the required insurance coverage(s) and supplies Tarrant County with the proper documents verifying the coverage.
5. LABOR: Perform labor in a workmanlike manner by skilled mechanics of their respective trades.
6. **TIME OF COMPLETION:** Each Bidder shall state in his bid, in the space provided, the number of calendar days required from the date of receipt of "Notice to Proceed" to complete the work.
7. **WORKMEN'S SAFETY:** The Contractor shall meet all safety and health regulations required by the Occupational Safety and Health Administration, Department of Labor and all state regulations dealing with occupational safety.
8. **SALES TAX:** Contracts or subcontracts let on this project are exempt from the "Limited Sales Tax" of the State of Texas, and no provisions should be made in any bid for an amount to be used to pay such tax, either directly or indirectly.

**SIGNAGE FOR MEDICAL EXAMINER'S OFFICE
ORIGINAL BUILDING RENOVATION**

9. **MATERIAL SUBSTITUTION:**
- A. Where several materials are specified by name for one use, select for use of those specified. Wherever item or class of material is specified exclusively by trade name, manufacturer's name or catalog reference, use only such item unless written approval for substitution is secured.
 - B. The Specifications specify the quality of the materials to be used. The method of fabrication and incorporation into the building shall be governed by the best known practices in each of the respective trades.
10. **CODE REQUIREMENTS:** The rules and regulations, ordinances and laws governing the installation of the work and/or equipment shall be in accordance with all regulations and codes of the Federal, State, and Municipal departments having jurisdiction, the National Board of Fire Underwriters, Factory Mutual Insurance, and Texas Engineering and Fire Prevention Bureau, and the local utility companies which are in force at the time of the execution of the work.
11. **PROTECTION:** The Contractor shall provide and maintain all protections required by the governing laws, regulations, and ordinances. The Contractor shall be responsible for any loss or damage caused by him or his workmen to the property of the Owner or to the work or materials installed and shall make good any loss, damage, or injury without cost to the owner.
12. The Contractor agrees to fully indemnify and save whole and harmless the County of Tarrant from all costs or damages arising out of any real or asserted claim or cause of action against it of whatsoever kind or character and in addition, from any and all costs or damages arising out of any wrongs, injuries, demands or suits for damages, either real or asserted, claimed against it that may be occasioned by any act, omission, neglect or misconduct of the said Contractor, his agents, servants, and employees.
13. **Sign fabrication should be completed in less than 8 weeks from Notice to Proceed. Total project (fabrication and installation) should be complete in less than 90 days.**
14. **Criminal Background Check:**
- Certain contracts may require vendors to enter sensitive security areas. These include, but are not limited to, Tarrant County Sheriff's Department, Tarrant County Courts, Tarrant County District Attorney's Offices, Tarrant County Information Technologies, etc.**
- If a particular contract requires your personnel to enter such a location the following could apply.**

**SIGNAGE FOR MEDICAL EXAMINER'S OFFICE
ORIGINAL BUILDING RENOVATION**

- a. The successful bidder shall provide information, including, but not limited to, name, date of birth, and driver's license number for each individual who will be performing work on Tarrant County property.
- b. Vendor personnel who perform work on Tarrant County property must submit to and pass a Criminal Background Check. That status must be maintained by all vendor personnel entering County buildings for the duration of the contract.
- c. Criminal Background checks conducted by your firm may or may not be acceptable to certain departments depending on their particular requirements. The County reserves the right to conduct additional Criminal Background Checks as it deems necessary.
- d. Award of a contract could be affected by your firms' refusal to agree to these terms. Award could also be affected if your firm is unable to supply personnel who can pass a Criminal Background Check.

Note: The Criminal Background Check applies to the individual and not the Company.

**SIGNAGE FOR MEDICAL EXAMINER'S OFFICE
ORIGINAL BUILDING RENOVATION**

SPECIAL CONDITIONS

TWCC Rule 110.110

Workers' Compensation Insurance Coverage

A. Definitions:

Certificate of coverage ("certificate") – A copy of a certificate of insurance, a certificate of authority to self-insure issued by the commission, or a coverage agreement (TWCC-81, TWCC-82, TWCC-83, or TWCC-84), showing statutory workers' compensation insurance coverage for the person's or entity's employees providing services on a project, for the duration of the project.

Duration of the project – Includes the time from the beginning of the work on the project until the contractor's/person's work on the project has been completed and accepted by the governmental entity.

Persons providing services on the project ("subcontractor" in §406.096) – Includes all persons or entities performing all or part of the services the contractor has undertaken to perform on the project, regardless of whether that person contracted directly with the contractor and regardless of whether that person has employees. This includes, without limitation, independent contractors, subcontractors, leasing companies, motor carriers, owner-operators, employees of any such entity, or employees of any entity which furnishes persons to provide services on the project. "Services" include, without limitation, providing, hauling or delivering equipment or materials, or providing labor, transportation, or other service related to a project. "Services" does not include activities unrelated to the project, such as food/beverage vendors, office supply deliveries, and delivery of portable toilets.

- B. The contractor shall provide coverage, based on proper reporting of classification code and payroll amounts and filing of any coverage agreements, which meets the statutory requirements of Texas Labor Code, Section 401.011(44) for all employees of the contractor providing services on the project, for the duration of the project.
- C. The contractor must provide a certificate of coverage to the governmental entity prior to being awarded the contract.
- D. If the coverage period shown on the contractor's current certificate of coverage ends during the duration of the project, the contractor must, prior to the end of the coverage period, file a new certificate of coverage with the governmental entity showing that coverage has been extended.

**SIGNAGE FOR MEDICAL EXAMINER'S OFFICE
ORIGINAL BUILDING RENOVATION**

**TWCC Rule 110.110
Workers' Compensation Insurance Coverage**

- E. The contractor shall obtain from each person providing services on a project, and provide to the governmental entity:
 - (1) a certificate of coverage, prior to that person beginning work on the project, so the governmental entity will have on file certificates of coverage showing coverage for all persons providing services on the project; and
 - (2) no later than seven (7) days after receipt by the contractor, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate ends during the duration of the project.
- F. The contractor shall retain all required certificates of coverage for the duration of the project and for one (1) year thereafter.
- G. The contractor shall notify the governmental entity in writing by certified mail or personal delivery, within ten (10) days after the contractor knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project.
- H. The contractor shall post on each project site a notice, in the text, form and manner prescribed by the Texas Workers' Compensation Commission, informing all persons providing services on the project that they are required to be covered, and stating how a person may verify coverage and report lack of coverage.
- I. The contractor shall contractually require each person with whom it contracts to provide services on a project to:
 - (1) provide coverage, based on reporting of classification codes and payroll amounts and filing of any coverage agreements, which meets the statutory requirements of Texas Labor Code, Section 401.011(44) for all of its employees providing services on the project for the duration of the project;
 - (2) provide to the contractor, prior to that person beginning work on the project, a certificate of coverage showing that coverage is being provided for all employees of the person providing services on the project, for the duration of the project;
 - (3) provide the contractor, prior to the end of the coverage period, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project;
 - (4) obtain from each person with whom it contracts, and provide to the contractor:
 - (a) a certificate of coverage, prior to the other person beginning work on the project; and
 - (b) a new certificate of coverage showing the extension of coverage, prior to the end of the coverage period, if the coverage period shown on the current certificate ends during the duration of the project;

**SIGNAGE FOR MEDICAL EXAMINER'S OFFICE
ORIGINAL BUILDING RENOVATION**

**TWCC Rule 110.110
Workers' Compensation Insurance Coverage**

- (5) retain all required certificates of coverage on file for the duration of the project and for one (1) year thereafter;
 - (6) notify the governmental entity in writing by certified mail or personal delivery, within ten (10) days after the person knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project; and
 - (7) contractually require each person with whom it contracts, to perform as required by paragraphs (1) – (7)., with the certificates of coverage to be provided to the person for whom they are providing services.
- J. By signing this contract or providing or causing to be provided a certificate of coverage, the contractor is representing to the governmental entity that all employees of the contractor who will provide services on the project will be covered by workers' compensation coverage for the duration of the project, that the coverage will be based on proper reporting of classification codes and payroll amounts, and that all coverage agreements will be filed with the appropriate insurance carrier or, in the case of a self-insured, with the commission's Division of Self-Insurance Regulation. Providing false or misleading information may subject the contractor to administrative penalties, criminal penalties, civil penalties, or other civil actions.
- K. The contractor's failure to comply with any of these provisions is a breach of contract by the contractor which entitles the governmental entity to declare the contract void if the contractor does not remedy the breach within ten (10) days after receipt of notice of breach from the governmental entity.



TARRANT COUNTY

HISTORICALLY UNDERUTILIZED BUSINESSES (HUB) POLICY

I. POLICY STATEMENT

The Tarrant County Commissioners Court, being the policy development and budgetary control unit of county government, will strive to ensure that all businesses, regardless of size, economic, social or ethnic status have an equal opportunity to participate in the County's procurement processes. The County is committed to promote full and equal business opportunity for all businesses to supply the goods and services needed to support the mission and operations of county government, and seeks to encourage the use of certified historically underutilized businesses (HUBs) through the use of race, ethnic and gender neutral means. It is the policy of Tarrant County to involve certified HUBs to the greatest extent feasible in the County's procurement of goods, equipment, services and construction projects while maintaining competition and quality of work standards. The County affirms the good faith efforts of firms who recognize and practice similar business standards.

II. DEFINITIONS

Historically underutilized businesses (HUBs), also know as a disadvantaged business enterprise (DBE), are generally business enterprises at least 51% of which is owned and the management and daily business operations are controlled by one or more persons who is/are socially and economically disadvantaged because of his or her identification as a member of certain groups, including women, Black Americans, Mexican Americans and other Americans of Hispanic origin, Asian Americans and American Indians.

Certified HUBs includes business enterprises that meet the definition of a HUB and who meet the certification requirements of certification agencies recognized by Tarrant County.

Businesses include firms, corporations, sole proprietorships, vendors, suppliers, contractors, subcontractors, professionals and other similar references when referring to a business that provides goods and/or services regardless of the commodity category.

Statutory bid limit refers to the Texas Local Government Code provision that requires competitive bidding for many items valued at greater than \$50,000.

III. POLICY GUIDELINES

- A. Tarrant County, its contractors, their subcontractors and suppliers, as well as all vendors of goods, equipment and services, shall not discriminate on the basis of race, color, creed, gender, age, religion, national origin, citizenship, mental or physical disability, veteran's status or political affiliation in the award and/or performance of contracts. All entities doing business or anticipating doing business with the County shall support, encourage and implement affirmative steps toward a common goal of establishing equal opportunity for all citizens and businesses of the county.
- B. Tarrant County will use and recognize the State of Texas certification process in conjunction with the implementation of this policy. The County may recognize other agencies' certification processes recognized by the State of Texas. Tarrant County reserves the right to review the certification status of any vendor applying to do business with the County. This review will be accomplished to determine the validity and authenticity of the vendor's certification as a HUB.
- C. The Commissioners Court may establish HUB target goals. Through a systematic approach of soliciting quotes, bids and proposals from certified HUBs and in compliance with applicable state and federal law this policy will strive to meet those goals.
 1. Target goals should consider:
 - the availability of HUB firms within the specific category of goods or services to be procured; and
 - the diversity of the county's population.
 2. The goals should be reviewed and amended periodically.
 3. The program may apply to all County procurements including construction and professional services.
 4. Particular attention will be given to HUB participation on purchases in excess of the statutory bid limit.
 5. The Commissioners Court herein establishes a 20% good faith target goal for Tarrant County.

- D. Tarrant County will actively seek and encourage HUBs to participate in all facets of the procurement process by:
1. Continuing to increase and monitor a database of certified HUB vendors, professionals and contractors. The database will be expanded to include products, areas of expertise and capabilities of each HUB firm.
 2. Continuing to seek new communication links with HUB vendors, professionals and contractors to involve them in the procurement process.
 3. Continuing to advertise bids on the County's website and in newspapers including newspapers that target socially and economically disadvantaged communities.
 4. Continuing to provide copies of bid specifications to minority Chambers of Commerce.
- E. As prescribed by law, the purchase of one or more items costing in excess of the statutory bid limit must comply with the competitive bid process. Where possible, those bids will be structured to include and encourage the participation of HUB firms in the procurement process by:
1. Division of proposed requisitions into reasonable lots in keeping with industry standards and competitive bid requirements.
 2. Where feasible, assessment of bond and insurance requirements and the designing of such requirements to reasonably permit more than one business to perform the work.
 3. Specification of reasonable, realistic delivery schedules consistent with the County's actual requirements.
 4. Specifications, terms and conditions reflecting the County's actual requirements are clearly stated, and do not impose unreasonable or unnecessary contract requirements.
- F. A HUB Policy statement shall be included in all specifications. The County will consider the bidder's responsiveness to the HUB Policy in the evaluation of bids and proposals. Failure to demonstrate a good faith effort to comply with the County's HUB policy may result in a bid or proposal being considered non-responsive to specifications.
- G. The Purchasing Department will actively seek the participation of HUB firms in the quotation process for purchases under the statutory bid limit. HUB firms will be identified on the computerized database and linked to the commodities they represent. Buyers will be encouraged to use available internal and external databases of certified HUB firms.

- H. Nothing in this policy shall be construed to require the County to award a contract other than to the lowest responsive bidder as required by law. This policy is narrowly tailored in accordance with applicable law.

IV. ADMINISTRATIVE GUIDELINES

- A. The Purchasing Department shall serve as the County's HUB Office with responsibility for the implementation, monitoring and general operations of the HUB policy. The Purchasing Agent shall serve as the County HUB Officer.
 - 1. The HUB Officer will establish procedures to implement this policy across the full spectrum of the procurement process. The County HUB Office will periodically review with department head and elected officials regarding procurement opportunities.
 - 2. Managing the policy and training buyers and other County personnel in order to meet County goals will be the responsibility of the HUB Office.
 - 3. The HUB Office will cooperate with other local government entities to increase HUB participation throughout the county and region. The HUB Office is encouraged to participate in educational and other outreach programs to assist HUB firms.
 - 4. The HUB Officer will receive and review complaints and recommendations regarding the implementation of the HUB Policy and the good faith efforts of bidders. Further, the HUB Office will audit for compliance to the HUB Policy on eligible projects after award, during the performance of the contract and after completion, while also making any recommendations to Commissioners Court regarding any irregularities or misrepresentation of facts as they relate to compliance with the policy. The HUB Office will review documentation submitted by HUB firms in compliance with this policy.
 - 5. An annual report along with recommendations shall be provided to the Commissioners Court and Purchasing Board. The annual report will provide statistical data and efforts reflected in the number of purchase orders, value of goods and services purchased, percentages to HUB firms, and outreach and marketing efforts. Other statistics may be required or requested by the Commissioners Court or Purchasing Board.

510 Historically Underutilized Businesses Policy

Adopted: Court Order 64788 (December 17, 1990)

Amended: Court Order 69958 (December 7, 1993)

Amended: Court Order 99651 (December 28, 2006)

**SIGNAGE FOR MEDICAL EXAMINER'S OFFICE
ORIGINAL BUILDING RENOVATION**

FOR DISADVANTAGED BUSINESS ENTERPRISES ONLY

Disadvantaged Business Enterprises (DBE) are encouraged to participate in Tarrant County's bid process. The Purchasing Department will provide additional clarification of specifications, assistance with Bid Proposal Forms, and further explanation of bidding procedures to those DBEs who request it.

Representatives from DBE companies should identify themselves as such and submit a copy of the Certification.

The County recognizes the certifications of both the State of Texas General Services Commission HUB Program and the North Central Texas Regional Certification Agency. All companies seeking information concerning DBE certification are urged to contact.

Texas Procurement and Support Services
Statewide HUB Program
1711 Jacinto Blvd.
PO Box 13047
Austin, TX 78711-3047
(512) 463-5872

OR

North Central Texas
Regional Certification Agency
624 Six Flags Drive, Suite 100
Arlington, TX 76011
(817) 640-0606

If your company is already certified, attach a copy of your certification to this form and return with bid.

COMPANY NAME: _____

REPRESENTATIVE: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE NO. _____ FAX NO . _____

Indicate all that apply:

- _____ Minority-Owned Business Enterprise
- _____ Women-Owned Business Enterprise
- _____ Disadvantaged Business Enterprise

**SIGNAGE FOR MEDICAL EXAMINER'S OFFICE
ORIGINAL BUILDING RENOVATION**

VENDOR REFERENCES

Please list five (5) references, **other than Tarrant County**, who can verify your performance as a vendor. Performance includes but shall not be limited to, sales and/or service, delivery, invoicing, and other items as may be required for Tarrant County to determine your firm's ability to provide the intended goods or service of this bid. The County prefers references to be from customers for whom your firm has provided the same items (sales and/or services) as those specified in this bid. Inaccurate, obsolete or negative responses from the listed references could result in rejection of your bid.

*****DO NOT LIST TARRANT COUNTY AS A REFERENCE*****

REFERENCE ONE

GOVERNMENT/COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

REFERENCE TWO

GOVERNMENT/COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

THE ORIGINAL AND THREE (3) COPIES OF THIS PAGE MUST BE RETURNED WITH BID!

**SIGNAGE FOR MEDICAL EXAMINER'S OFFICE
ORIGINAL BUILDING RENOVATION**

REFERENCE THREE

GOVERNMENT/COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

REFERENCE FOUR

GOVERNMENT/COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

REFERENCE FIVE

GOVERNMENT/COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

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ORIGINAL BUILDING RENOVATION**

BID PROPOSAL SIGNATURE FORM

The undersigned agrees this bid becomes the property of Tarrant County after the official opening.

The undersigned affirms he has familiarized himself with the local conditions under which the work is to be performed; satisfied himself of the conditions of delivery, handling and storage of equipment and all other matters which may be incidental to the work, before submitting a bid.

The undersigned agrees, if this bid is accepted, to furnish any and all items/services upon which prices are offered, at the price(s) and upon the terms and conditions contained in the Specifications. The period for acceptance of this Bid Proposal will be ninety (90) calendar days unless a different period is noted by the bidder.

The undersigned affirms that they are duly authorized to execute this contract, that this bid has not been prepared in collusion with any other Bidder, nor any employee of Tarrant County, and that the contents of this bid have not been communicated to any other bidder or to any employee of Tarrant County prior to the official opening of this bid.

Vendor hereby assigns to purchaser any and all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

The undersigned affirms that they have read and do understand the specifications and any attachments contained in this bid package. ***Failure to sign and return this form will result in the rejection of the entire bid.***

Signature _____ **X**
Authorized Representative

NAME AND ADDRESS OF COMPANY:

Tel. No. _____ Date _____
E-Mail Address: _____ Name _____
Title _____
FAX No. _____

AFTER HOURS EMERGENCY CONTACT:

Name: _____ Tel. No. _____

THIS FORM MUST BE SIGNED.

THE ORIGINAL WITH ORIGINAL SIGNATURE AND THREE (3) COPIES MUST BE RETURNED WITH BID.



Did you sign your bid and/or
your addendum?

**If not, your bid will be
rejected**

**SIGNAGE FOR MEDICAL EXAMINER'S OFFICE
ORIGINAL BUILDING RENOVATION**

COMPANY IS:

Business included in a Corporate Income Tax Return? _____ YES _____ NO

_____ Corporation organized & existing under the laws of the State of _____

_____ Partnership consisting of _____

_____ Individual trading as _____

_____ Principal offices are in the city of _____

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ORIGINAL BUILDING RENOVATION**

CERTIFICATION OF ELIGIBILITY

By submitting a bid or proposal in response to this solicitation, the bidder/proposer certifies that at the time of submission, he/she is not on the Federal Government's list of suspended, ineligible, or debarred contractors.

In the event of placement on the list between the time of bid/proposal submission and time of award, the bidder/proposer will notify the Tarrant County Purchasing Agent. Failure to do so may result in terminating this contract for default.

Signature _____ X

THIS FORM MUST BE SIGNED.

THE ORIGINAL WITH ORIGINAL SIGNATURE AND THREE (3) COPIES MUST BE RETURNED WITH BID.

**SIGNAGE FOR MEDICAL EXAMINER'S OFFICE
ORIGINAL BUILDING RENOVATION**

BID FORMS/DOCUMENTS CHECKLIST

✓ Indicates Compliance	<p>A check mark (✓) in the space provided indicates these forms/documents have been completed and are included in your bid package. The original and one (1) copy of all forms/documents should be submitted. Failure to check all items could result in rejection of the entire bid. All deviations from specifications must be documented separately and included with bid package.</p>
	<p>1. <u>Vendor References.</u> Bidder has provided five (5) references, other than Tarrant County. References must be able to verify the quality of service your company provides and that your company has completed a project of similar size and scope of work to this bid.</p>
	<p>2. <u>Signatures.</u> All forms requiring a signature must be signed. Bids not signed will not be considered for award.</p>
	<p>3. <u>Bid Proposal Forms.</u> All sections of Bid Proposal Forms have been completed.</p>
	<p>4. <u>Insurance Certificates.</u> Bidders are required to submit all Insurance Certificates and with bid.</p>
	<p>5. <u>Addenda.</u> When applicable, Bidder acknowledges receipt of all addenda and has included the signed Addenda cover pages in their bid package.</p>
	<p>6. It is the bidders' sole responsibility to print and review all pages of the bid document, attachments, questions and their responses, addenda and special notices. The Bid Proposal Signature Form must be signed and returned. Failure to provide signature on this form renders bid non-responsive. Failure to complete and the submission of all required forms, including but not limited to the Reference Page, Certificate of Eligibility, Checklist, Questionnaires (when applicable), Addenda (including revised forms), and any other specified forms or documents will be grounds for rejection of entire bid.</p>

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**SIGNAGE FOR MEDICAL EXAMINER'S OFFICE
ORIGINAL BUILDING RENOVATION**

BID FORMS/DOCUMENTS CHECKLIST

✓ Indicates Compliance	<p>A check mark (✓) in the space provided indicates these forms/documents have been completed and are included in your bid package. The original and one (1) copy of all forms/documents should be submitted. Failure to check all items could result in rejection of the entire bid. All deviations from specifications must be documented separately and included with bid package.</p>
	7. Bidder has read, understands, and agrees to Tarrant County's Criminal Background Check requirements.
	8. Accuracy for all mathematical and number entries is the sole responsibility of the bidder. Tarrant County will not be responsible for errors made by the bidder
	9. Bidder's company is registered on TVORS (Tarrant On-Line Vendor Registration System)
	<p>10. <u>Examination of Site and Bidding Documents (Specifications):</u> Bidders are responsible for reading the entire bid package and complying with all specifications, including those not specifically listed in this checklist. It is understood and agreed that the Contractor has by careful examination, satisfied himself as to the nature and location of the work, the character and quality of the materials to be encountered, the character of equipment and facilities needed preliminary to and during the prosecution of the work, the general and local conditions, and all other matters which can in any way affect the work under this contract. No verbal agreement or conversation with any officer, agent, or employee of the Owner, either before or after the execution of this contract, shall affect or modify any of the terms or obligations herein contained. The bid shall be based on the specifications, supplemented by the affecting conditions.</p> <p>Before submitting a bid proposal, the bidder is required to carefully examine the Bidding Documents (drawings and specifications), visit the site, note existing facilities, conditions and limitation affecting the work to be performed under this contract.</p> <p>By submitting a bid proposal, the bidder agrees that he will not make any claim for damages or additional compensation because of lack of information or because of any misunderstanding, or because of misinterpretation of the requirements of the contract.</p>
	11. Failure to comply with the requirements set forth in this Request for Bid may result in rejection of bid and/or cancellation of contract after award.

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**SIGNAGE FOR MEDICAL EXAMINER'S OFFICE
ORIGINAL BUILDING RENOVATION**

BID PROPOSAL

Sign Type	Sign Total	Unit Cost	Installation Cost	Total Cost
E1.XX	17	\$ _____	\$ _____	\$ _____
Ext.01	1	\$ _____	\$ _____	\$ _____
Int.01	34	\$ _____	\$ _____	\$ _____
Int.02	2	\$ _____	\$ _____	\$ _____
Int.03	2	\$ _____	\$ _____	\$ _____
Int.04	1	\$ _____	\$ _____	\$ _____
Int.05	2	\$ _____	\$ _____	\$ _____
Int.06	3	\$ _____	\$ _____	\$ _____
			Subtotal	\$ _____
			Allowance*	\$ <u>2,500.00</u>
			Total	\$ _____

* Allowance as per General Note 3 on Drawing Sheet GR-2

Number of Calendar Days to Complete Project: _____

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<p style="text-align: center;">SIGNAGE FOR MEDICAL EXAMINER'S OFFICE ORIGINAL BUILDING RENOVATION</p>
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SIGNAGE SPECIFICATIONS

SIGN PLACEMENT

Following are general guidelines for placement of interior signs as viewed when approaching the sign.

INTERIOR SIGNS

- To comply with TAS/ADA requirements, door signs must be mounted in compliance with the 2012 Texas Accessibility Standards. This is also true for directional and directory signs.
- Door signs must be mounted 3" away from the door jamb on the side of the door pull.
- Refer to the drawings for standard mounting illustrations.

CONSTRUCTION STANDARDS

1.0 INTRODUCTION

The purpose of this document is to serve as a reference which identifies materials, construction specifications, and quality controls, as well as signage fabricator/contractor's responsibilities and obligations. Signage Contractor(s) shall furnish and install signs and/or graphics as detailed on drawings and/or described in these specifications. Signs shall carry messages and images as specified in the Drawings.

2.0 DEFINITION OF TERMS

2.1 Documents

Refers to the drawings and specifications, including all addendum and modifications incorporated therein before their execution.

When applicable, additional appendages provided by Owner, Owner's Representative or General Contractor shall also become part of the contract documents.

2.2 Owner

Shall refer to:

TARRANT COUNTY FACILITIES MANAGEMENT

Contact: Michael Amador

100 West Weatherford Street, Room 460B

Fort Worth, Texas 76196

Tel 817.884.1091

Fax 817.884.3696

**SIGNAGE FOR MEDICAL EXAMINER'S OFFICE
ORIGINAL BUILDING RENOVATION**

2.3 Owner's Representative

Shall refer to:

TARRANT COUNTY FACILITIES MANAGEMENT

Contact: Michael Amador

2.4 Architect

Shall refer to:

Hahnfeld Hoffer Stanford

Contact: Gary Ryan

200 Bailey Avenue, Suite 200

Fort Worth, Texas 76107

Tel 817.921.5928

Fax 817.302.0692

2.5 Signage Contractor / Fabricator

Refers to the group(s), firm(s), or corporation(s) designated as such in an Agreement with the Owner or designated representative of the Owner (such as Owner's Representative, General Contractor or others), and shall apply to any such group(s) under contractual obligation to perform any fabrication, installation, finishing, printing or other work related to the signs and graphics, as referenced within this document.

2.6 Work

As employed herein, includes any material, equipment, construction, labor, installation, service or maintenance, and warranties required to complete the fabrication prescribed in these specifications and contract documents. This shall include, but not limited to, all of the sign types listed in the drawings.

2.7 Addenda

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

2.8 Substitutions

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.

2.9 Approved, Acceptable or Satisfactory

Shall be understood as approved by, acceptable with, or satisfactory to the Owner/Architect. Equal or satisfactory approved equal items and substitutions thereof shall be considered only prior to time of bid and must be clearly identified to Owner/Architect as such.

<p style="text-align: center;">SIGNAGE FOR MEDICAL EXAMINER'S OFFICE ORIGINAL BUILDING RENOVATION</p>
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Where observed discrepancies occur between documents (drawings, schedules, or specifications) or within a document section, submit notice of same and assumption concerning same with proposal, and attached letter with proposal setting forth discrepancy and basis used in proposal. Thereafter, the item or arrangement of better quality, greater quantity, or higher cost shall be deemed included in the bid.

2.10 Not In Contract (N.I.C.)

Refers to work not included in this contract.

2.11 Final Completion

The date when the Architect 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

The Signage Contractor shall be responsible for the quality of materials and workmanship required for the execution of this contract including the materials and workmanship of any firms or individuals who act as his sub-contractors.

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.

3.2 Commencement

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

3.3 Contract Administration

Reviewing the quality and progress of the work and submittals received from the Signage Contractor, the Architect is acting solely for the convenience of the Owner in following the work. The Architect has no responsibility to assist the Signage Contractor in the supervision or performance of the work. No action by the Architect shall in any way relieve the Signage Contractor from his responsibility for the performance of the work in accordance with the contract documents, or give rise to any negligence or other action against the Owner or the Architect or anyone acting for or on behalf of either of them.

Signage Contractor shall allow Owner's Representative or an authorized representative complete access to his plant, excluding such areas or processes judged by the Signage Contractor to be of a highly secretive or proprietary 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.

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ORIGINAL BUILDING RENOVATION**

Upon notification from the Signage Contractor that all work is complete, the Architect will inspect the final installation for compliance with all approved documents. Additional hours spent by Architect's personnel on documentation, coordination, and additional site visits required by incorrect, incomplete, or faulty workmanship on the part of the fabricator, will result in a deduction from the Signage Contractor's contract amount for the fees and expenses accumulated by the additional hours expended.

3.4 Retainage

Refer to the provisions and conditions governing retainers as provided in the contract documents of the Owner. All payments and invoices shall be submitted to the Architect for initial approval. The Architect will review all invoices for accuracy and completion of work, and forward to the Owner with any recommendations or comments.

3.5 Extensions

The conditions of such extensions will be regulated by the provisions in the contract documents of the Owner.

- A. The following represents the Architect's standard extension policy, which may or may not be in accordance with the Owner's requirements:
1. In consideration for an extension in the time required to perform the work as specifically outlined in the contract, the Signage Contractor must furnish such justification and supporting evidence as the Owner and/or Architect may deem necessary.
 2. All claims for extensions of time shall be made in writing and submitted to the Architect within three (3) days of the first instance of the delay. The Signage Contractor shall provide a written estimate of the probable effect of such delay on the progress of work.
 3. A careful review of supporting evidence will be made by the Architect. Should the Architect find that the Signage Contractor is entitled to any extension in the time allowed for completion of work, the Architect's determination upon the total number of days to be extended shall be based upon the currently approved schedule and all data relevant to the extension. Such data will be incorporated into the schedule as a revision thereto.
- B. Subject to other provisions of the contract, the Signage Contractor may be entitled to an extension (but no increase in the contract sum) for delays arising from unforeseeable causes beyond the control and without the fault or negligence of the Signage Contractor or his subcontractors as follows:
1. Labor disputes and strikes (including strikes affecting transportation) that do, in fact, directly and critically affect the progress of the work. However, an extension on account of an individual labor strike shall not exceed the number of calendar days of said strike.

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2. Acts of God, tornado, fire, hurricane, blizzard, earthquake, typhoon or flood that damage completed work or stored materials.
3. Abnormal inclement weather. However, an extension will not be considered as a result of adverse weather conditions reasonably anticipated.

3.6 Penalties

The Owner's contract and conditions of the project shall regulate the penalty clauses.

3.7 Artwork

The Signage Contractor will produce artwork for all symbols and lettering, and will submit to the Architect for review and approval prior to fabrication. All artwork, as well as final artwork for fabrication (including reproducible film positives) is to be provided by the Signage Contractor.

The Signage Contractor may be required to refine said artwork for sake of reproduction. All special dyes prepared for graphic items shall become the property of the Owner and are not to be used further without written permission.

3.8 Other

Field dimensions shall be taken by the Signage Contractor prior to preparation of shop drawings and fabrication where possible. Allow time for trimming and fitting wherever the taking of field measurements before fabrication might delay work.

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 to the construction shall be included.

4.0 SIGNAGE CONTRACTOR RESPONSIBILITIES

4.1 Design Responsibility

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. Maintain the visual design concept as shown, including members sizes, profiles and alignment of components as accurately as possible. **Signage Contractor is responsible for matching the existing signage at the Tarrant County Medical Examiner's facility in terms of materials, colors, fonts, and graphics, and must visit the site to assure that this is achieved for all sign types.**

**SIGNAGE FOR MEDICAL EXAMINER'S OFFICE
ORIGINAL BUILDING RENOVATION**

The Signage Contractor shall supplement the general design shown with detailed shop drawings for the Architect'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

The Signage Contractor, by commencing the work of the project, assumes overall responsibility, as a part of his warranty of the work, to assure that all assembled components and parts shown or required within the work of this project comply with the contract documents. The Signage Contractor shall further warrant:

- A. That all components specified, or required, to satisfactorily complete the installation, are compatible with each other and with the conditions of installation and expected use;
- B. The overall effective integration and correctness of individual parts and the whole of the system;
- C. Compatibility with adjoining substrate, materials and work by other trades;
- D. There shall be no premature material failure due to improper design or fabrication of the system. All materials are to fully perform to their normal life expectancy.

4.3 Execution

The Signage Contractor shall be responsible for all work done under his contract, including:

- A. Faulty or improper work of subcontractor(s) and others under him by contract or otherwise;
- B. Diligent execution of work and giving his personal attention and supervision to same until completed;
- C. All delays caused by neglect on his part or of those under him by contract or otherwise;
- D. Compliance with all laws, ordinances and regulations bearing on the conduct of the work as drawn and specified.
- E. Obtaining, at his own cost, 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

By the approval and submission of shop drawings and samples, the Signage Contractor thereby represents that he has determined and verified all field measurements, 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 a list of required submittals.

**SIGNAGE FOR MEDICAL EXAMINER'S OFFICE
ORIGINAL BUILDING RENOVATION**

4.5 Special Instructions

Halt the graphics work when notified of a proposed change, or if unsatisfactory results are anticipated. Notify the Architect immediately and proceed only after receiving additional instructions from the Architect and/or Owner.

4.6 Acts and Omissions

The Signage Contractor is responsible for having free access to the premises for the purpose of acquainting himself with the conditions, delivering furnishings and equipment and performing the work under this contract. He should cooperate with the separate contractors who may currently be working on the premises, integrating the work with that of others, all to the best interest of the project and its orderly completion. Damages to the building contents, when such damages result from the use of faulty materials or negligent workmanship, shall be the responsibility of the Signage Contractor.

4.7 Protection and Handling of Products

Store all graphic items under cover and off the ground. Handle in such a manner so as to protect surfaces and to prevent damage during storage, 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. Apply covering prior to shipment from the fabricating or finishing shop. Covering shall not adversely affect finish. Remove protective coverings when there is no longer any danger of damage to the graphics work from other work yet to be performed.

4.8 Shipping and Transportation

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 on his own trucks. Fabricator will be liable for all damage incurred during shipping and loss of time in the installation schedule.

4.9 Storage of Equipment

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 requirement so that 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 the Owner.

4.10 Warranty

Upon final completion, the Signage Contractor will warrant all work and materials to be in full and complete accordance with the contract documents and 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 the use and purposes for which each and every part is specified.

**SIGNAGE FOR MEDICAL EXAMINER'S OFFICE
ORIGINAL BUILDING RENOVATION**

The Signage Contractor also agrees that, should any defect develop or appear, which the Architect and/or 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 any 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.

The period of this warranty shall commence on the date on which the Architect determines the Signage Contractor has met all Final Completion requirements. The period of said warranty shall last twelve (12) months unless otherwise specified.

5.0 SUBMITTALS

All submittals and shop drawings are to be delivered to the Architect for distribution.

5.1 Schedule

A detailed graphic schedule by phases of production and installation is to be submitted by the successful bidder no later than five (5) days upon signing of the contract.

5.2 Samples

Submit three (3) 3" x 3" samples of each color and finish of exposed materials and accessories, or final material substrate to be used in the project. They are as follows:

P-1	Black	Matthews 41306SP Signal Jet Black	Satin Finish
P-2	White	Matthews 42202SP Natural White	Satin Finish
P-3	Orange	Matthews MP12601	Satin Finish
P-4	Purple	Matthews MP00292	Satin Finish
P-5	Yellow	Matthews MP01370	Satin Finish
V-1	White	3M Scotchcal 7725-10 White	
V-2	Black	3M Scotchcal 7725-22 Matte Black	
V-3	Red	3M Scotchcal 7725-63 Geranium Red	
V-4	Satin	Aluminum 3M Scotchcal 7725-120 Satin Aluminum	

Submit one (1) control sample of the following for the Architect's approval before beginning final production:

Sign Type Description

INT.01 Typical Room Identity

These samples shall become the property of the Architect.

**SIGNAGE FOR MEDICAL EXAMINER'S OFFICE
ORIGINAL BUILDING RENOVATION**

5.3 Shop Drawings

Submit shop drawings in ledger format (11" x 17") electronically in PDF format, for the manufacturing, fabrication and erection of signs and graphic work at large scale. Show jointage, anchorage, accessory items, and finishes.

- A. Acceptance of shop drawings does not in any way change the documents. Documents may only be changed in writing.
- B. The Signage Contractor is responsible for reviewing shop drawings for conformance with the documents and notifying, in writing, the Architect of any variation from the documents.
- C. Changes to the shop drawings are to be made by the Signage Contractor as directed by the Architect.

5.4 Copy Layouts

Copy layouts are to be provided for each sign type in hard copy and electronically in PDF format. Submit full-scale drawings of typical sign faces showing copy layout. For multiple-message sign types, a typical of each variation to the original layout should be provided.

5.5 Manufacturer's Data

Submit manufacturer's data electronically in PDF format for the following: manufacturer's printed specifications, anchorage details and installation, and maintenance instructions for products to be used in the fabrication of signs and graphics work.

6.0 SUBSTITUTIONS

6.1 Any substitutions requested after the award of the contract will be considered only under these cases:

- A. When the specified product is not available;
- B. When a certain product or process is specified, a warranty of performance is required, and, in the judgment of the Signage Contractor, the specified product or process will not produce the desired results.
- C. When such substitution, in the opinion of the Architect, is in the best interest of the Owner.

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

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

**SIGNAGE FOR MEDICAL EXAMINER'S OFFICE
ORIGINAL BUILDING RENOVATION**

The Signage Contractor shall furnish with his request such drawings, specification samples, performance data and other information as may be required of him to assist the Architect 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 the Architect, a request for a substitution of products, materials, or processes is a warranty by the Signage Contractor to the Owner and Architect that the requested substitution,
- A. Is equal in quality and serviceability to the specified item;
 - B. Will not entail changes in details and construction of related work;
 - C. Will be acceptable in consideration of the required design and artistic effect;
 - D. Will not involve any change in cost to the Owner other than that specified in an accompanying request for a change order.
- 6.4 Proposed substitutions will be made within five (5) days after the award of the contract, except when circumstances are beyond the Signage Contractor's control. Submit requests for substitutions to the Architect in writing, giving sufficient information and samples for evaluation with the difference in costs, if any. Substitution must be approved in writing by the Architect and the Owner before they may be used.

7.0 FABRICATION

Shop fabrication and tolerances shall conform to the standards of the industry. All items shall be shop fabricated so far as practicable. Perform high-quality, professional workmanship. Attach materials with sufficient strength, number and spacing not to fail until materials joined are broken or permanently deformed. Fabricate all work to be truly straight, plumb, level and square and to sizes, shapes and profiles indicated on the approved shop drawings.

7.1 Shop Assembly

Preassemble items in shop to greatest extent possible to minimize field splicing and assembly. Disassemble units only as necessary for shipping and handling limitations. Clearly mark units for reassembly and coordinated installation.

7.2 Flatness of Panels

Panels shall show no visual distortion when viewed in installed position. All panel faces shall be of such flatness that when measured, the maximum slope of the surface at point, measured from the nominal plane of the surface, shall not exceed 1.0%. Any panel not meeting these requirements is subject to rejection by the Architect.

**SIGNAGE FOR MEDICAL EXAMINER'S OFFICE
ORIGINAL BUILDING RENOVATION**

7.3 Corrosion Protection

Coat concealed metal surfaces which will be in direct contact with concrete, masonry, or dissimilar metals, and work to attached to exterior walls, with a heavy coat of bituminous paint. Do not extend coating onto exposed surfaces.

7.4 Metric Conversion

Stock or standardized materials sized in metric and not equivalent to U.S. standard may be provided if approved.

7.5 Other

Holes for bolts and screws shall be drilled. Parts to receive hardware shall be countersunk. Fasteners shall be of basic metal and alloy, matching finished color and texture as the metal being fastened, unless otherwise indicated. There shall be no exposed fasteners; all fasteners shall be concealed. Exposed ends and edges shall be milled smooth, with corners slightly rounded. Joints exposed to weather shall be formed to exclude water.

Form work to the required shapes and sizes, with true curves, lines and angles. Provide necessary rebates lugs and brackets for assembly of units. Use concealed fasteners wherever possible.

8.0 INSTALLATION

The installation of fixed material shall be under the general direction of the Architect in accordance with applicable specifications and layout drawings.

8.1 Preparation

Coordinate setting drawings, diagrams, templates, instructions and directions for the installation of items having integral anchors which are to be embedded in masonry construction. Coordinate delivery of such items to applicable trades for installation.

8.2 Delivery to Premise

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.

8.3 Inspection

Examine the substrate and the conditions under which the materials are to be installed. Do not proceed with the work until unsatisfactory conditions detrimental to the timely and proper completion of the work have been corrected.

**SIGNAGE FOR MEDICAL EXAMINER'S OFFICE
ORIGINAL BUILDING RENOVATION**

8.4 Anchors and Inserts

Furnish inserts and anchoring devices which must be set into concrete or masonry for installation of this work. Provide setting drawings, templates, instructions and directions for installation of anchorage devices. Provide toothed steel or lead shield expansion bolt devices for drilled-in-place anchors and inserts for exterior installation. Provide units with exposed surfaces matching the texture and finish of metal item anchored.

8.5 Cutting, Fitting and Placement

Perform all cutting, drilling and fitting required for installation. Set the work accurately in location, alignment and elevation, plumb, level and true, measured from established lines and levels. Provide temporary bracing or anchors as required.

Form tight joints with exposed connection accurately fitted with uniform reveals and spaces for sealants and joint fillers. Where cutting and grinding are required for proper shop fitting and jointing of the work, restore finishes to eliminate any evidence of such corrective work.

Do not cut or abrade finishes which cannot be completely restored in the field. Return items with such finishes to the shop for required alterations, followed by complete refinishing or provide new units at Signage Contractor's option.

8.6 Erection

All surfaces shall be covered with protective cover non-deleterious to finish for protection until final installation or erection. Complete all connections in proper alignment and tighten bolts securely. Leveling is to be done only by instruments; measuring equal distances from existing building 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 the same paint used previously.

8.7 Protective Coverings

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. Remove protective coverings only when there is no possibility of damage from other work yet to be performed at the same location.

8.8 Cleaning of Premises

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. Storage for paint materials, preparation and mixing, shall be in well lit and ventilated central location but shall not be allowed on finished or carpeted flooring. Ample protection by means of drop cloths or layers of paper must be provided for existing apparatus or parts of the building.

**SIGNAGE FOR MEDICAL EXAMINER'S OFFICE
ORIGINAL BUILDING RENOVATION**

Adequate safeguards shall be provided against fire by placing oils, rags and waste in self-closing metal receptacles and shall be removed from the work and storage area at the end of each work shift. Under no circumstances will they be allowed to accumulate.

9.0 MATERIALS AND FINISHES

9.1 Plastics

9.1.1 Acrylics

Provide acrylic plastics equivalent to "Plexiglas" manufactured by Rohm and Haas Company, in sizes as shown. Provide colors as shown, or as required to match existing.

9.1.2 Laminates

NEMA LD-3 horizontal grade, in colors and patterns shown, or as required to match existing. Provide one of the following:

Nevamar:	Exxon Chemical Company USA
Wilson Art:	Ralph Wilson Plastics Company
Micarta:	Westinghouse Electric Corporation
Textolite:	Parkwood Division of General Electric Company
Formica:	Division of Cyanamid Corporation

9.2 Zinc/ Photoengraving

9.2.1 Material

Provide alloy #Z450

9.2.2 Fabrication

Graphics to be mechanically photo-etched from original artwork and Grade 2 Braille. Graphic relief raised 1/32" from background. Graphics to be integral with the background. Individually applied and hand-spaced graphics are not acceptable. Panel assembly to be mounted with double-sided tape and silastic adhesive.

9.2.3 Finishes

Graphic sign panel background to be painted with a matte acrylic enamel or polyurethane type paint as required by the manufacturer. Raised graphic surfaces to be screened acrylic enamel or approved screening enamel compatible with the background finish. Braille to be the same color as the background.

**SIGNAGE FOR MEDICAL EXAMINER'S OFFICE
ORIGINAL BUILDING RENOVATION**

10.0 MISCELLANEOUS PRODUCTS

10.1 Adhesives

10.1.1 Foam Tape

1/16" (1.6 mm) thick, double-faced, white pressure sensitive urethane foam adhesive tape, one of the following:

- A. 3M Company: No. 4016 or AL4432YEAom9576
- B. Spectape of Texas: No. ST1132

10.1.2 Film Tape

4 mil (0.1 mm) thick, double-faced pressure sensitive film tape, one of the following:

- A. 3M Company: No. 415
- B. Macbond: No. SB1786 or No. 0530-IS-0303-KA1100

10.1.3 Silicone

FS TT-S-001543, Class A, one of the following:

- A. General Electric: Silicone Sealant #1200
- B. Dow Corning: Building Sealant #781

10.1.4 Epoxy

Two component thermosetting epoxy adhesive with 100% solids content, one of the following:

- A. Miracle Adhesives: No. NP-428
- B. Hughson Chemicals: Chemlok #304

10.2 Silkscreen Inks

All inks, paints and lacquers required for silkscreened or imprinted surfaces or other specified surfaces, shall be a type made for the surface material on which it is to be applied and recommended by the manufacturer of the ink or paint. Exact identification of all ink and paint shall be noted on the shop drawings, together with data describing the method of application and if other than "air"-dried drying. All silkscreen inks shall be made by a manufacturer with experience in production and consistency of such inks for the purposes and surfaces involved.

10.2.1 General Requirements

All screen printing specified shall be executed from photo screens prepared from reproductions of the copy specified. The Signage Contractor shall submit full-size showings of foundry to be used to the Architect for approval. All above work is to be included in this contract. No hand-cut screens will be accepted.

Prime coats or other surface pre-treatment, where recommended by the manufacturer for inks, paints or lacquers, shall be included in the work (and noted on the shop drawings) as part of the finished surface work at no additional cost to the Owner.

**SIGNAGE FOR MEDICAL EXAMINER'S OFFICE
ORIGINAL BUILDING RENOVATION**

All screen printing shall be executed in such a manner that all edges and corners of finished letterforms and graphic devices are true and clean. Letterforms with rounded positive or negative corners, edge build-up or bleeding, etc., will not be accepted.

No paint, ink or lacquer that will fade, discolor or delaminate as a result of proximity to UV light source or heat therefrom shall be used. All inks, paints and lacquers shall be evenly applied and without pinholes, scratches, orange peeling, application marks, etc. Workmanship in connection with finishes and formations of letters and/or graphics shall conform to the standards of the trade and shall be acceptable to the Architect.

10.2.2 Manufacturers

Provide silkscreen inks in colors and sheen as specified and manufactured by one of the following or approved equal:

Naz-Dar Company Chicago, Illinois

Wornow Products Department

Dexter Corporation Industry, California

Colonial Printing Ink Company East Rutherford, New Jersey

10.3 Vinyl

This specification defines basic materials and fabrication methods for markings/graphics to be used by the Signage Contractor for cut out graphics. No deviation from these specifications is permissible without the written approval of the Owner or Architect. The Signage Contractor shall certify that all markings/graphics conform to these specifications, and will be replaced without additional cost to the Owner if they fail to meet this requirement.

10.3.1 Non-Reflective

The marking film used shall be 3M ScotchCal™ brand film, series 220. The finished emblems shall be pre-masked.

10.3.2 Reflective

The marking film shall be 3M ScotchLite™ reflective sheeting, series 680, 580 or 480, or others as approved by the Owner or Architect. The Signage Contractor shall verify all City and State traffic codes for grade of reflective vinyl, and shall use high intensity vinyl when required by code. If the codes do not specify, then engineering grade vinyl is acceptable.

10.3.3 Pressure Sensitive

Cut vinyl to be 1.8 mil (0.89) thick, pre-spaced and pre-aligned on transfer paper. Provide vinyl graphics in colors and type styles shown.

10.3.4 Letterforms

Size: Letterforms shall be as shown or indicated on the drawings, and shall be the only typography used. Letter size for the appropriate sign types shall be as shown on the drawings and graphic layouts. Alternate letterforms and letter size will not be accepted.

**SIGNAGE FOR MEDICAL EXAMINER'S OFFICE
ORIGINAL BUILDING RENOVATION**

Spacing: Letter spacing shall be at the standard optical-spacing. Spacing between words shall equal the horizontal dimension of a lower-case "m" for the size of the copy being used. The Signage Contractor shall furnish to the Architect for approval, a full-size spacing pattern for each message specified. No work shall be executed from spacing patterns not approved by the Architect.

10.3.5 General Requirements

- A. Color, copy and logotype rendition shall be approved by Owner or Architect prior to production.
- B. Graphics shall be weather-resistant and shall not be affected by oil, water, salt spray or alcohol.
- C. Where specifically noted, provide reverse cut copy for application to glass. All other applications shall be "correct-reading" on the exterior of glass.
- D. Size, colors and shape of markings to be fabricated in accordance with 3M Product Specs for each item. Marking shall be in accordance with 3M Instruction Bulletin No. 5.
- E. All cut edges (i.e. laser, kiss cut, guillotined, etc.) shall be smooth and free of ragged areas.
- F. Markings shall be packaged in substantial cartons which will protect against physical damage in shipping and handling and against dirt or moisture contamination.

11.0 PAINTS AND COATINGS

11.1 Acrylic Polyurethane

11.1.1 Matthews

Matthews acrylic polyurethane enamels as manufactured by the Matthews Paint Company, or approved equal.

Contractor shall apply paint system strictly observing manufacturer's recommendations regarding application and mixing. Apply as to achieve 100% coverage at a rate of 150 square feet per gallon or as manufacturer recommends.

PAINT COLORS

P-1	Black	Matthews 41306SP Signal Jet Black	Satin Finish
P-3	Orange	Matthews MP12601	Satin Finish
P-4	Purple	Matthews MP00292	Satin Finish
P-5	Yellow	Matthews MP01370	Satin Finish

**SIGNAGE FOR MEDICAL EXAMINER'S OFFICE
ORIGINAL BUILDING RENOVATION**

VINYL COLORS

V-1	White	3M Scotchcal 7725-10 White
V-2	Black	3M Scotchcal 7725-22 Matte Black
V-3	Red	3M Scotchcal 7725-63 Geranium Red
V-4	Satin	Aluminum 3M Scotchcal 7725-120 Satin Aluminum
P-2	White	Matthews 42202SP Natural White Satin Finish

COLOR STANDARDS

This color family has been selected for the strong contrast between typographic elements and sign background. Silkscreen ink colors are to match paint colors noted. Paint finishes to be semi-gloss for all exterior signs and egg-shell/satin for all interior signs.

PROJECT FONTS

ITC Avant Garde Gothic Std Book
ITC Avant Garde Gothic Std Demi

FONT STANDARDS

This system contains type styles selected for legibility. Therefore, it is important to maintain these type styles throughout the system. No substitutions for these fonts are allowed. For maximum readability, upper and lower case letters are used whenever possible in the system. Information presented in this format is read and comprehended considerably faster than information presented in all capital letters. Specific layouts and type styles are shown for the individual sign types. All fonts can be purchased from www.Adobe.com. It is the responsibility of the Fabricator to purchase these fonts for use with this project.

TYPOGRAPHY STANDARDS

Type viewed from a distance is more legible if the letters spacing is more open. Provide letter spacing and word spacing for maximum readability. **Match existing signage for letter spacing and word spacing.**

END OF SIGNAGE SPECIFICATION