

SPECIFICATIONS FOR:

**MUSKEGON AREA INTERMEDIATE SCHOOL DISTRICT
CAREER TECH CENTER - EXTERIOR SIGNAGE
MUSKEGON, MICHIGAN**

December 21, 2006

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**MUSKEGON AREA INTERMEDIATE SCHOOL DISTRICT
CAREER TECH CENTER EXTERIOR SIGNAGE
MUSKEGON, MICHIGAN**

Project #4-0277

December 21, 2006

ARCHITECT:

HOOKER | DE JONG Architects & Engineers, P.C.
316 Morris Ave. Suite 410
Muskegon, Michigan 49440
Phone: (231) 722-3407
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BIDDING REQUIREMENTS

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01.050 Site Conditions
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1.1 NOTICE TO BIDDERS

- A. Muskegon Area Intermediate School District (MAISD), Muskegon, Michigan, will receive proposals from qualified contractors for Career Tech Center Exterior Signage, located at the MAISD Career Tech Center, 200 Harvey Street, Muskegon, MI 49442.
- B. Note: Where “contractor” is referred to in these specifications, this shall be interpreted to refer to the Signage Contractor, unless noted otherwise.
- C. Proposals must be mailed or delivered in person to Mr. Ted Tyers, 630 Harvey Street, Muskegon, MI 49442. All proposals must be sealed in envelopes, plainly labeled “CTC Exterior Signage Package” and must be received prior to 3:00 P.M., local time, on January 9, 2007. Bids received after this date and time will not be considered or accepted. This will be a public bid opening. Contractors will be notified of their position in the bid process. Evaluation of proposals and award will be at a later date.
- D. No pre-bid meeting will be held. Contractors are welcome to visit the site any time.
- E. The Schedule of Work shall be as follows:

January 9, 2007	Bids Due
End of January 2007	Anticipated award of contract
Late March 2007	Anticipated start of installation
April 2007	Anticipated Completion

- F. All bidders are required to furnish Bid Security in the amount of five (5%) percent of the Base Bid. Form of the security may be a bid bond, certified or cashiers check. This will be a guarantee that the bidder selected by the MAISD will furnish the required PLM Bonds; failure to do so could mean forfeiture of the Bid Security.
- G. All bidders must indicate, where shown on the Proposal Form, the cost of Performance and Labor and Material Payment Bonds covering 100% of the value of the Project. Do not include the cost of the Bonds in the Base Bid.
- H. All bidders should note that this project does not require prevailing wages.
- I. Bidding Documents will be available after December 21, 2006 at:

Hooker | DeJong architects & engineers
316 Morris Ave., Suite 410
Muskegon, Michigan 49440
231-722-3407

- J. The Owner reserves the right to accept or reject any or all bids and to waive all irregularities in Proposals. Proposals shall remain firm for sixty (60) days from date of Bid Opening.

- K. BIDDING AND AWARDS - All General Contractors must submit their proposals on the form provided. Failure to do so will jeopardize the bidder's chances of receiving an award.
- L. ACCEPTANCE OR REJECTION OF BIDS - The bidder acknowledges the right of the Owner to accept or reject any and all bids and to waive any informality or irregularity in any bid received. The bidder further represents that neither his Work nor the Work of other sub-contractors will be prejudiced because of sex, race, color, creed, or labor affiliation of other contractors under Contract to the Owner on this project.
- M. PROMPTNESS OF EXECUTION - It is the intention of the Owner to complete the Project by April 2007. Whereas varying conditions inherent to construction will vary the progress of the work, it is the intent of this contract that each sub-contractor maintain the progress at the quickest possible pace.
- N. QUALITY CONTROL BY OWNER - The quality and completeness of the work is to be maintained on a day to day basis. Inaccurate, faulty, incomplete and defective work shall be corrected by the contractor as it is brought to his attention by the Owner's Representative. Failure to cooperate in this continuous punch list effort will affect completion percentages developed for Progress Payments. When your work is complete, request inspection.
- O. LAYOUT AND MEASUREMENTS - The responsibility for all layout and measurements pertaining to this work is his own. He shall report all inaccuracies to the Architect and not proceed until corrections are made. If a Contractor inadvertently or knowingly, proceeds with his work on dimensionally inaccurate work of another, he will be liable for the cost of all corrections to his work when the error is corrected.
- P. FINAL PUNCH LIST PROCEDURE - When the Contractor's work is ninety-five percent (95%) complete, a listing of work in need of correction and a list of incomplete items shall be created by the owner. The Contractor will be allowed fifteen (15) days to complete the items on both of his lists.

1 DESCRIPTIONS

1.1 GENERAL CONTRACTOR

- A. **Work Included:** The contract of this work shall include all the labor, materials, and permits necessary and incidental to the complete construction, as indicated on the Drawings, for the Career Tech Center exterior signage package. Note: this includes electrical connections and site / landscaping repairs where required.
- B. The contractor shall maintain proper barricades and other protection for the public.
- C. **Layout:** It shall be the responsibility of the Contractor to coordinate final locations of all signage with the Owner.
- D. **Guarantee and Waiver of Lien:**
 - 1. All work shall be guaranteed for one year from date of acceptance, unless specifically required for a longer guarantee, during which time any imperfections or failure of products, which may develop in workmanship or materials shall be made good without cost to the Owner.
 - 2. When required for payment or closing out of contract, guarantees and waivers of liens shall be provided by contractors, subcontractor and materials suppliers.
- E. **Permits:**
 - 1. The Contractor shall be responsible for any and all permits required by the City of Muskegon, Michigan.
 - 2. The Contractor is also responsible to pay for any and all fees in connection with the required permits and permit applications.
 - 3. Contact the City of Muskegon to obtain application permit forms and required fees.
- F. **Bonding & Licensing:** The Contractor is required to comply with the City of Muskegon requirements for Bonding, Insurance and Licensing before commencement of any and all work.

PROPOSAL DUE

(January 9, 2007 at 3:00 P.M., Local Time)

The **CONTRACTOR PROPOSAL** shall include and cover ALL Exterior Signage shown and specified on the attached drawings.

TO: Muskegon Area Intermediate School District
630 Harvey Street
Muskegon, MI 49442

ATTN: Ted Tyers

Gentlemen:

The undersigned represents that he has:

- A. Familiarized himself with the local conditions affecting the cost of the work and with the Contract Documents, including Instructions to Bidders; Proposal Section; Drawings, Specifications and any Addenda issued and on file at the office of Hooker | De Jong architects & engineers, 316 Morris Ave, Suite 410, Muskegon, Michigan, and hereby proposes to perform everything required to provide and furnish all labor, materials, necessary tools, expendable equipment, and all utility and transportation services, etc., necessary to perform and complete in a workmanlike manner all of the Work required for the construction of the Career Tech Center Exterior Signage, 200 Harvey Street, Muskegon, MI in accordance with the Contract Documents as prepared by Hooker | De Jong architects & engineers, Muskegon, Michigan, including Addenda No. __, __, __.
- B. Included with this proposal a Bid Bond, Certified or Cashier's Check in the amount of five (5) percent or _____ dollars (\$_____).
- C. Reviewed the Work fully understands the scope of the work which is covered in this Proposal.
- D. Agreed that his proposal, if accepted by the Owner, will be the basis for a contract directly with the Owner and to enter into such contract in accordance with the Intent of the Contract Documents.

The CONTRACTOR PROPOSAL shall include and cover **ALL CONSTRUCTION TRADES** required to complete the specified work, including but not limited to, Signage, Earth work and Electrical trades.

BASE BID

The work described and specified shall be performed for the following Lump Sum, such amount constituting the Base Bid:

_____ dollars (\$ _____)
(amount of bid)

PLM BOND

The cost for the Performance Bond and Labor and Material Payment Bond for the Base Bid Work shall be _____ dollars (\$ _____) in addition to the Base Bid cost.

VOLUNTARY ALTERNATES

It is understood that if the following voluntary alternates are accepted, the base bid proposal will be adjusted accordingly:

<u>ITEM</u>	<u>DESCRIPTION</u>	(Note Add or Deduct)
NO. 1:	_____	_____
	_____	_____

AGREEMENT

In submitting this bid, it is understood that the right is reserved by the Owner to reject any or all bids. It is agreed that this bid is binding for a period of sixty (60) - days from the opening thereof.

Date _____

COMPANY NAME _____

ADDRESS _____

PHONE _____

BY _____

(Signature)

(Type or Print)

TITLE _____

1 GENERAL

1.1 SITE CONDITIONS

- A. All contractors shall examine the site of the construction for ground structures and all other pertinent conditions under which work is to be performed.
- B. Exercise extreme caution while performing work in the area of existing underground utility services and/or recently installed underground work.
- C. Locate all underground utilities by careful hand excavation and provide all necessary and proper protection from damage during construction operations.
- D. Should uncharted or incorrectly charted piping or other utilities be encountered during excavation, consult the Owner immediately for directions as to procedure. Cooperate with the Owner, and public and private utility companies in keeping their respective services and facilities in operation. Repair damaged utilities to the satisfaction of the utility Owner.
- E. Under no circumstances shall existing trees or site improvements be damaged or removed without the consent of the Owner, or as indicated on the Drawings. Damaged drives, parking areas, walks and other existing site improvements shall be patched to match.

1.2 CHECKING LINES AND LEVELS

- A. All Contractors shall thoroughly examine the existing conditions and be familiar with work to be performed as hereinafter specified and as outlined on Drawings.
- B. Each Contractor shall compare all levels given on drawings with actual levels and shall call attention to discrepancies if any occur.
- C. Each Contractor shall verify and document with the Architect/ Engineer all lines and levels and be responsible for the proper location of all his work.

1 GENERAL

1.1 GENERAL

- A. The following material does not, in any way, relieve the Contractor or their employees, agents, or subcontractors of any safety responsibility. The Contractor shall assure compliance of their subcontractors or agents to site, Federal, State and Local regulations. It does not relieve the Contractor of liability for negligence which would apply in the absence of this material. A Contractor shall at all times use good judgement and discretion about safety.
- B. The following safety information is supplementary to the information contained in the General Conditions and does not intend to take precedence over same.
- C. The Contractors and Contractor supervision unable or unwilling to secure safe performance by their employees are not acceptable, and will be removed from the project at the request of the Owner.
- D. Contractors and their subcontractor employees, who exhibit a poor attitude toward safe work practices or procedures will not be tolerated, and will be removed from the project at the request of the Owner.
- E. The requirements of the Michigan Occupational Safety and Health Act (MIOSHA) absolutely will be adhered to or the Contractor will furnish the Owner with a written variance from the MIOSHA authority.

1 GENERAL

1.1 DESCRIPTION

- A. Work shall include the following:
1. Throughout the Contract Documents, reference is made to codes and standards which establish qualities and type of workmanship and materials, and which establish methods for testing and reporting on the pertinent characteristics.
 2. Where materials or workmanship are required by these Contract Documents to meet or exceed the specifically named code or standard, it is the Contractor's responsibility to provide materials and workmanship which meet or exceed the specifically named code or standard.
 3. It is also the Contractor's responsibility, when so required by the Contract Documents or by written request from the Owner, to deliver to the Owner all required proof that the materials or workmanship, or both, meet or exceed the requirements of the specifically named code or standard. Such proof shall be in the form requested in writing by the Owner, and generally will be required to be copies of a certified report of tests conducted by a testing agency approved for that purpose by the Owner.
- B. Related Work Described Elsewhere: Specific naming of codes or standards occurs on the Drawings and in other Sections of these Specifications.

1.2 QUALITY ASSURANCE

- A. Familiarity with Pertinent Codes and Standards: In procuring all items used in this Work, it is the Contractor's responsibility to verify the detailed requirements of the specifically named codes and standards and to verify that the items procured for use in this work meet or exceed the specified requirements.
- B. Rejection of Non-Complying Items: The Owner reserves the right to reject items incorporated into the Work which fail to meet the specified minimum requirements. The Owner further reserves the right, and without prejudice to other recourse the Owner may take, to accept non-complying items subject to an adjustment in the Contract Amount as approved by the Owner.
- C. Applicable standards listed in these Specifications include, but are not necessarily limited to, standards promulgated by the following agencies and organizations:
1. AA = Aluminum Association, 818 Connecticut Avenue, N.W., Washington, DC 20006
 2. AABC = Associated Air Balance Council, 1000 Vermont Avenue, N.W., Washington, DC 20005
 3. AASHTO = American Association of State Highway and Transportation Officials, 341 National Press Building, Washington, D.C. 20004.

4. ACI = American Concrete Institute, Box 9094, Farmington Hills, Michigan 48333-9094.
5. ADC = Air Diffusion Council, 230 North Michigan Avenue, Chicago, IL 60601
6. AGC = Associated General Contractors of America, 1957 E. Street, N.W., Washington, DC 20006
7. AI = Asphalt Institute, Asphalt Institute building, College Park, MD 20740
8. AIA = American Institute of Architects, 1735 New York Avenue, N.W., Washington, DC 20006
9. AISC = American Institute of Steel Construction, Inc., 1221 Avenue of the Americas, New York, New York 10020.
10. AISI = American Iron and Steel Institute, 1000 16th Street, N.W>, Washington, DC 20036
11. AITC = American Institute of Timber Construction, 333 W. Hampden Avenue, Englewood, CO 80110
12. AMCA = Air Movement and Control Association, 30 West University Drive, Arlington Heights, IL 60004
13. ANSI = American National Standards Institute (successor to USASI and ASA0, 1430 Broadway, New York, New York 10018.
14. APA = American Plywood Association, Box 11700 Tacoma, WA 98411
15. ARI = Air-Conditioning and Refrigeration Institute, 1501 Wilson Boulevard, Arlington, VA 22209
16. ASHRAE = American Society of Heating, Refrigerating and Air Conditioning Engineers, 1791 Tullie Circle, N.E., Atlanta, GA 30329
17. ASME = American Society of Mechanical Engineers, 345 East 47th Street, New York, NY 10017
18. ASPA = American Sod Producers Association, 4415 West Harrison Street, Hillside, IL 60162
19. ASTM = American Society for Testing and Materials, 1916 Race Street, Philadelphia, Pennsylvania 19103.
20. AWI = Architectural Woodwork Institute, 2301 South Walter Reed Drive, Arlington, VA 22206.

21. AWWA = American Wood-Preservers' Association, 7735 Old Georgetown Road, Bethesda, MD 20014
22. AWS = American Welding Society, Inc., 2501 N.W. 7th Street, Miami, Florida 33125.
23. AWWA = American Water Works Association, Inc., 6666 West Quincy Avenue, Denver, Colorado 80235.
24. BIA = Brick Institute of America, 11490 commerce Park Drive, Reston, VA 22091.
25. BOCA = Buildings Officials & Code Administrators Inter- national, Inc., 17926 South Halsted Street, Homewood, Illinois 60460.
26. CDA = Copper Development Association, 57th Floor, Chrysler Building, 405 Lexington Avenue, New York, NY 10174.
27. CLFMI= Chain Link Fence Manufacturers Institute, 1101 Connecticut Avenue, N.W., Washington, DC 20036.
28. CRSI = Concrete Reinforcing Steel Institute, 228 North LaSalle Street, Chicago, Illinois 60610.
29. CS = Commercial Standard of NBS, U.S. Department of Commerce, Government Printing Office, Washington, D.C. 20402.
30. DHI = Door and Hardware Institute, 7711 Old Springhouse Road, McLean, VA 22102.
31. EJCDC= Engineers' Joint Contract Documents Committee, American Consulting Engineers Council, 1015 15th Street, N.W., Washington, DC 20005
32. EJMA = Expansion Joint Manufacturers Association, 25 North Broadway, Tarrytown, NY 10591
33. FGMA = Flat Glass Marketing Association, 3310 Harrison, Topeka, Kansas 66611.
34. FM = Factory Mutual System, 1151 Boston-Providence Turnpike, P.O. Box 688, Norwood, MA 02062.
35. FS = Federal Specification, General Services Administration, Specifications and Consumer Information.
36. WFSIS= Distribution Section (WFSIS), Washington Navy Yard, Bldg. 197, Washington, DC 20407.
37. GA = Gypsum Association, 1603 Orrington Avenue, Evanston, IL 60201.

- 38. ICBO = International Conference of Building Officials, 5360 W. Workman Mill Road, Whittier, CA 90601.
- 39. IEEE = Institute of Electrical and Electronics Engineers, 345 East 47th Street, New York, NY 10017.
- 40. IMIAC = International Masonry Industry All-Weather Council, International Masonry Institute, 815 15th Street, N.W., Washington, DC 20005.
- 41. MBMA = Maple Flooring Manufacturers Association, 60 Rivere Drive, Northbrook, IL 60062.
- 42. MIL = Military Specification, Naval Publications and Forms Center, 5801 Tabor Avenue, Philadelphia, PA 19120.
- 43. ML/SFA= Metal Lath/Steel Framing Association, 221 North LaSalle Street, Chicago, IL 60601.
- 44. NAAMM = The National Association of Architectural Metal Manufacturers, 1033 South Boulevard, Oak Park, Illinois 60302.
- 45. NCMA = National Concrete Masonry Association, P.O. Box 781, Herndon, VA 22070.
- 46. NEEB = National Environmental Balancing Bureau, 8224 Old Courthouse Road, Vienna, VA 22180.
- 47. NEC = National Electrical Code (see NFPA).
- 48. NEMA = National Electrical Manufacturers Association, 155 East 44th Street, New York, New York 10017.
- 49. NFPA = National Fire Protection Association, 470 Atlantic Avenue, Boston, Massachusetts 02210.
- 50. NFPA = National Forest Products Association, 1619 Massachusetts Avenue, N.E., Washington, DC 20036.
- 51. NSWMA= National Solid Wastes Management Association, 1730 Rhode Island Ave., N.E., Washington, DC 20036.
- 52. NTMA = National Terrazzo and Mosaic Association, 3166 Des Plains Avenue, Des Plains, IL 60018.
- 53. NWMA = National Woodwork Manufacturers Association, 205 W. Touhy Avenue, Park Ridge, IL 60068.
- 54. PCA = Portland Cement Association, 5420 Old Orchard Road, Skokie, IL 60077.

- 55. PCI = Prestressed Concrete Institute, 201 North Wells Street, Chicago, IL 60606.
- 56. PS = Product Standard, U.S. Department of Commerce, Washington, DC 20203.
- 57. RCSHSB= Red Cedar Shingle and Handsplit Shake Bureau, 515 116th Avenue, Bellevue, WA 98004.
- 58. RIS = Redwood Inspection Service, One Lombard Street, San Francisco, CA 94111.
- 59. SDI = Steel Deck Institute, 135 Addison Avenue, Elmhurst, Illinois 60125.
- 60. SDI = Steel Door Institute, 712 Lakewood Center North, 14600 Detroit Avenue, Cleveland, OH 44107.
- 61. SIGMA = Sealed Insulating Glass Manufacturers Association, 111 East Wacker Drive, Chicago, IL 60601.
- 62. SJI = Steel Joist Institute, 1205 48th Avenue North, Suite A, Myrtle Beach, SC 29577.
- 63. SMACNA= Sheet Metal and Air Conditioning Contractors' National Association, 8224 Old Court House Road, Vienna, VA 22180.
- 64. SSPC = Steel Structures Painting Council, 4400 Fifth Avenue, Pittsburgh, Pennsylvania 15213.
- 65. TCA = Tile Council of America, Inc., P.O. Box 326, Princeton, New Jersey 08540.
- 66. UL = Underwriters' Laboratories, Inc., 207 East Ohio Street, Chicago, Illinois 60611.
- 67. Fed. Specs. and Fed. Standards: Specifications Sales (3FRI), Building 197, Washington Navy Yard, General Service Administration, Washington, D.C. 20407.
- 68. UBC = Uniform Building Code, International Conference of Building Officials, 5360 South Workman Mill Road, Whittier, California 90601.
- 69. WCLIB = West Coast Lumber Inspection Bureau, 6980 S.W. Varns Road, Box 23145, Portland, OR 97223.
- 70. WWPA = Western Wood Products Association, 1500 Yeon Building, Portland, OR 97204.

1 GENERAL

1.1 DESCRIPTION

A. Work Included:

1. Wherever possible throughout the Contract Documents, the minimum acceptable quality of workmanship and materials has been defined by manufacturer's name and catalog number, reference to recognized industry and government standards, or description of required attributes and performance.
2. To ensure that the specified products are furnished and installed in accordance with design intent, procedures have been established for advance submittal of design data and for their review by the Architect/Engineer.
3. Make all submittals required by the Contract Documents, and revise and resubmit as necessary to establish compliance with the specified requirements.

B. Related Work Described Elsewhere: Individual requirements for submittals are described in other pertinent Sections of these Specifications.

1.2 QUALITY ASSURANCE

A. Coordination of Submittals: Prior to each submittal, carefully review and coordinate all aspects of each item being submitted and verify that each item and the submittal conforms in all respects with the requirements of the Contract Documents. By affixing the Contractor's signature to each submittal, certify that this coordination has been performed.

B. Certificates of Compliance:

1. Certify that all materials used in the work comply with all specified provisions thereof. Certification shall not be construed as relieving the Contractor from furnishing satisfactory materials if, after tests are performed on selected samples, the material is found not to meet specified requirements.
2. Show on each certification the name and location of the work, name and address of contractor, quantity and date or dates of shipment or delivery to which the certificate applies, and name of the manufacturing or fabricating company. Certification shall be in the form of letter or company-standard forms containing all required data. Certificates shall be signed by an officer of the manufacturing or fabricating company.
3. In addition to the above information, all laboratory test reports submitted with Certificates of Compliance shall show the date or dates of testing, the specified requirements for which testing was performed, and results of the test or tests.

1.3 SUBMITTALS

A. Certificates of Compliance: Upon completion of the work, and as a condition of its acceptance, submit to the Architect/Engineer all Certificates of Compliance.

- B. Make all submittals of Shop Drawings, Samples, requests for substitution, and other items, in strict accordance with this Section.

2 PRODUCTS

2.1 SUBMITTAL SCHEDULE

- A. General: Compile a complete and comprehensive schedule of all submittals anticipated to be made during progress of the work. Include a list of each type of item for which Contractor's Drawings, Shop Drawings, Certificates of Compliance, material samples, guarantees, or other types of submittals are required. Upon approval by the Architect/Engineer this schedule will become part of the Contract and the Contractor will be required to adhere to the schedule except when specifically otherwise permitted.
- B. Coordination: Coordinate the schedule with all necessary subcontractors and materials suppliers to ensure their understanding of the importance of adhering to the approved schedule and their ability to so adhere. Coordinate as required to ensure the grouping of submittals as described in Paragraph 3.02 below.

2.2 SHOP DRAWINGS

- A. Scale and measurements: Make all Shop Drawings accurately to a scale sufficiently large to show all pertinent aspects of the item and its method of connection to the work.
- B. Type of prints required: Submit all Shop Drawings in the form of six blueline or blackline prints of each sheet. Blueprints will not be acceptable.
- C. Review of Shop Drawings: Distribution of review Shop Drawings for the Architect/Engineer's use will be by the Architect/Engineer. All review comments of the Architect/Engineer will be shown on the blueprint(s) when it is returned to the Contractor. The Contractor shall distribute all copies required for his purposes.

2.3 MANUFACTURER'S LITERATURE

- A. General: Where contents of submitted literature from manufacturers includes data not pertinent to the submittal, clearly indicate which portion of the contents is being submitted for review.
- B. Number of Copies Required: Submit the number of copies which are required to be returned plus three copies which will be retained by the Architect/Engineer.

2.4 SAMPLES

- A. Accuracy of Samples: Samples shall be of the precise article proposed to be furnished.
- B. Number of samples required: Unless otherwise specified, submit all Samples in the quantity which is required to be returned plus one which will be retained by the Architect/Engineer.

- C. Reuse of Samples: In situations specifically so approved by the Architect/Engineer, the Architect/Engineer's retained sample may be used in the construction as one of the installed items.

2.5 COLORS AND PATTERNS

Unless the precise color and pattern is specifically described in the Contract Documents, and whenever a choice of color or pattern is available in a specified product, submit accurate color and pattern charts to the Architect/Engineer for review and selection.

2.6 SUBSTITUTIONS

A. Approval Required:

1. The Contract is based on the standards of quality established in the Contract Documents.
2. All products proposed for use, including those specified by required attributes and performance, shall require approval by the Architect/Engineer before being incorporated into the work.
3. Do not substitute materials, equipment, or methods unless such substitution has been specifically approved for this work by the Architect/Engineer.
4. Request for approval shall be submitted to the Architect a minimum of 10 days prior to bid date.

B. "Or Equal":

1. Where the phrase "or equal" or "or equal as approved by the Architect/Engineer", occurs in the Contract Documents, do not assume that materials, equipment, or methods will be approved as equal unless the item has been specifically approved for this work by the Architect/Engineer.
2. The decision of the Architect/Engineer shall be final.
3. Request for approval shall be submitted to the Architect a minimum of 10 days prior to bid date.

3 EXECUTION

3.1 IDENTIFICATION OF SUBMITTALS

- A. General: Consecutively number all submittals. Accompany each submittal with a Letter of Transmittal containing all pertinent information required for identification and checking of submittals.
- B. Internal Identification: On at least the first page of each copy of each submittal, and elsewhere as required for positive identification, clearly indicate the submittal number in which the item was included.

- C. Resubmittals: When material is resubmitted for any reason, transmit under a new Letter of Transmittal and with a new submittal number.
- D. Submittal Log: Maintain an accurate submittal log for the duration of the Contract, showing current status of all submittals at all times. Make the submittal log available for the Architect/ Engineer's review upon request.

3.2 COORDINATION OF SUBMITTALS

- A. General: Prior to submittal for approval, use all means necessary to fully coordinate all material including, but not necessarily limited to:
 - 1. Determine and verify all interface conditions, catalog numbers, and similar data.
 - 2. Coordinate with other trades as required.
 - 3. Clearly indicate all deviations from requirements of the Contract Documents.
- B. Grouping of Submittals: Unless otherwise specified, make all submittals in groups containing all associated items to ensure that information is available for checking each item when it is received. Partial submittals may be rejected as not complying with the provisions of the Contract Documents and the Contractor shall be strictly liable for all delays so occasioned.

3.3 TIMING OF SUBMITTALS

- A. General: Make all submittals far enough in advance of scheduled dates for installation to provide all time required for reviews, for securing necessary approvals, for possible revisions and resubmittals, and for placing orders and securing delivery.
- B. Authority to Proceed: The notations "Processed", or "Processed with Notations", authorize the Contractor to proceed with fabrication, purchase, or both, of the items so noted, subject to the revisions, if any, required by the Architect/Engineer's review comments.
- C. Revisions: Make all revisions required by the Architect/Engineer. If the Contractor considers any required revision to be a change, he shall so notify the Architect/Engineer as provided for under "Changes" in the General Conditions. Show each drawing revision by number, date, and subject in a revision block on the drawing. Make only those revisions directed or approved by the Architect/Engineer.
- D. Revisions After Approval: When a submittal has been reviewed by the Architect/Engineer, resubmittal for substitution of materials or equipment will not be considered unless accompanied by an acceptable explanation as to why the substitution is necessary.

1 GENERAL

1.1 DESCRIPTION

- A. Work Included: Throughout the construction period, each Contractor shall maintain the site in a standard of cleanliness as described in this section.
- B. Related Work Described Elsewhere: In addition to standard described in this Section, comply with all requirements for cleaning up as described in various other sections of these specifications.

1.2 QUALITY ASSURANCE

- A. Inspection: Conduct daily inspection, and more often if necessary, to verify that requirements of cleanliness are being met.
- B. Codes and Standards: In addition to the standards described in this section, comply with all pertinent requirements of governmental agencies having jurisdiction.

2 PRODUCTS

2.1 CLEANING MATERIALS AND EQUIPMENT

Provide all required personnel, equipment, and materials needed to maintain the specified standard of cleanliness.

3 EXECUTION

3.1 PROGRESS CLEANING

- A. General:
 - 1. Retain all stored items in an orderly arrangement allowing maximum access, not impeding drainage or traffic, and providing the required protection of materials.
 - 2. Do not allow the accumulation of scrap, debris, waste material, and other items not required for construction of this work.
- B. Site: Daily, and more often if necessary, inspect the site and pick up all scrap, debris, and waste material. Remove all such items to the place designated for their storage.

3.2 FINAL CLEANING

- A. Site: Unless otherwise specifically directed, broom clean all paved areas on the site and all public paved areas directly adjacent to the site. Completely remove all resultant debris. Utilize magnetic roller around perimeter of building to pick up miscellaneous metal construction debris.
- B. Cleaning Approval: Approval of final cleaning will be subject to Architect/Owners walk-through and punch list(s).

1 GENERAL

1.1 SUMMARY

- A. Scope of Work: Provide and install exterior, post and ground-mounted signs, complete as shown and specified in the attached documents.

1.2 SUBMITTALS

- A. Product Data, Shop Drawings, Samples:
 - 1. Submit standard drawing details.
 - 2. Submit manufacturer's standard color samples.
 - 3. Submit properly identified manufacturers standard product data.

1.3 QUALITY ASSURANCE

- A. Qualifications:
 - 1. Distributor/Installer shall be approved by manufacturer in writing.
 - 2. Manufacturer shall have five (5) years' experience in providing work similar to that specified.

1.4 DELIVERY, STORAGE, AND HANDLING

- A. Packing and Shipping:
 - 1. Deliver signs for timely installation, minimizing on-site storage time.
 - 2. Deliver components safely packed to prevent damage.
 - 3. All packages shall identify contents.
- B. Storage and Protection: Store in secure areas, out of weather and protected from work of other trades.

1.5 PROJECT/SITE CONDITIONS

- A. Existing Conditions: This contractor responsible for reviewing existing conditions.

1.6 SEQUENCING AND SCHEDULING

Coordinate all work with Owners Representative / Owner prior to commencing.

1.7 WARRANTY

Provide minimum one (1) year warranty against defects for materials and installation, unless otherwise indicated.

2 PRODUCTS

2.1 MATERIALS

- A. Exterior Signs: All exterior signs shall be as shown and specified in the attached documents.
 - 1. Distribution: Signs shall be located in the field as directed by the owner. See attached site plan for approx. locations.
- B. Exterior Post-Mounted Parking Lot Signs: See attached documents.
 - 1. Signs shall be located in the field as directed by the owner / architect.
 - 2. Signs shall be mounted as noted on attached drawings.

3 EXECUTION

3.1 EXAMINATION

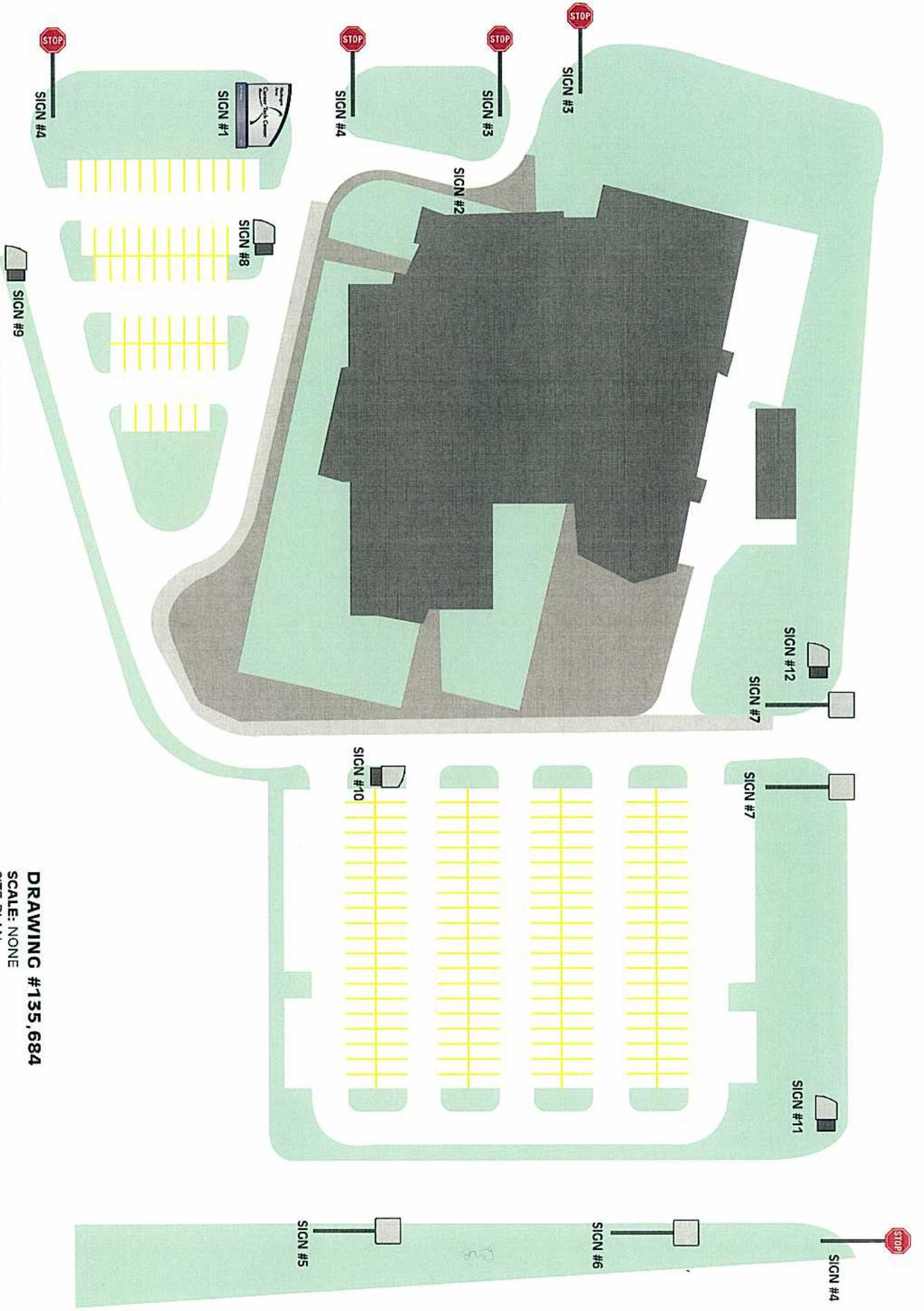
- A. Inspect surfaces prior to installation of signs.
- B. Do not install signs until surfaces are acceptable.

3.2 INSTALLATION

- A. Install level and square.

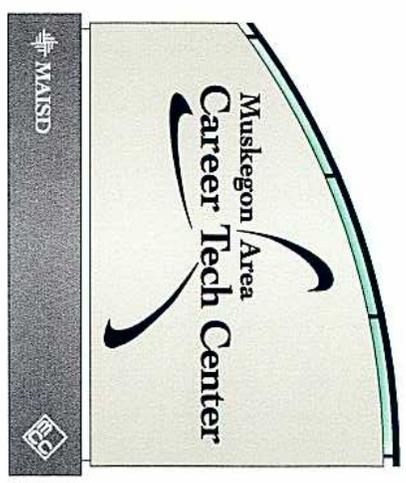
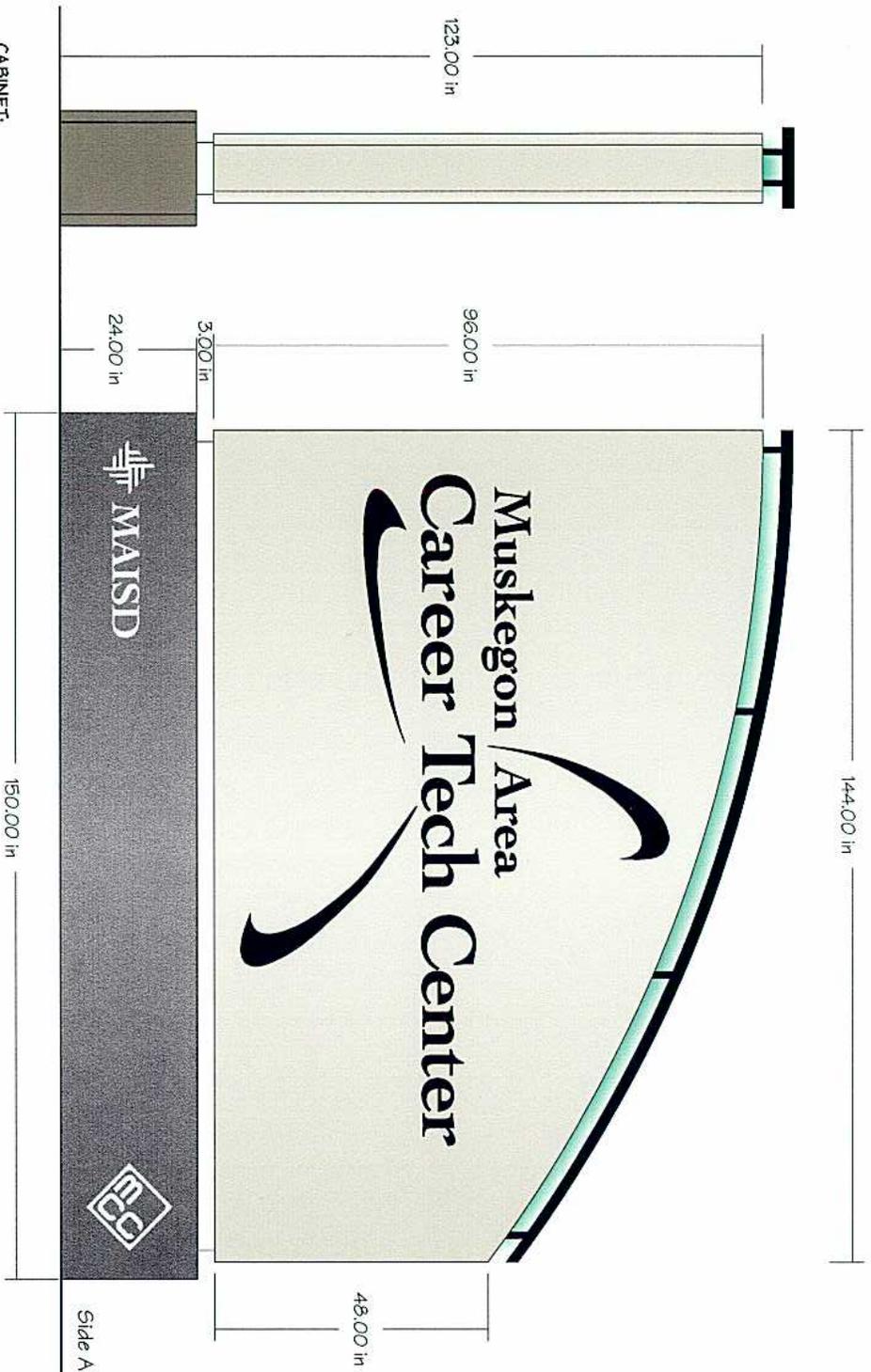
3.3 ADJUSTING AND CLEANING

Clean sign and frame. Use non-abrasive cleaning agents as recommended by manufacturer such as lacquer thinners, paint removers, methyl ethyl ketone (MEK), soap detergents and any other similar cleaners.



Customer signature: _____

DRAWING #135,684
 SCALE: NONE
 SITE PLAN



TOP VIEW
NOT TO SCALE

- CABINET:**
- 2" deep fabricated alum. top to be painted MAP Black. To be attached to cabinet as req'd.
 - 12" deep fabricated alum. cabinet w/ radius faces to be painted MAP Brushed Alum. #41-342.
- PLEASE NOTE: FACES TO BE SEAMLESS.**
- Cove lighting w/ aqua neon req'd around cabinet. Clear cover req'd.

- COPY:**
- 70" (total height) logo to be routed out and pushed thru w/ 1/2" thick clear plex. Plex to be subsurface applied w/ Diffuser #3635-70. Over sized alum. to be mounted to clear plex as req'd.
 - Alum. to be painted MAP Black.
 - 6.25" (M in Muskegon) logo to be routed out and pushed thru w/ 1/2" thick clear plex. Plex to be subsurface applied w/ Diffuser #3635-70. Over sized alum. to be mounted to clear plex as req'd.
 - Alum. to be painted MAP Black.

- REVEAL:**
- 3" high x 140" wide x 9" deep fabricated alum. reveal to be painted MAP White.

- BASE:**
- 24" high x 150" wide x 20" deep fabricated alum. base to be painted MAP MFB205 Cool Metallic.
 - 9" high MAISD logo and 15" high MCC logo to be White Scotchcal #7725-10.

- ELECTRICAL:**
- Internal illumination req'd.
 - Disconnect switch to be located on the side of the cabinet.
 - Electrical exit to be determined.

MAP Sheet	MAP Painted Alum. #41-342	MAP MFB205 Cool Metallic	Diffuser #3635-70	White Scotchcal #7725-10
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Customer Signature: _____

DRAWING #132,761 K
SCALE: 3/16" = 1'-0"
ONE (1) D/F SIGN REQ'D.

SIGN #1

- ELECTRICAL SERVICES:**
- U.L. Approval req'd.
 - 120 volt, number of 20 amp circuits to be determined.
 - ELECTRICAL REQUIREMENTS SUBJECT TO CHANGE WITH ANY MODIFICATION TO PARAMETERS OF SIGN.
- INSTALLATION:**
- Supports to be determined.
 - To be direct buried as req'd.



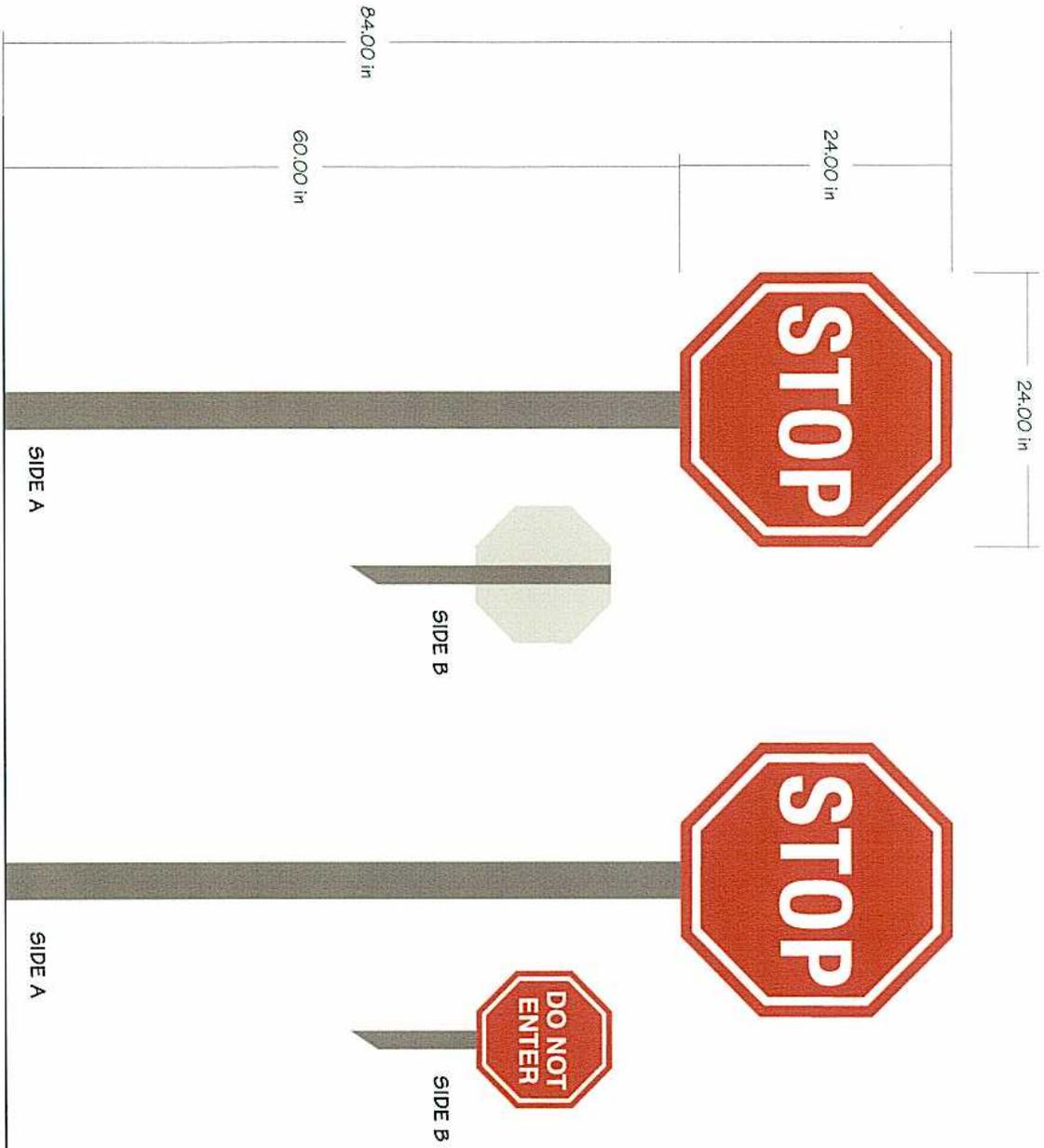
LETTERS:

- 2" deep fabricated alum. letters to be painted MAP
- Brushed Alum. #41-342.
- To be stud mounted flush to brick wall.



Customer Signature:

SIGN #2
DRAWING #134,367 E
SCALE: 3/16" = 1'-0"
ONE (1) SET REQ'D.

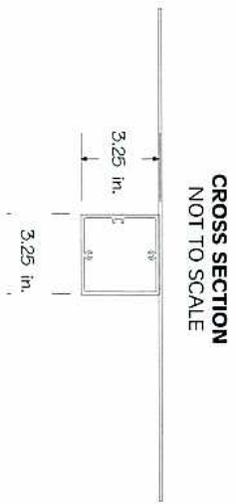


SIGN #4
THREE (3) REQ'D

SIGN #3
TWO (2) REQ'D

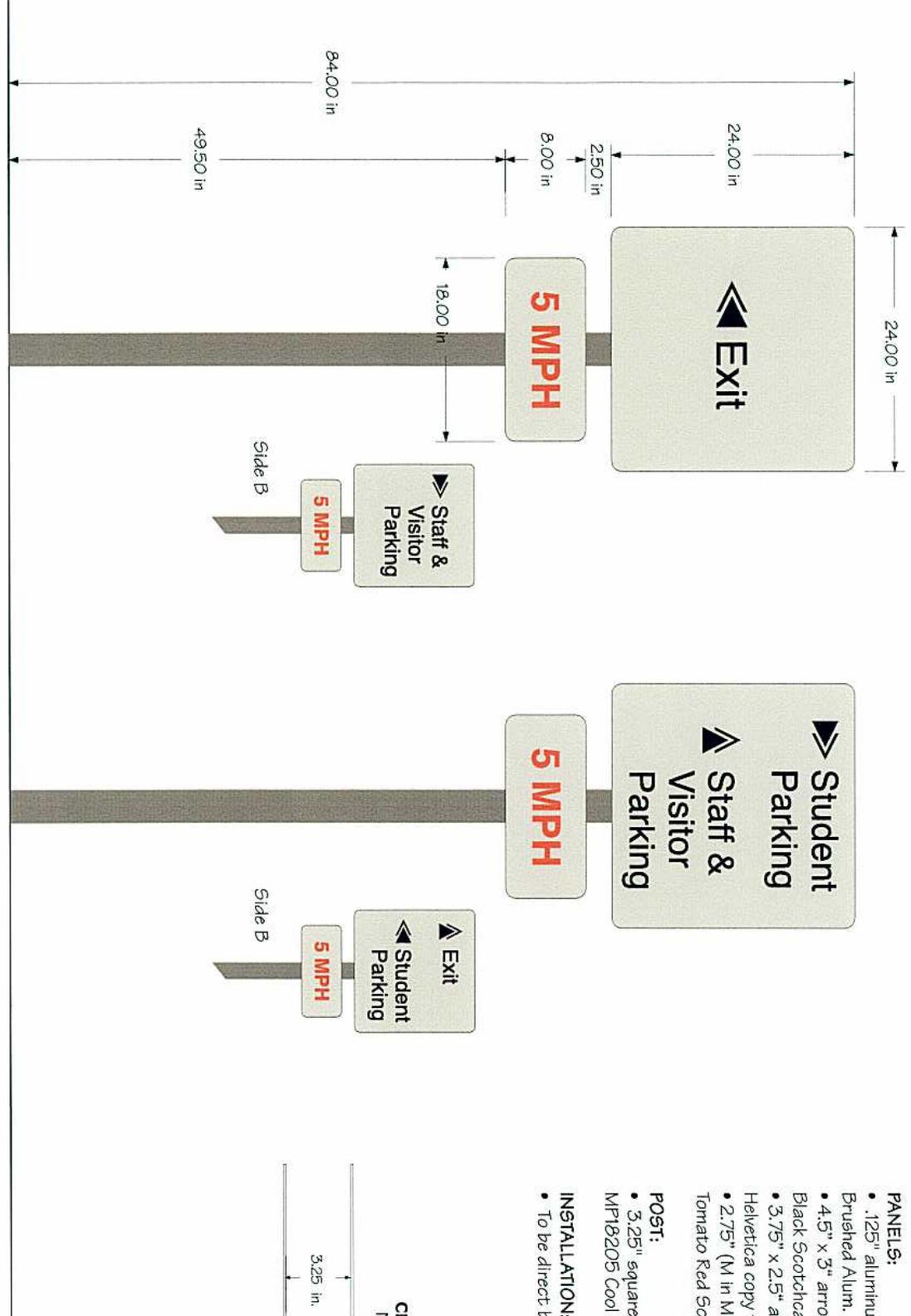
MAP Brushed Alum. #41-342	MAP MP18205 Cool Metallic	White Scotchlite #680-10	Red Scotchlite #680-72
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- PANEL:**
- .125" aluminum panel to be painted MAP Brushed Alum. #41-342 on both sides.
 - Background of "Stop" panel to be Red Scotchlite #680-72.
 - .75" border, .625" (1 in Stop) and 3.25" (N in Not) copy to be 3M Scotchlite #680-10 White.
- POST:**
- 3.25" square post #1005 to be painted MAP MP18205 Cool Metallic.
- INSTALLATION:**
- To be direct buried 36".



Customer Signature:

DRAWING #134,368 C
SCALE: 3/4" = 1'-0"
THREE (3) S/F SIGNS AND
TWO (2) D/F SIGNS REQ'D.



MAP Brushed Alum. #41-342	MAP HP10205 Cool Metallic	Black Scotchoal #7725-12	Tomato Red Scotchoal #7725-13
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SIGN #5
Side A

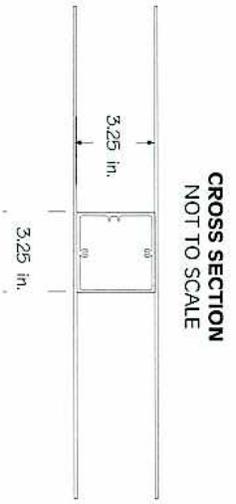
SIGN #6
Side A

Customer Signature: _____

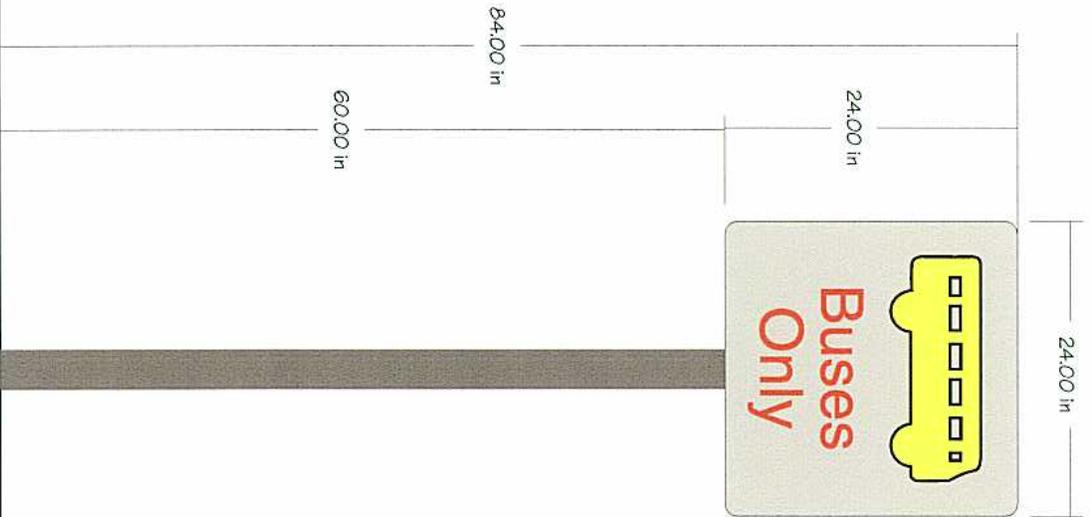
- PANELS:**
- .125" aluminum panels to be painted MAP Brushed Alum. #41-342 on both sides.
 - 4.5" x 3" arrows, 3" (E in Exit) Helvetica copy to be Black Scotchoal #7725-12.
 - 3.75" x 2.5" arrows and 2.5" (P in Parking) Helvetica copy to be Black Scotchoal #7725-12.
 - 2.75" (M in MPH) Helvetica Bold copy to be Tomato Red Scotchoal #7725-13.

- POST:**
- 3.25" square post #1005 to be painted MAP MP1B205 Cool Metallic.

- INSTALLATION:**
- To be direct buried 36"



DRAWING #135,586 C
SCALE: 3/4" = 1'-0"
TWO (2) D/F SIGNS REQ'D.



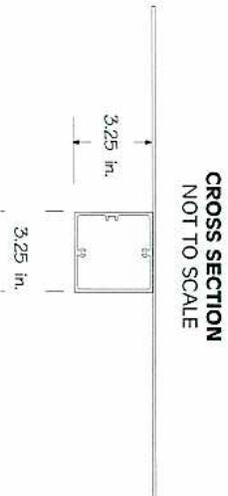
SIGN #7

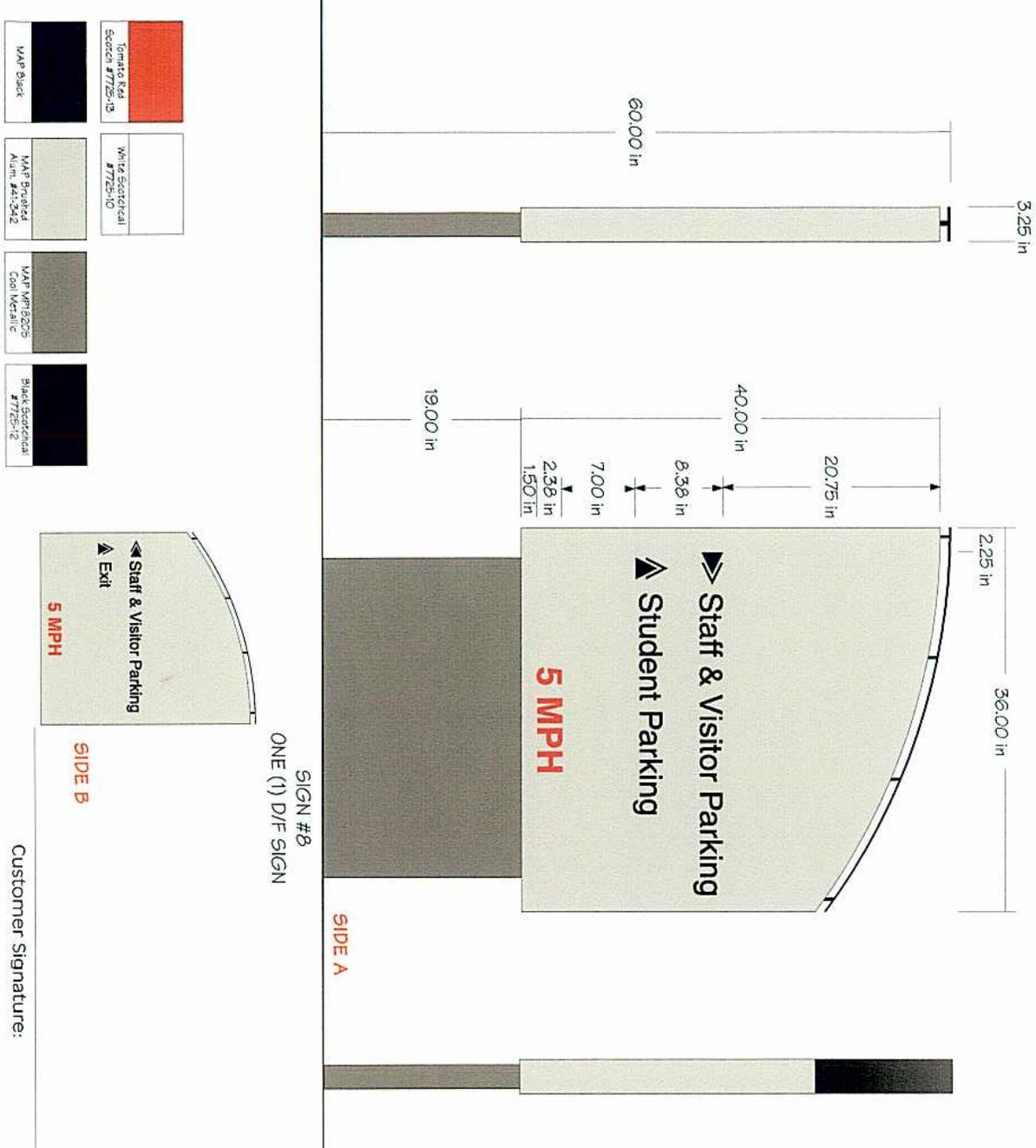
MAT Brushed Alum. #41-342	MAT MP18205 Cool Metallic	Black Scotchoal #7725-12	Bright Yellow Scotch #7725-15	Tomato Red Scotch #7725-13
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Customer Signature: _____

DRAWING #135,690 A
 SCALE: 3/4" = 1'-0"
 TWO (2) S/F SIGNS REQ'D.

- PANEL:**
- .125" aluminum panel to be painted MAP Brushed Alum. #41-342 on both sides.
 - 7" high bus graphic to be Bright Yellow Scotchoal #7725-15 and Black Scotchoal #7725-12 as illustrated.
 - 3.5" (B in Buses) Helvetica copy to be Tomato Red Scotchoal #7725-13.
- POST:**
- 3.25" square post #1005 to be painted MAP MP18205 Cool Metallic.
- INSTALLATION:**
- To be direct buried 36"





CABINET:

- Custom Series 3 Bleed Body (#1270) w/ radius top and .100" thick bleed alum. face to be painted MAP Brushed Alum. #41-342.
- 1/4" thick alum. top to be painted MAP Black.

COPY:

- 3" x 2" arrows, 2.125" (P in Parking) Helvetica copy to be Black Scotchcal #7725-12.
- 2.375" (M in MPH) Helvetica Bold copy to be Tomato Red Scotchcal #7725-13.
- 14" high "do not enter" symbol to be Tomato Red Scotchcal #7725-13 and White Scotchcal #772-10 as illustrated.

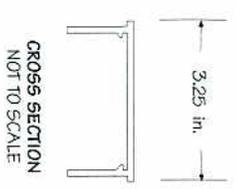
BASE:

- 19" x 30" wide x 2.1/4" deep alum. base to be painted MAP MP18205 Cool Metallic.

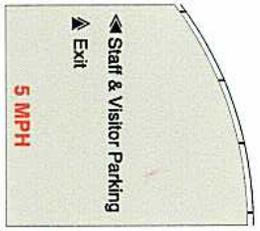
INSTALLATION:

- To be direct buried as req'd.

PLEASE REFER TO COPY SCHEDULE FOR REMAINING SIGNAGE.



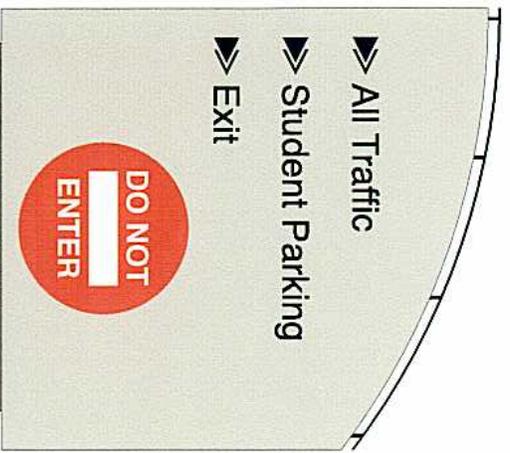
MAP Black	MAP Brushed Alum. #41-342	MAP MP3205 Cool Metallic	Blue Scotchcal #772-10
Tomato Red Scotch #7725-13	White Scotchcal #7725-10		



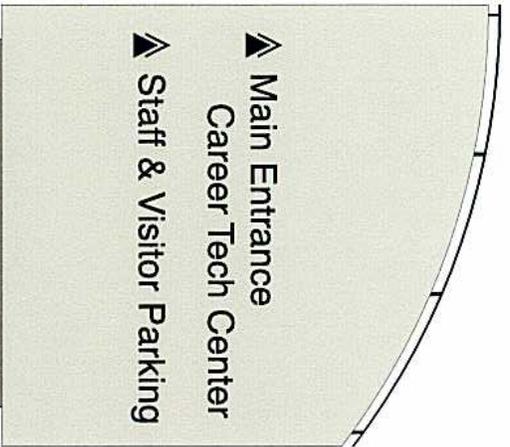
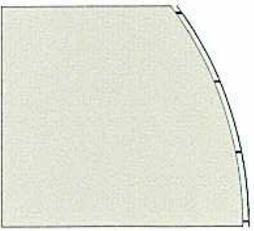
Customer Signature:

DRAWING #134,369 I

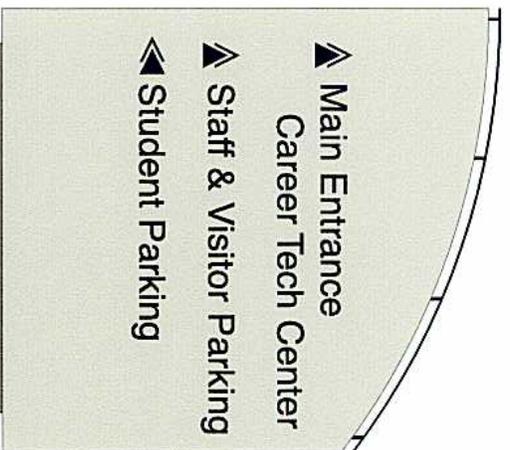
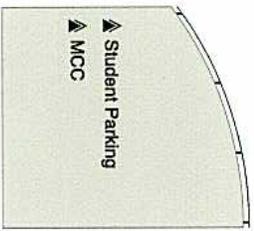
SCALE: 3/4" = 1'-0"
THREE (3) D/F SIGNS AND
TWO (2) S/F SIGNS REQ'D.



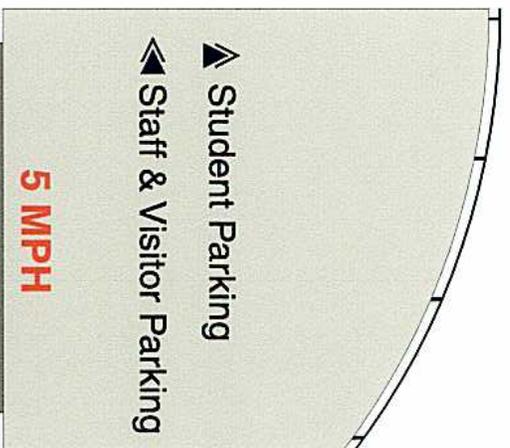
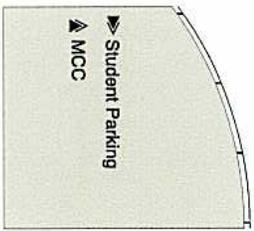
SIDE A SIGN #10
ONE (1) S/F SIGN



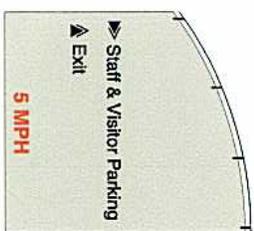
SIDE A SIGN #12
ONE (1) S/F SIGN



SIDE A SIGN #11
ONE (1) D/F SIGN



SIDE A SIGN #9
ONE (1) D/F SIGN



COPY SCHEDULE

Customer Signature: _____

DRAWING #134,369 I

SCALE: 3/4" = 1'-0"
 THREE (3) D/F SIGNS AND
 TWO (2) S/F SIGNS REQ'D.