



CLIENT: Wright Memorial Public Library  
PROJECT NAME: Renovation and Addition  
COMM. NO.: 20630.00

Issue Date:  
09/17/2021

**Request for Proposal:**

**Wright Memorial Public Library, Signage Bid Package REBID**

LWC Incorporated, acting as the Owner's agent for the Wright Memorial Public Library project, located at 1776 Far Hills Avenue, Dayton, Ohio, is inviting you to submit a proposal for the work described in this document for the Wright Memorial Public Library Renovation and Addition.

NOTICE

**Proposals due no later than October 7, 2021 by 12:00 Noon EST**

PROPOSAL

Proposals shall be submitted on the "Form of Proposal" as provided by LWC and attached to the request. Fully executed, **Hard Copy** proposals shall be delivered to:

**Kristi Hale @ Wright Memorial Public Library**

(2) Sets of Hard Copy proposal forms shall be submitted to LWC in a sealed envelope, clearly marked "Proposal Enclosed: WMPL, Signage Bid Package" to the address below:

**Wright Memorial Public Library**

**ATTN: Kristi Hale**

**1776 Far Hills Avenue**

**Oakwood, Ohio 45419**

PRE-BID MEETING

All Bidders are encouraged to attend the Pre-Bid Meeting **on September 23, 2021 at 10:00 AM**. The Pre-Bid Meeting will be held virtually via "Go-To Meeting".

Any Bidder planning to attend the Pre-Bid Meeting must request the meeting invite by **September 20, 2021 by 12:00 noon**. Written requests for the Pre-Bid Meeting invite shall be addressed via email to Elisa Friedman /LWC Incorporated @ [efriedman@lwcinspires.com](mailto:efriedman@lwcinspires.com). Email subject to read: "WMPL: Pre-Bid Invite Request".

TAXES

**Project is tax exempt.**

BASE PROPOSAL + PROPOSAL PERIOD

Base proposal to include all costs for properly manning the job to meet the schedule listed in this request. Unit pricing to be held through March 1, 2022.

PRE-AWARD INFORMATION

Upon request, the proposer shall submit intended field organization, plan for execution of the work, or any other additional information required by the Architect or Owner.



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### FORM OF CONTRACT

Oakwood – Wright Memorial Public Library Purchase Order (including terms and conditions contained in this RFP and any addendums)

### AWARD OF CONTRACTS

It is intended to make award promptly and for the Work to start as noted in the Project Milestone Schedule.

### SUBSTITUTIONS

No substitutions will be considered unless written request for approval has been **submitted by the Vendor to the Architect by September 27, 2021 by 12:00 noon.**

Written requests for substitutions shall be addressed via email to Elisa Friedman /LWC Incorporated @ [efriedman@lwcinspires.com](mailto:efriedman@lwcinspires.com). Email subject to read: “WMPL: Signage Substitution Request”. The materials, products and equipment described or named in the RFP documents establish a standard or required function, dimension, appearance and quality to be met by any proposed substitution. Each proposal shall be based upon the materials and equipment described or named in the RFP documents.

**Substitutions shall be submitted on the “Substitution Request Form” as provided by LWC and attached to the request. Each substitution request shall include the name of the material or equipment for which it is to be substituted and a complete description of the proposed substitute including drawing, cuts, images, performance and test data and any other information necessary for an evaluation, including a sample upon architect request.** A statement setting forth any changes in other materials, equipment or work that incorporation of the substitute would require shall be included. The burden of proof of the merit of the proposed substitute is upon the proposer. The Architect’s decision, subject to Owner’s review, of approval or disapproval of a proposed substitution shall be final.

### RIGHT TO ACCEPT OR REJECT

The Owner reserves the right to select one, more than one, or none of the proposals submitted and to accept or reject all or sections of any proposal received. Price alone will not be the sole determining factor in the selection process and Owner reserves the right to select proposal(s) that may not be lowest in cost.

### AWARD OF PROPOSAL

Wright Memorial Public Library will select the vendor(s) which it believes offers the proposal which is in Owner’s best overall interest. The Owner will consider only those offers that conform to this Request for Proposal.



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EXPENSES

Expenses for developing the proposals and answering Owner/Architect questions are the responsibility of the vendor and shall not be chargeable, in any manner, to Owner or Architect.

SCHEDULES

Work to commence immediately upon award. See Milestone Schedule within bid documents.

GUARANTEES AND/OR WARRANTIES PROVIDED

A proposal **shall include specific information on any warranties/guarantees** provided and state the terms and conditions of the warranties/guarantees that are being offered.

INSURANCE

The vendor shall procure and maintain at its expense, during the term of its agreement with Wright Memorial Public Library, at least the following insurance covering goods provided and services performed.

COVERAGE	LIMITS
A. Workers' Compensation	as required by Ohio Law
B. General Liability	\$1,000,000 combined single limit
C. Automobile Liability	\$1,000,000 combined single limit

All required insurance policies and certificates shall be issued by an insurance company with not less than a rating of "A" and that is licensed to do business in the State of Ohio. The vendor shall furnish insurance certificates, showing the vendor's compliance with this section. Certificates must be on file at Wright Memorial Public Library prior to commencement of operations and must be updated on a yearly basis as long as the contract remains in effect. Thirty days written notice is required prior to cancellation of any insurance policy.

CONFLICT OF INTEREST CERTIFICATION

Each vendor shall submit with its proposal an affidavit stating that neither it nor its employees, agents, nor any other party on its behalf, has paid or agreed to pay, directly or indirectly, any person, firm or corporation any money or valuable consideration for assistance in securing this purchase and further agrees that no such money or reward will be hereafter paid.

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION; MINORITY-OWNED, WOMAN-OWNED AND DISADVANTAGED BUSINESS ENTERPRISES

Wright Memorial Public Library is an Equal Opportunity Employer and requires vendors to comply with the following: The vendor, in bidding and providing goods or services, agrees not to discriminate against any employee or applicant for employment with respect to hiring and tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to



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employment, because of race, color, religion, age, sex, national origin, disability, or veteran status. The vendor further agrees that every sub-contract or order given for the supplying of this order will contain a provision requiring non-discrimination pursuant to Federal Executive Orders 11246 as amended by 11375.

**REFERENCES**

Vendors shall submit with their proposal a list of three current and past clients. Reference list should include at least the following information:

1. The name, address, and telephone number of individual responsible for the program.
2. The size and age of the account.
3. The services being performed.

**QUESTIONS**

**Final questions are due (via email) by September 27, 2021 @ 12:00 Noon.**

All questions should be directed to Elisa Friedman @ LWC Incorporated, in writing via email at [efriedman@lwcinspires.com](mailto:efriedman@lwcinspires.com). Email subject to read: "WMPL: Signage Bid Questions".

**Proposed Project Milestone Schedule**

Event	Date
RFP Distribution	09/17/2021
Requests for Pre-Bid Meeting Invite	09/20/2021 by 12:00 Noon
<b>Pre-Bid Meeting</b>	<b>09/23/2021 @ 10:00 AM</b>
Substitution requests/submittals due (via e-mail)	09/27/2021 by 12:00 Noon
Questions due (via e-mail)	09/27/2021 by 12:00 Noon
Final Addendum Issued	09/30/2021 by 12:00 Noon
<b>Proposal Due Date/Bid Opening</b>	<b>10/07/2021 by 12:00 Noon</b>
Target Review Period of Proposals	10/07/2021 – 10/11/2021
Target Award Date	10/11/2021

**Proposed Project Timeline**

Event	Date
Shop drawings/submittals/view clarifications	10/12/2021 – 10/27/2021
Manufacturing lead time and delivery to site	11/03/2021 – 12/31/2021
<b>Installation complete</b>	<b>by 02/11/2022</b>
Punch list and Inspection	Week of 02/14/2022



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## SCOPE OF WORK

The scope of work shall include, but not necessarily be limited to, providing the following:

- Provide all labor, material and equipment necessary to furnish and install all signs completely as described in this signage package:
  - Wall and door mounted signs
  - Projecting wall mounted signs
  - Freestanding signs
  - Post mounted signs
  - Banner brackets for existing light posts
- Quality Assurance
  - Supplier: minimum of five (5) years of experience furnishing the products specified.
  - Installer: minimum of five (5) years of experience installing the products specified in this section.
  - Flame Spread and Smoke Development Requirements: Products shall meet flame spread and smoke development standards required for Class-A as classified by the National Fire Safety Code, NFPA 101, and/or Class-I status in the Ohio Building Code. Classification shall be made in accordance with ASTM E84, "Standard Test Method for Surface Burning Characteristics of Building Materials".
    - Flame Spread: 25 or less
    - Smoke Developed: 450 or less
- Shop Drawings
  - Upon award, contractor shall start the submittal and shop drawing process.
  - The contractor shall submit shop drawings for fabrication and erection of all signage.
    - Shop drawings shall include plans, elevations, large-scale details of sign wording and lettering layout.
    - Shop drawings shall show anchorages and accessory items.
  - The contractor shall submit data describing signage including material and anchorage details.
  - Contractor shall submit samples of each type of signage for approval prior to fabrication.
  - Contractor shall submit color samples to architect for approval.
    - Color samples must be the actual material of which the sign is made. Printed color charts will not be accepted and may cause rejection of shop drawing submittal.
  - Contractor shall submit manufacturer's installation instructions.



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- Contractor shall submit closeout submittals:
  - Recommendations on cleaning and maintaining signs.
  - Operation and maintenance data for installed products.
  - Instructions and templates for making owner provided inserts.
  - Precautions against harmful cleaning materials and methods.
  - Warranty documents.
- Regulatory Requirements
  - All signage provided shall conform to the ANSI ICC A117.1-2009 Accessibility Guidelines”
    - Signs for permanent rooms shall have tactile lettering, pictograms (where required) and Grade 2 braille characters.
    - Directional and Informational signs are not required to have tactile lettering or Grade 2 braille characters.
  - Signage shall be installed at heights and locations as required by the Accessibility Guidelines.
- Delivery, Storage and Handling
  - Deliver products in manufacturer’s original, unopened and undamaged containers with identification labels intact.
  - Store products protected from weather, temperature and other harmful conditions.
  - Handle products in accordance with manufacturer’s instructions.
- Warranty
  - Provide manufacturer’s standard warranty document executed by authorized company official.
    - Warranty Period: Two (2) years from date of substantial completion.
- Basis of Design
  - Refer to signage package for design information specific to each sign
  - Provide tactile cope and Grade 2 braille raised 1/32” minimum from plaque first surface by manufacturer’s vacuum formed embossing process.
    - Letter style shall be Times New Roman.
    - Letter color shall meet ANSI ICC A117.1-2009 Accessibility Guidelines for contrast with background.
    - Braille copy is to be placed just below the corresponding tactile copy.
    - Exterior signs to include UV inhibitor.



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- Provide lettering and graphics precisely formed, uniformly opaque to comply with relevant ADA regulations and requirements indicated for size, style, spacing, content, position, and colors.
    - Final logos and graphics to be provided by owner.
  - Where indicated, make accommodations for tamper proof insert.
  - Where signage is mounted on glass, provide a blank panel of same size, shape and color for opposite side.
  - Changeable inserts for signs shall be easily made by the owner.
    - Any equipment (templates) required shall be included as part of the closeout submittals.
  - Fabricate signs with mechanically smooth edges, beveled edges are not required.
    - Shape to be as shown in drawings.
  - Mounting shall be by vinyl tape or silicone adhesive.
  - Background to be a stipple textured metallic antique bronze look.
  - Sign sizes shall be priced as detailed on drawings; contractor to provide input on various signs and dimensional lettering to ensure legibility.
  - Restroom signs shall comply with ADA guidelines with raised universal graphic symbols, tactile lettering, and Grade 2 braille. Include handicap symbol on all accessible restrooms.
  - Exterior signs shall comply with the City of Oakwood signage standards and regulations.
  - Refer to Signage Schedule on drawing sheet for a complete list of interior signage copy.
- Execution
    - Coordinate installation with architect as part of the construction project and owner move-in.
    - Verify conditions are acceptable for product installation in accordance with manufacturer's written instructions.
    - Proceeding with installation implies installer's acceptance of substrate and conditions.
    - Protect adjacent finishes from damage during installation of signage.
    - Install signage in accordance with manufacturer's written instructions and mounting methods.
    - Install signage in locations indicated and free from distortion, warp, or defects adversely affecting appearance.
    - Install signage plumb, level and at heights indicated or recommended by Accessibility guidelines.
    - Provide progress reports to the Owner and Architect.



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- Repair scratches and other damage which may have occurred during installation.
- Replace signage where repairs were made but are still visible to the unaided eye from a distance of 5' feet.
- Remove all temporary coverings and projection to adjacent work.
- Clean all signage after installation as recommended by the manufacturer.
- Requirements as Stated in this Document.
- Drawings by LWC