

BID DOCUMENT:

EXTERIOR SIGNAGE
FABRICATION AND INSTALLATION
*Harbor Springs Vehicular & Pedestrian Wayfinding
Phase 1
Harbor Springs, Michigan*

I. Introduction

A. Overview and Statement of Design Intent The City of Harbor Springs is issuing this bid in order to identify a qualified exterior architectural signage fabricator to install Phase 1 of the city's new wayfinding program. Phase 1 consists of 14 vehicular guide signs and two pedestrian kiosks.

Installation to be complete by February 14, 2018.

B. Owner

City of Harbor Springs
160 Zoll St.
Harbor Springs, MI 49740
231.526.2104 phone
231.526.6865
citymanager@cityofharborsprings.com

C. Designer

Corbin Design
109 East Front 304
Traverse City, MI 49684
Phone: 231 947-1236
Fax: 231 947-1477
Designer: Jeff Frank
Designer email: jeff@corbindesign.com
Project Manager: Moira O'Polka
Project Manager email: moira@corbindesign.com

II. Project Schedule

A. Bid Submittal

Bids are to be submitted on or before 5:00 p.m., 10/18/17. Any bids received after this date can be rejected at the Owner's discretion.

Two copies are to be submitted. One copy of the bid is to be submitted to the Owner at the above address. One copy of the bid is to be submitted to the Designer at the above address.

Bids shall remain valid for a period of ninety (90) days from submission.

B. Bidding and Completion Schedule

(09/27/17)	Bid documents issued
(10/18/17)	Bid form and bid submittals due
(10/25/17)	Contract awarded
(11/08/17)	Project submittals creation
(11/22/17)	Project submittals review
(01/31/18)	Fabrication
(02/14/18)	Installation complete

Submittal to Owner of the enclosed bid forms will acknowledge Bidder's agreement with this time schedule. If you cannot make the completion schedule, please note this on the bid form section 1, Bidder's Proposed Schedule for the Work.

III. Bid Package

A. Contents

The items listed below are available via the Designer's FTP Site:

<https://corbinet.corbindesign.com/Login>

username: hbs_bids

password: your email address (limited to 32 characters)

1. Bid Document and Bid Form
2. Design intent and specifications of each sign type
3. Sign location plan (for bidding purposes only)
4. Sign message schedule (for bidding purposes only)

B. Explanation to Bidders

Any explanation desired by a Bidder regarding the meaning or interpretation of the bid package must be requested in writing to the Owner at above address by Friday, October 13th, 2017, to allow sufficient time for a reply to reach all prospective Bidders before the submission of their bid. Any information given to a prospective Bidder concerning the bid package will be furnished to all prospective Bidders as an addendum. Receipt of an addendum by a Bidder must be acknowledged on the bid form.

C. Modification and Withdrawal of Bid

Prior to the bid submittal deadline, any bid submitted may be modified, withdrawn or resubmitted by notifying the Owner. Withdrawal notices and revised bids shall be submitted in writing and must be received on or before the bid submittal deadline. No bid may be modified, withdrawn, or cancelled by the Bidder, except upon the express permission of the Owner and the Designer, unless the award of contract is delayed for a period of 90 days.

D. Experience

The Owner requires that all Bidders must have sufficient experience in projects of this type, size and complexity in order to submit a bid for the project.

Bidders must provide the names of three projects of similar scope and size in the field of architectural exterior signage. Please provide the name of the individual for each project that can discuss the working relationship with your company, together with their address, telephone number and a brief description of the project. The Owner or Designer may elect to contact these individuals as part of its evaluation of the bid.

It is the intent of the Owner to award a contract to the most qualified Bidder, provided the bid has been submitted in accordance with the requirements of the bid package and does not exceed the funds available. The Owner shall have the right to waive any informality or irregularity in any bid(s) received and to accept the bid(s) which, in its judgment, is in its own best interests. The Owner reserves the right to reject any and all bids for any reason. The criteria the Owner will use in evaluating the bids are as follows (listed in no particular order of priority):

- Quality, appearance and adherence to the specifications of the samples submitted;
- Bidder’s schedule for the work;
- Unit sign cost;
- Total project cost;
- Reputation of the firm in completing past work (references);
- Demonstrated understanding of the project; and
- Review of sample shop drawings and sample keystroking documents.

E. Familiarity with Project Premises and Conditions

Prior to submitting a bid, the Bidder is invited to inspect the work site and its surroundings. Although the Bidder is not required to make such an inspection before bidding, for the purposes of the contract it shall be conclusively presumed that by failing to make such an inspection, the bidder has waived the right to later claim extra payment or time extensions for conditions which would have been evident had the site been inspected.

IV. Submittal Requirements

A. Bid Submittals

All bid submittals shall be sent to the Designer at the above address. **Note: bid forms submitted without the requested samples will be rejected.** The following items are required to be submitted with the bid form:

1. Typical Existing Shop Drawing

Detailed shop drawing for a previously fabricated sign that is similar in construction to Gx-1. Shop drawing shall reflect the method of fabrication and materials used, mounting techniques and hardware, internal construction and illumination if necessary, and any base and below-grade details required.

Submit sample shop drawing to both Owner and Designer.

2. Keystroking Proofs

A sample proofing document of final production keystroking you have created for a previous project for the sign message for a sign similar in type to the Gx-1. Keystroke proofs are to be *in-position composition proofs*. Keystrokes are to be scaled but not full sized.

Submit sample keystroking proofs to Designer.

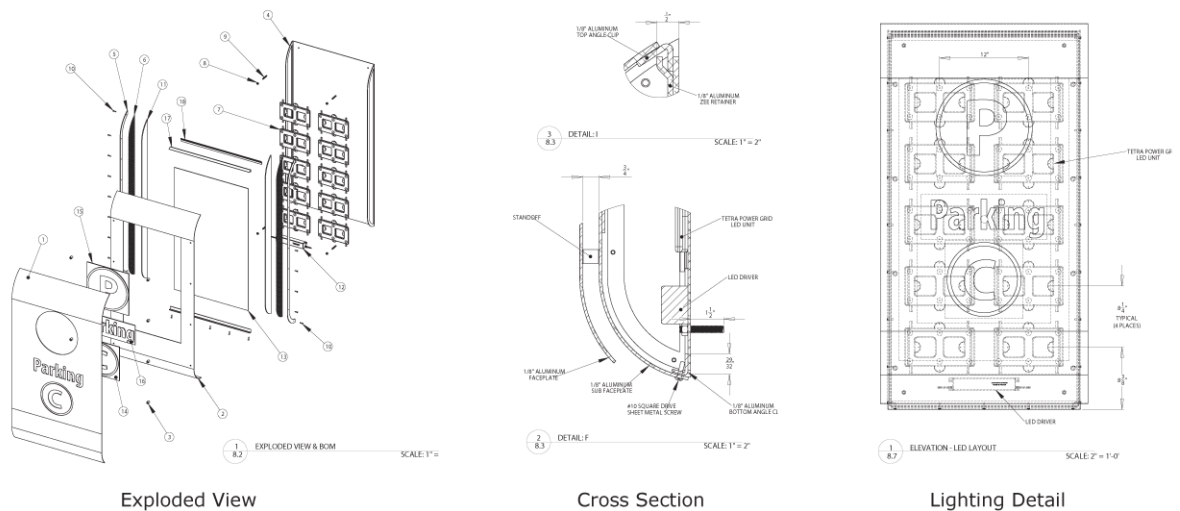
B. Pre-fabrication Submittals

Upon award of contract, the successful Bidder must submit a copy of the following items to the Owner and Designer for their review prior to fabrication proceeding:

1. Detailed engineered shop drawings for each sign type are to be submitted as electronic PDF no larger than 11"x 17". Final Shop Drawings are to be stamped by an Engineer licensed in the state of Michigan. The shop drawings for each sign type shall illustrate/describe the following:
 - i. Elevations and cross sections – front, sides, top and back (if necessary); side sections; internal structure section/details; enlarged details such as of extrusions, push-through letter mounting, mounting plate, etc.; with all final dimensions and call-outs for:
 - o Components – construction details/information related to individual elements
 - o Materials – color, type, gauge, and thickness (including substrates and overlays)
 - o Finishes – color, type of product, manufacturer, and sheen
 - o Fonts, graphics specifications and message fields
 - ii. Exploded view (optional) – isometric view with components, materials, and finishes.
 - iii. Cross-section of corners – one illustration for each corner condition. Items to be illustrated: seams, joints, layers, internal support and fasteners.

- iv. Mounting/installation details – provide foundation cross-sections (including hardware), bracket/post details, elevations, materials, finishes and fasteners.
- v. Electrical details are to be provided for all elements that require electricity. Specific items to be listed are:
 - o Light source and/or fixture type and manufacturer
 - o Power supply (transformer)
 - o Amperage and voltage per sign
 - o Electrical service required (source)
 - o Lighting detail – provide an internal view of light fixtures, LED layout, transformers, external cut-off switch, light sensor, and timer.
- vi. Engineering for wind load
- vii. Removable panels (where applicable)
- viii. Identify any dimensional or other changes in the overall sign required by virtue of the fabrication materials, techniques and/or engineering.

Sample drawings



For the first release, we request that all drawings be received at one time. Future revised drawings can be received as they are completed.

2. Three (3) samples of each material (paint, vinyl, acrylic, veneer, masonry, metal, etc.) to be used on the sign using actual substrate materials. One sample will be returned, one sent to the Owner and one kept in the Designer's records.
3. A proofing document of final production keystroking for all sign messages to verify line breaks, character and word spacing, and interline spacing. The proofs are to be scaled production art files, not full sized. Each layout is to be identified with the sign number.

4. If large format insert production is required for guide signs, directories, corridor/linear maps or other, successful Bidder must submit a 12" x 12" to-scale sample segment of the final insert product to the Designer for approval before producing the final inserts.
5. Successful Bidder must submit a schedule detailing how far in advance artwork will be required for printed maps and directories.
6. Successful Bidder must provide weekly status reports to the Owner and Designer detailing fabrication and installation progress and the expected completion schedule.

C. After-installation Submittals

Maintenance instructions and manuals for all sign components (lighting, paint, etc.), along with amended shop drawings, as-installed sign location plans and approved keystroke documents shall be supplied by successful Bidder to Owner upon completion of punchlist items.

V. Award of Contract

A. Documents Provided to Successful Bidder

The following is a list of the documents that will be provided to the successful Bidder by the Designer.

1. Outlined Illustrator files of the Design Intent Drawing for each sign type (created in Adobe Illustrator, version CS5).
2. A PDF file of the Sign Message Schedule.
3. PDF files of the Sign Location Plan(s).

B. Contractual Relationship

Once the Owner selects a Successful Bidder, the primary contractual relationship will be between the Owner and the Successful Bidder. Corbin Design will continue to work with the Successful Bidder throughout fabrication and installation to protect the design intent and to assure faithful implementation of the wayfinding system as designed.

C. Default

The Owner may at any time, by written notice to the successful Bidder, terminate this contract and the successful Bidder's right to proceed with the work, for just cause, which shall include, but is not limited to the following:

1. Failure to provide insurance and bonds (when called for), in the exact amounts and within the time specified or any extension thereof.
2. Failure to make delivery of the supplies, or to perform the services within the time specified herein, or any extension thereof.

3. The unauthorized substitution of articles for those bid and specified.
4. Failure to make progress if such failure endangers performance of the contract in accordance with its terms.
5. Failure to perform in compliance with any provision of the contract.
6. Standard of Performance – the successful Bidder guarantees the performance of the commodities, goods or services rendered herein in accordance with the accepted standards of the industry or industries concerned in this bid package, except that if this specification calls for higher standards, then such higher standards shall be provided.

Upon notice by the Owner of the successful Bidder's failure to comply with such standards or to otherwise be in default of this contract in any manner following the award of contract, the successful Bidder shall immediately remedy said defective performance in a manner acceptable to the Owner. Failure by the successful Bidder to immediately correct said defective performance shall be considered a breach of this contract and grounds for termination of the successful Bidder by the Owner.

In the event of any breach of this contract by the successful Bidder, the successful Bidder shall pay any cost to the Owner caused by said breach including but not limited to the replacement cost of such goods or services.

The Owner reserves the right to withhold payment until any defects in performance have been satisfactorily corrected.

7. All remedies available to the Owner herein are cumulative and the election of one remedy by the Owner shall not be a waiver of any other remedy available to the Owner.

D. Independent Contractor

At all times, the successful Bidder, any of his/her employees, or his/her subcontractors and their subsequent employees shall be considered independent contractors and not as employees of the Owner. The successful Bidder shall exercise all supervisory control and general control over all workers' duties, payment of wages to successful Bidder's employees and the right to hire, fire and discipline their employees and workers. As an independent contractor, payment under this contract shall not be subject to any withholding for tax, social security or other purposes, nor shall the successful Bidder or his/her employees be entitled to sick leave, pension benefit, vacation, medical benefits, life insurance or workers' unemployment compensation or the like from the Owner.

VI. Installation

A. Installation Subcontractors

If the successful Bidder will use a subcontractor to perform signage installation, the successful Bidder must provide a company representative to act as an on-site supervisor to oversee this work (see also section titled "Independent Contractor").

B. Punchlist

It is required that the successful Bidder complete a walk through with the Owner/Designer immediately following installation to identify any errors, such as construction or installation issues. Such errors are to be corrected in a timely manner, and to the satisfaction of the Owner.

C. Site Safety and Restoration

During the installation period, successful Bidders and subcontractors are responsible for their own safety, and are expected to maintain a safe environment for pedestrians. Successful Bidders and subcontractors are to keep the Owner's premises and the adjoining premises, driveways and streets clean and clear. Job site shall be left safe, neat and clean at the completion of each day's operation. Successful Bidders and subcontractors are also expected to temporarily maintain old signs in order to continue their directional and identification functions, as well as to maintain signage that meets MUTCD standards during the installation period. At the completion of work, successful Bidder and subcontractors shall remove all rubbish, tools, equipment, and surplus materials, from and about the premises, and shall leave the site as originally found. Successful Bidder shall be responsible for repairing or correcting damage to other contractors' work resulting from successful Bidder's work.

VII. Warranty

A. Signage Warranty

The successful Bidder is to provide a written five (5) year full replacement warranty to the Owner that all signs will be free of defects due to craft work including, but not limited to:

1. Bubbling, chalking, rusting or other disintegration of the sign panel, graphics or of the edges.
2. Corrosion appearing beneath paint and vinyl surfaces, on sign panels, brackets, posts or other support assemblies (except as an obvious result of vandalism or other external damage).
3. Corrosion of fasteners.
4. The assemblies not remaining true and plumb on their supports.
5. Peeling, delamination or warping ("oil canning").
6. Repair and reinstallation of signage due to failed mountings.

Successful Bidder shall also extend in writing to the Owner all manufacturers' warranties for materials and components used within the signs. It is the Successful Bidder's responsibility to obtain extended 5-year manufacturer warranties on all paint and powder coat applications.

B. Repair or Replacement

Without additional cost to the Owner, the successful Bidder shall repair or replace, including installation, any defective signs or hardware which develop during the warranty period and repair any damage to other work due to such imperfections. The successful Bidder will be required to fully replace all signs that are in error relative to the working documents (sign message schedule and sign type drawings) that will be submitted to the successful Bidder upon award of contract.

VIII. Bid Form and Definition

A. Bid Form

A bid form is provided with this document. Quantities shown on the bid form should be close to the final quantities but are provided for bid purposes only. It will be the successful Bidder's responsibility to verify the final counts.

B. Cost Per Unit

A unit cost price is required to enable the Owner to purchase and install additional signs within the next calendar year at the same price. Also, if the number of signs purchased initially increases or decreases, the unit cost provided shall be the basis for any cost adjustments.

C. Subsequent Year Pricing

Owner may need to purchase additional sign(s) in the next 2 – 3 years. Filling out the Bidder's Statement of Subsequent Year Pricing, at the end of this document, will help the Owner budget and plan accordingly and is considered to be binding on the Bidder.

BID FORM

Date: _____

To: City of Harbor Springs
160 Zoll St.
Harbor Springs, MI 49740
231.526.2104 phone
231.526.6865
citymanager@cityofharborsprings.com

From: _____ (name of Bidder)
_____ (address of Bidder)
_____ (phone number of Bidder)

For: *Harbor Spring Vehicular & Pedestrian
Wayfinding System - Phase 1*

The undersigned, having familiarized themselves with project conditions and having examined and become fully cognizant of the bid package and all addenda subsequently issued, hereby agrees to furnish all labor, materials, equipment, appliances, fixtures, and incidentals required by the bid package for the construction of the aforementioned project, and to conform to requirements as set forth in the bid package for the amounts set forth in this bid form. The signing of this document and award of contract or purchase order will signify complete understanding by the awarded Bidder of all items detailed in this bid package. The particular items noted herein, detailing fabrication, installation, product and fabricator performance, are understood to be part of any contract(s) from Owner.

Pursuant to the requirements as specified, the undersigned submits the following base bid, which includes all applicable taxes (if any), overhead, and profit.

ADDENDA:

Please acknowledge all addenda received.

Addendum Number	_____	Dated	_____
Addendum Number	_____	Dated	_____
Addendum Number	_____	Dated	_____
Addendum Number	_____	Dated	_____

Name and Company

Signed Date

**BID PROPOSAL FOR
EXTERIOR SIGNAGE FOR
Owner and Address
Project/Name
Phase 1:**

Please provide unit costs for all sign types in the program.

Sign Type	Description	Quantity	Unit Cost for Fab	Total Fab Cost	Unit Cost for Install.	Install Cost	Extended Cost for Bid
Gx-1	Primary Vehicular Guide	2		0.00		0.00	\$ -
Gx-1a	Primary Vehicular Guide (no base)	3		0.00		0.00	\$ -
Gx-2	Compact Vehicular Guide	7		0.00		0.00	\$ -
Gx-2a	Primary Vehicular Guide (existing pole)	1		0.00		0.00	\$ -
Gx-3	Trailblazer	1		0.00		0.00	\$ -
Kx-1	Pedestrian Kiosk	2		0.00		0.00	\$ -
Total		16		0.00		0.00	\$ -
Shipping Costs							
Permit Allowance							
Taxes							
Number of Mobilizations and Cost							
TOTAL Cost for Signage Package							\$0.00

What is the unit cost for additional mobilizations _____

Performance/Labor Bond (Owner's Option) _____

*It is assumed that all requirements of this bid are incorporated into the costs quoted above (including engineered drawings, footings, site visits, etc). If there are any items above and beyond the bid scope that you have included in the costs, please list them below.

Bidder's Initials _____

Bid Alternate #1 - Phase 2

Please provide unit costs for all sign types in the program.

Sign Type	Description	Quantity	Unit Cost for Fab	Total Fab Cost	Unit Cost for Install.	Install Cost	Extended Cost for Bid
Gx-4	Pedestrian Guide	8		0.00		0.00	\$ -
Ix-1	Parking Identification	5		0.00		0.00	\$ -
Ix-2	Municipal Identification	7		0.00		0.00	\$ -
Ix-2a	Municipal Identification with Regulatory Infor	3		0.00		0.00	\$ -
Kx-1	Pedestrian Kiosk	7		0.00		0.00	\$ -
Total		30		0.00		0.00	\$ -
Shipping Costs							
Permit Allowance							
Taxes							
Number of Mobilizations and Cost							
TOTAL Cost for Signage Package							\$0.00

Bid Alternate #2 - School Signage

(Please note there is no message schedule or sign location plan for this phase. This will be the responsibility of the fabricator.)

Please provide unit costs for all sign types in the program.

Sign Type	Description	Quantity	Unit Cost for Fab	Total Fab Cost	Unit Cost for Install.	Install Cost	Extended Cost for Bid
Ix-2	Municipal Identification	15		0.00		0.00	\$ -
Total		15		0.00		0.00	\$ -
Shipping Costs							
Site Survey							
Permit Allowance							
Taxes							
Number of Mobilizations and Cost							
TOTAL Cost for Signage Package							\$0.00

**BID PROPOSAL FOR
EXTERIOR SIGNAGE FOR
Harbor Spring Vehicular Pedestrian Wayfinding System - Phase 1**

1. Bidder's Proposed Schedule for the Work (refer to section II.B.)

Project submittals will be submitted by: _____ (Date).

Note: Allow two weeks at this point for review by Designer and Owner.

Signs will be fabricated by: _____ (Date).

Signs will be installed by: _____ (Date).

2. Bidder's Experience on Other Similar Exterior Projects (refer to section III.D.)

Project	Contact and Phone Number	Dollar Amount	% Complete
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3. Please provide references from long-term clients you currently serve.

Type of Work	Company, Contact and Phone Number	Length of Relationship
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4. Bidder's Statement of Subsequent Year Pricing (refer to section IX.C.)

Owner will be able to purchase additional signage for the program during the period of one year from the signing of a contract at the unit prices listed on this bid form. In subsequent years, the percentage increase for unit pricing will be as follows:

Year Two + _____ % above bid prices

Year Three + _____ % above bid prices

5. Subcontractor's Name and Purpose (refer to section V.D.)

6. Material Substitutions, Explanation and Cost Differential (refer to section VI.D.)
