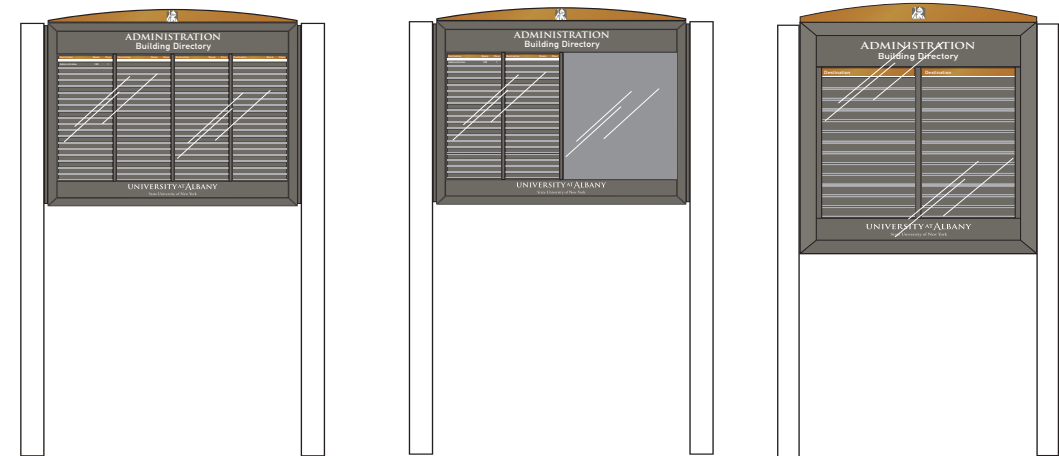


**LB-1 - Directory:**  
1 column  
Scale: 3/4"=1'-0"  
Page 3:3

**LB-2 - Directory:**  
2 column  
Scale: 3/4"=1'-0"  
Page 3:3

**LB-3 - Directory:** 4 column  
Scale: 3/4"=1'-0"  
Page 3:3



**LB-3-Modified-A**  
Directory: 4 column  
Scale: 3/8"=1'-0"  
Page 3:4

**LB-3-Modified-B**  
Directory: 2 column with map surface  
Scale: 3/8"=1'-0"  
Page 3:4

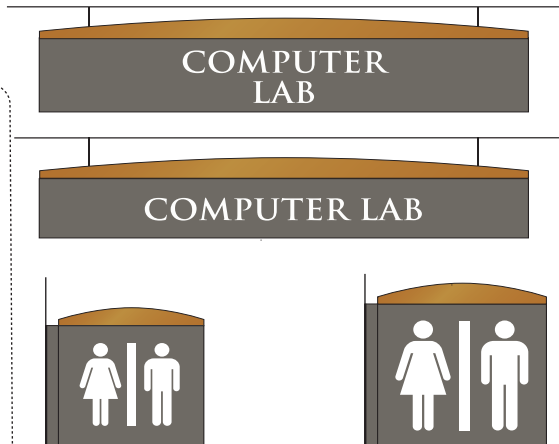
**LB-2A**  
Directory: 2 column with posts  
Scale: 3/8"=1'-0"  
Page 3:3



**LB-5 - Directory:** 4 column with corkboard, no inserts  
Page 3:5

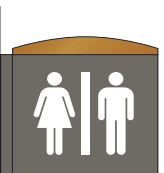
**LB-6 - Directory:** 5 column with map surface  
Scale: 3/4"=1'-0"  
Page 3:5

DIRECTORIES

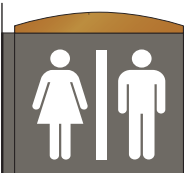


**OD-1 - Overhead Destination Sign**  
Scale: 1/2"=1'-0"  
Page 3:12

**OD-2 - Overhead Destination Sign**  
Scale: 1/2"=1'-0"  
Page 3:12

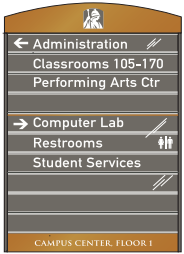


**OF-1 - Overhead Flag Identifier**  
Scale: 3/4"=1'-0"  
Page 3:13

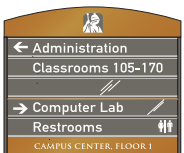


**OF-2 - Overhead Flag Identifier-large**  
Scale: 3/4"=1'-0"  
Page 3:13

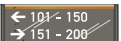
OVERHEAD IDENTIFICATION



**DW-1 - Wall Directional:** 10 inserts  
Scale: 3/4"=1'-0"  
Page 3:2

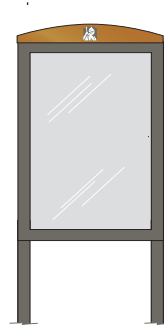


**DW-2 - Wall Directional:** 5 inserts  
Scale: 3/4"=1'-0"  
Page 3:2

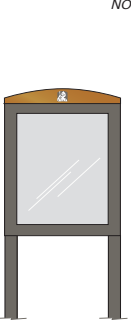


**DW-3 - Room Range Directional:** 1 insert  
Scale: 3/4"=1'-0"  
Page 3:2

DIRECTION



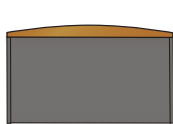
**TN-1 - Freestanding Temporary Message Sign**  
Scale: 3/4"=1'-0"  
Page 3:17



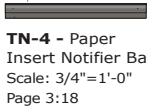
**TN-2 - Freestanding Temporary Message Sign**  
Scale: 3/4"=1'-0"  
Page 3:17



**TN-3 - Wall Mounted Temporary Insert Sign**  
Scale: 3/4"=1'-0"  
Page 3:18

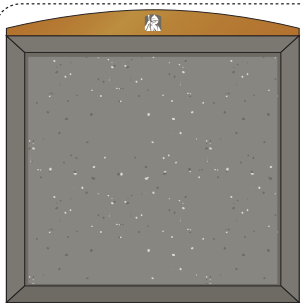


**TN-3A - Wall Mounted Temporary Insert Sign (landscape)**  
Page 3:18



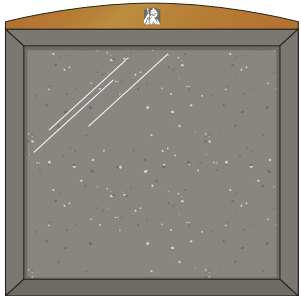
**TN-4 - Paper Insert Notifier Bar**  
Scale: 3/4"=1'-0"  
Page 3:18

TEMPORARY SIGNS

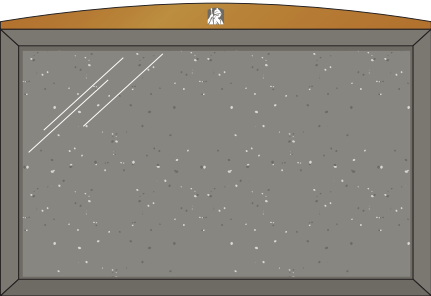


SIGN SHOP CAPABILITY:  
NONE

**NB-3a - Bulletin Message Board**  
Open Posting (no glass or lock)  
Scale: 3/4"=1'-0"  
Page 3:19



**NB-3 - Bulletin Message Board**  
Scale: 3/4"=1'-0"  
Page 3:19



**NB-4 - Bulletin Message Board**  
Scale: 3/4"=1'-0"  
Page 3:19

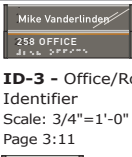
BULLETIN MESSAGE BOARDS



**ID-1 - Primary Room Identifier**  
Scale: 3/4"=1'-0"  
Page 3:10



**ID-2 - Secondary Room Identifier**  
Scale: 3/4"=1'-0"  
Page 3:10



**ID-3 - Office/Room Identifier**  
Scale: 3/4"=1'-0"  
Page 3:11



**ID-4 - Room Number Identifier**  
Scale: 3/4"=1'-0"  
Page 3:11



**RA-1 All Gender Restroom Regulatory Plaque**  
with ADA plaque  
Scale: 3/4"=1'-0"  
Page 3:14



**RI-1 No Smoking Regulatory Information Plaque**  
Scale: 3/4"=1'-0"  
Page 3:15

SIGN SHOP CAPABILITY:  
1 VINYL GRAPHICS (INSERTS)  
2 HARDWARE & TACTILE/BRAILLE



**ID-5 - Desk Plate Identifier**  
Scale: 3/4"=1'-0"  
Page 3:11



**RN-1 One-Line Message Regulatory Notice**  
Scale: 3/4"=1'-0"  
Page 3:16

IDENTIFICATION & ADA

DONOR AUDITORIUM

**CD-3 - Donor Destination Letters: Interior**  
Scale: 3/4"=1'-0"  
Page 3:6



**CD-4 - Donor Destination Plaque-Large**  
Scale: 3/4"=1'-0"  
Page 3:7



**CD-4A - Donor Destination Plaque with Name Panels**  
Scale: 3/4"=1'-0"  
Page 3:7

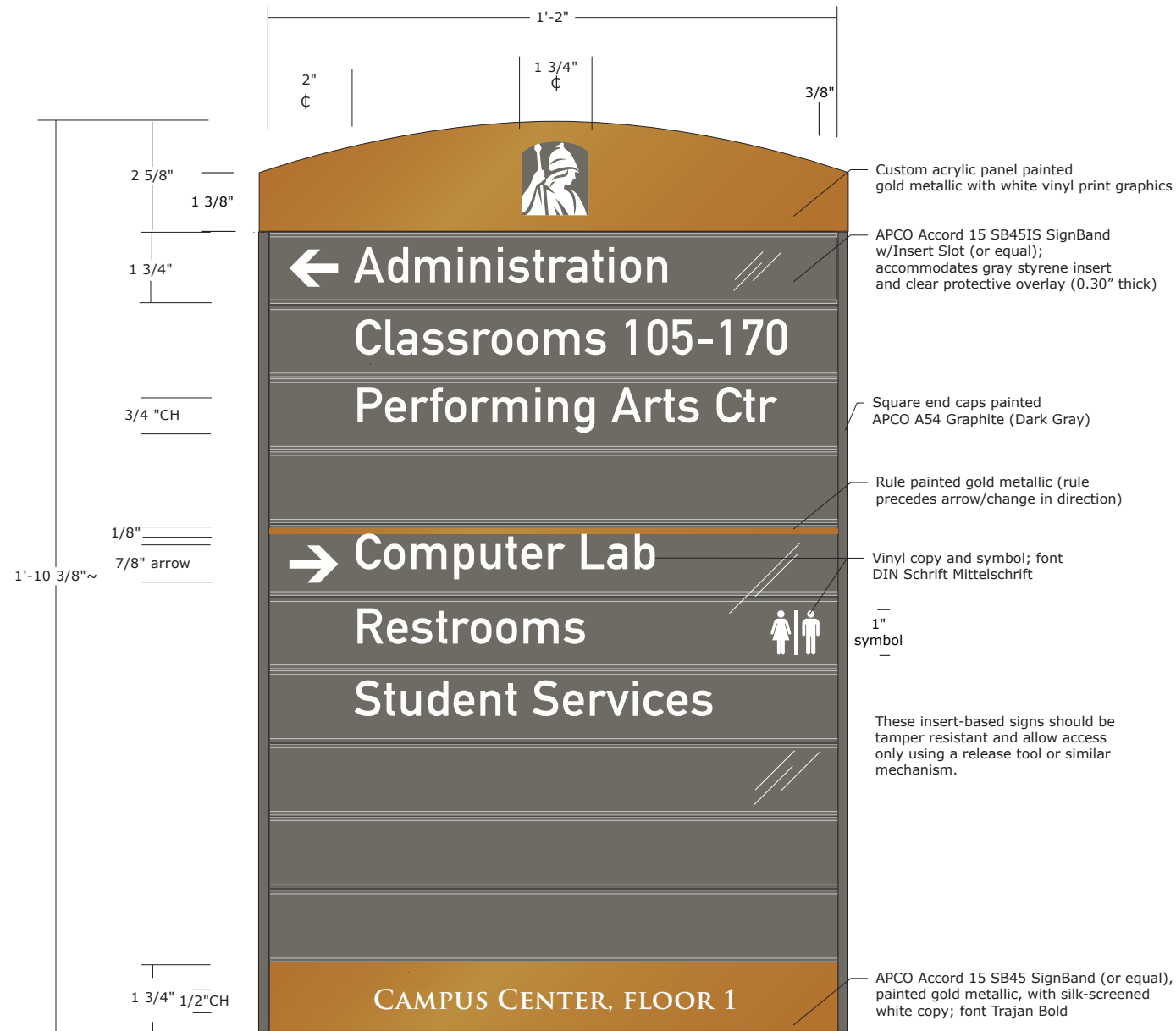


**CD-6 - Custom Donor Plaque**  
Scale: 3/4"=1'-0"  
Page 3:9



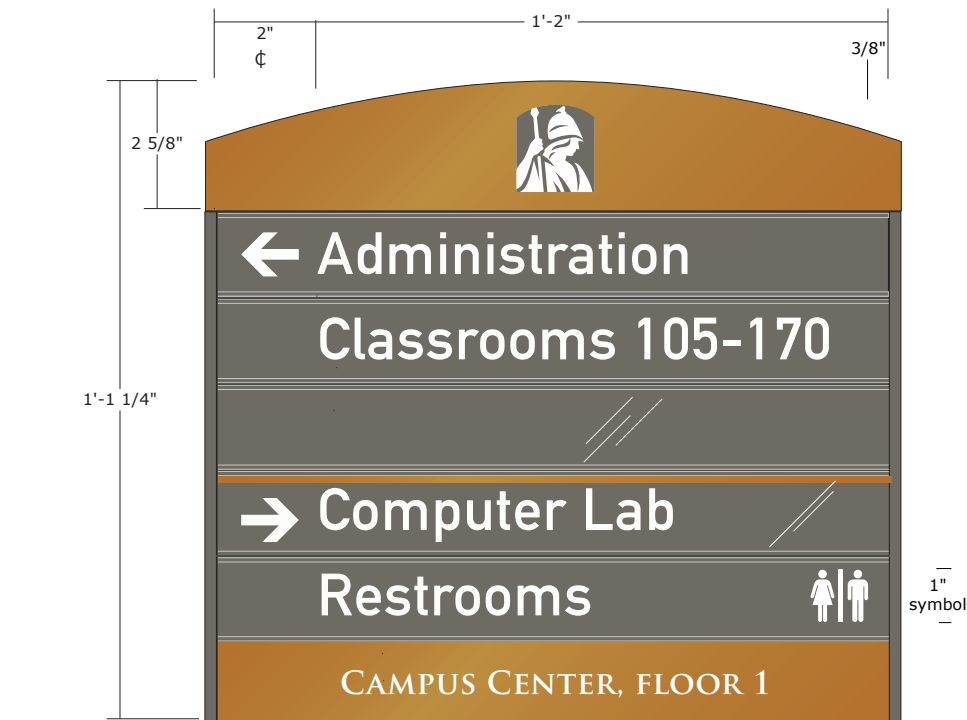
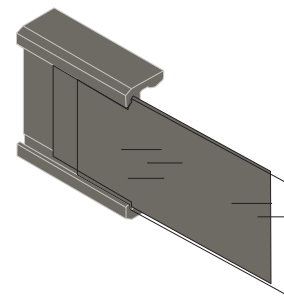
**CD-5 - Donor Destination Header Plaque**  
Scale: 3/4"=1'-0"  
Page 3:8

DONOR RECOGNITION

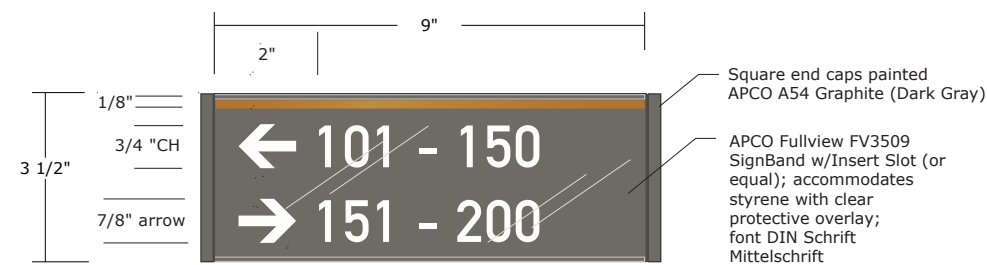


**DW-1 - Wall Directional: 10 inserts**  
Scale: 3"=1'

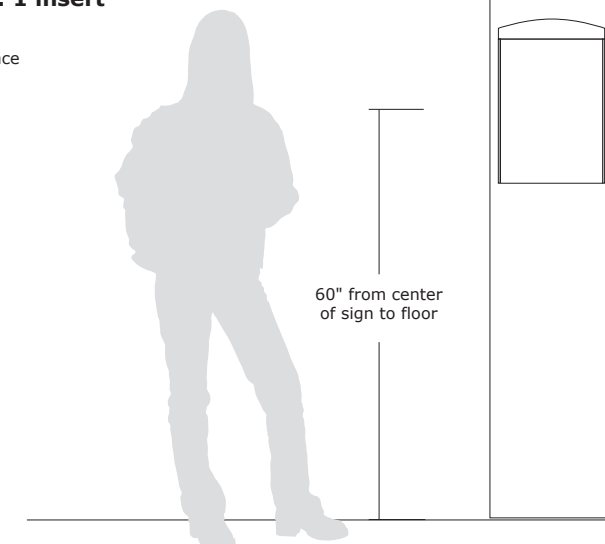
APCO Accord 15 SB45IS SignBand w/Insert Slot, with gray styrene insert and clear protective overlay (.030" thick)



**DW-2 - Wall Directional: 5 inserts**  
Scale: 3"=1'



**DW-3 - Room Range Directional: 1 insert**  
Scale: 3"=1'  
Alternative fabrication method:  
Subsurface vinyl graphics on subsurface painted acrylic panel



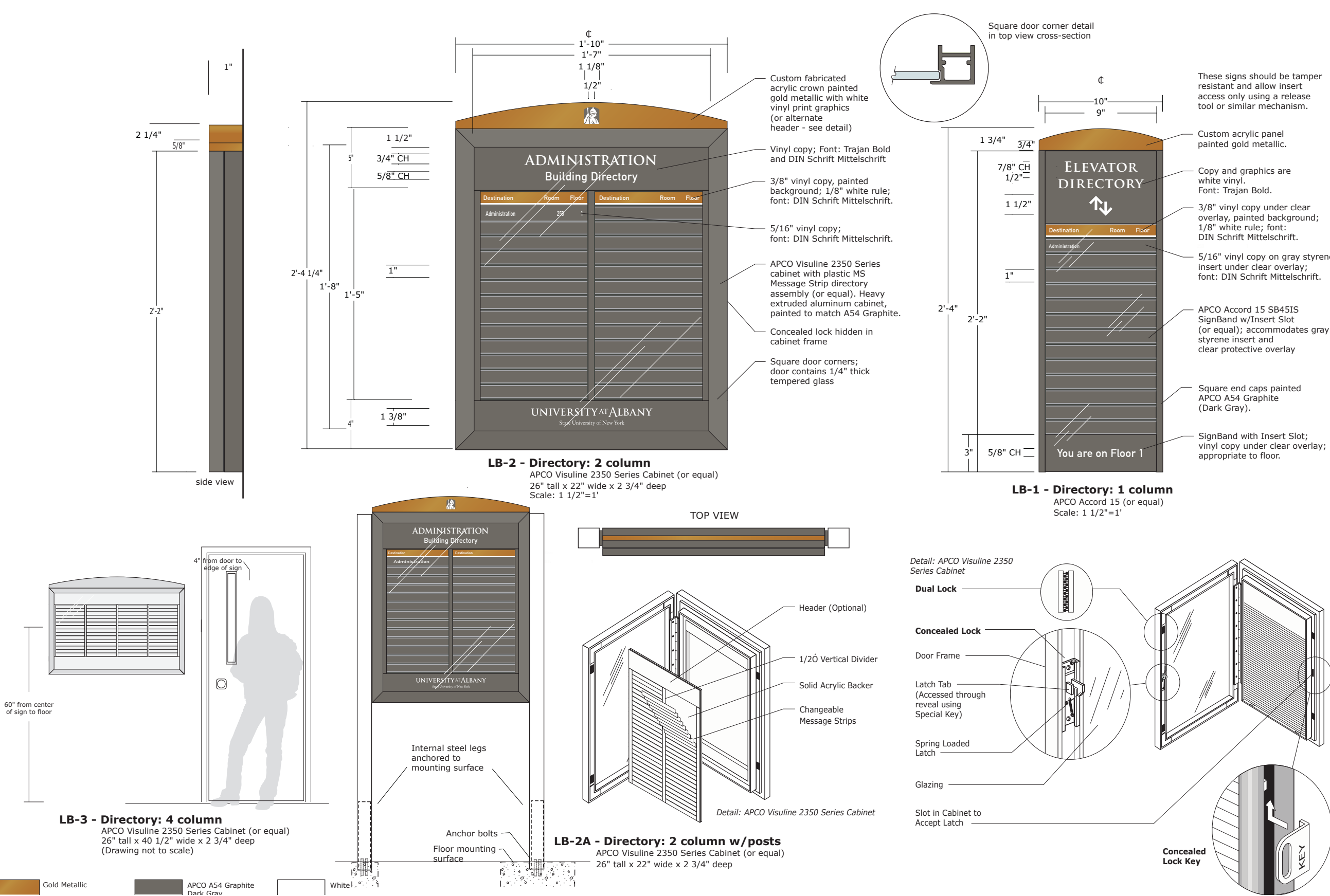
SIGN TYPE: **DW-1 — DW-3**  
FUNCTION: **DIRECTIONAL**  
PRODUCT: **APCO / CUSTOM**  
CAMPUS: **ANY**

These ten-insert (DW-1), five-insert (DW-2) and one-insert (DW-3) versions of the Wall Directional sign type are used at key interior wayfinding locations to direct visitors to nearby destinations or define the range of room numbers in each direction. They are based on the APCO Fullview sign system.

For the ten-insert and five-insert versions, the destinations are grouped by direction (left, then right, then straight ahead), and listed alphabetically within each directional grouping. The directional groupings are separated by a painted gold metallic rule. The custom acrylic header panel is painted gold metallic with a silk-screened University symbol graphic. The changeable gray styrene message inserts use vinyl letters with text rendered in the DIN Schrift Mittelschrift typeface. Message insert slots use a clear protective overlay to discourage vandalism. The gold metallic painted footer element displays the building or facility name and floor number in the Trajan Bold typeface, using silk-screened white copy.

The two-line, one-insert Room Range Directional (DW-3) is used at key interior decision points to direct visitors to ranges of room numbers located in different directions. It uses a painted gold metallic rule at the top. The changeable gray styrene message inserts use vinyl letters with text rendered in the DIN Schrift Mittelschrift typeface. Message insert slots have a clear protective overlay to discourage vandalism.





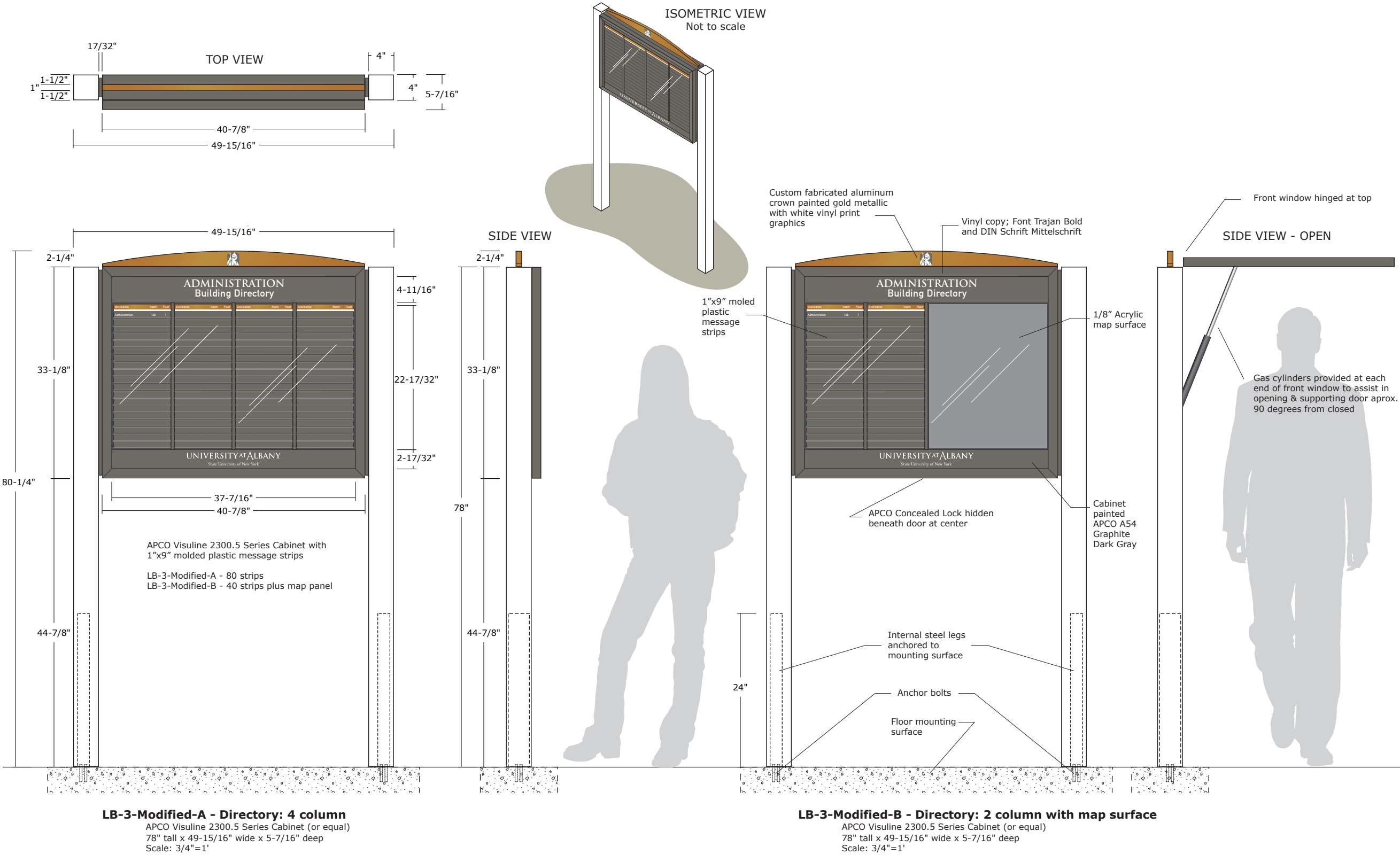
SIGN TYPE: **LB-1 — LB-3**  
FUNCTION: **DIRECTIONAL**  
PRODUCT: **APCO / CUSTOM**  
CAMPUS: **ANY**

Building directories should be placed inside most main building entrances for first-time visitors to reference and locate their intended destination, and the appropriate floor and room number. Elevator directories are needed at each public elevator bank to list the destinations available from that elevator bank. Destinations are listed alphabetically for quick referencing. Note that the one-, two- and four-column sign types can be used interchangeably as building directories or elevator directories, depending on the number of destinations that need to be referenced at each location.

The one-column LB-1 sign type is based on the APCO Accord 15 SignBand system. It uses tamper-resistant insert slots with a clear protective overlay, and a custom acrylic panel painted gold metallic.

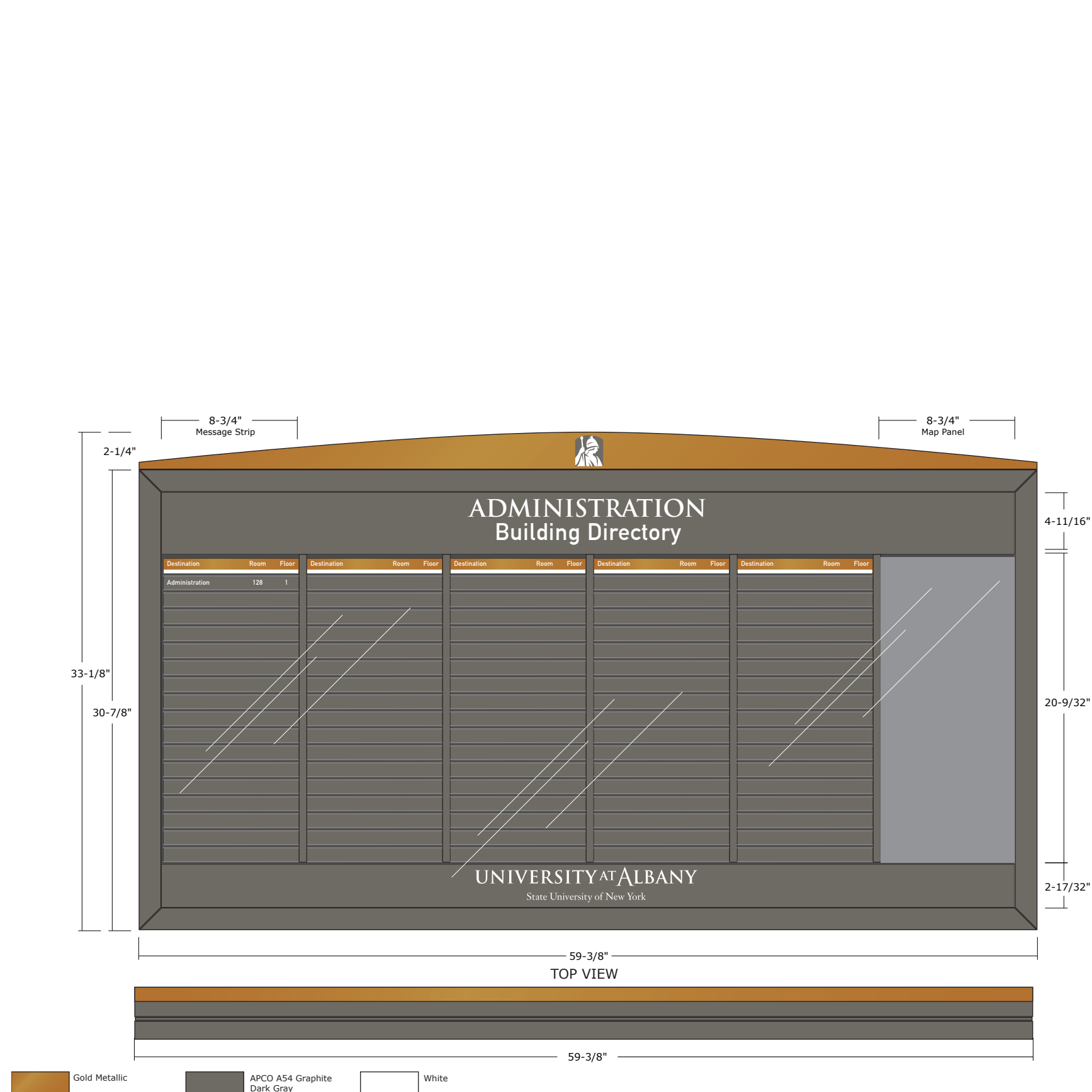
The LB-2 and LB-3 sign types are lockable cabinets based on the APCO Visuline 2350 cabinet system. They use a custom painted gold metallic aluminum header with white and gray silk-screened graphics permanently mounted to the top of the cabinet. The solid acrylic backer contains changeable message strips, a vertical divider or dividers, and an optional header.

The Trajan Bold typeface is used for the building or facility name, which is spelled out in capital letters. The DIN Schrift Mittelschrift typeface is used for the directory type and to list destinations. Elevator directories also list the current floor number in the sign footer to orient viewers, using the DIN Schrift Mittelschrift typeface.



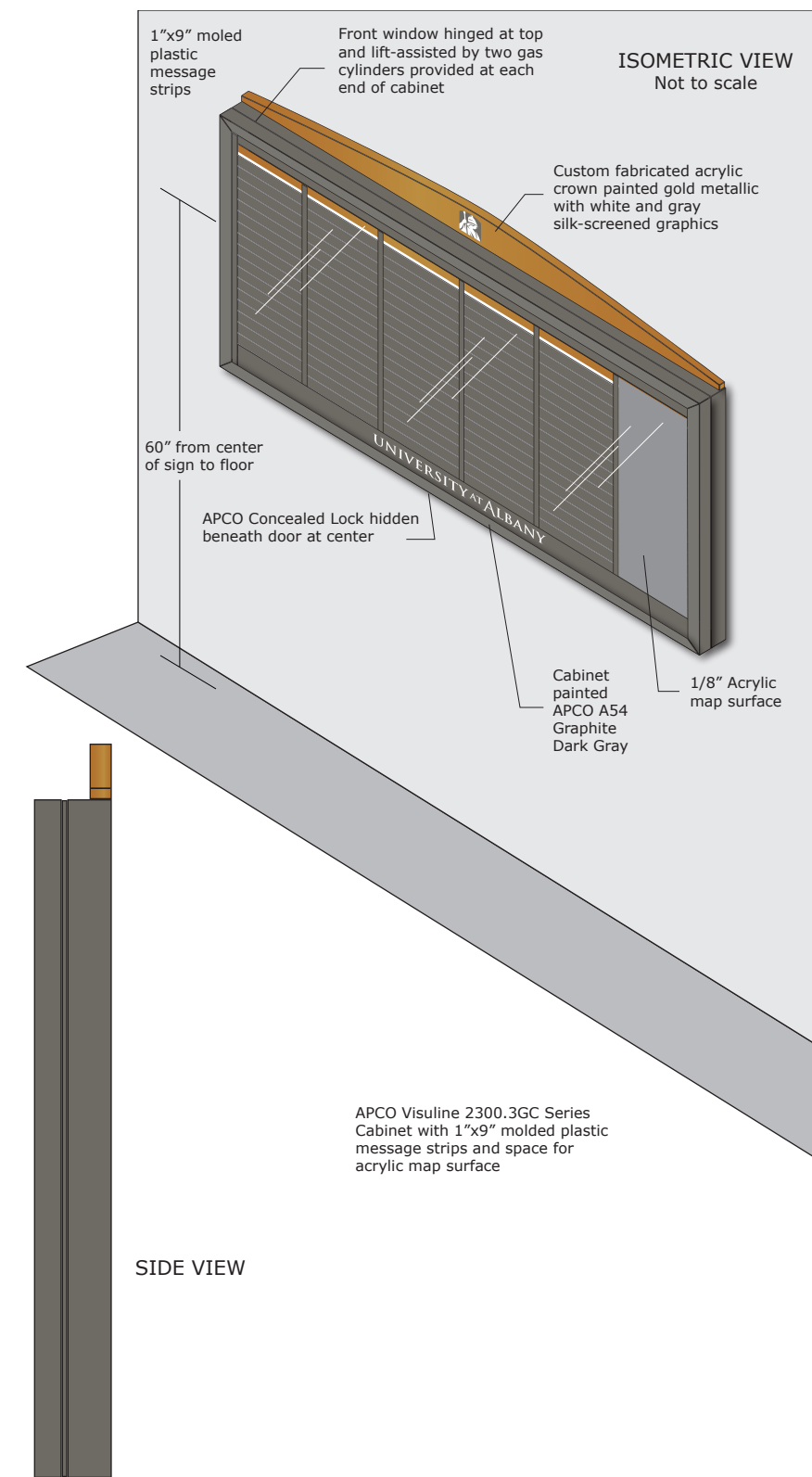
SIGN TYPE: **LB-3-Modified**  
FUNCTION: **DIRECTIONAL**  
PRODUCT: **APCO / CUSTOM**  
CAMPUS: **ANY**

Text Required



SIGN TYPE: **LB-6**  
 FUNCTION: **DIRECTIONAL**  
 PRODUCT: **APCO / CUSTOM**  
 CAMPUS: **ANY**

Text Required



**LB-6 - Directory: 5 columns and map surface**

APCO Visuline 2300.3GC Series Cabinet (or equal)  
33-1/8" tall x 59-3/8" wide x 3-1/2" deep  
Scale: 1-1/2"=1'



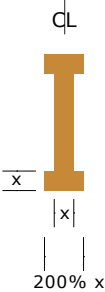
SIGN TYPE: **CD-3**  
FUNCTION: **DONOR**  
PRODUCT: **CUSTOM**  
CAMPUS: **ANY**

These wall-mounted acrylic letters are used to identify a destination or amenity made possible through a donor's generosity. The letters are painted gold metallic and pin-mounted one-quarter of an inch from the wall. The name is rendered in the DIN Schrift Engelschrift typeface, and centered above the entrance.

CL  
~6"  
**DONOR AUDITORIUM**

3/8" acrylic letters; finished, face and edges, painted MP 21249 medium red gold metallic satin; pin-mounted 1/4" from building facade using standard threaded studs with white spacers; font DIN Schrift Engelschrift; open spacing equal to 150% OIÖ center width; centered above doors if possible with equal space above and below the letter group

Alternate OIÖ Letterform  
1" = 1 foot



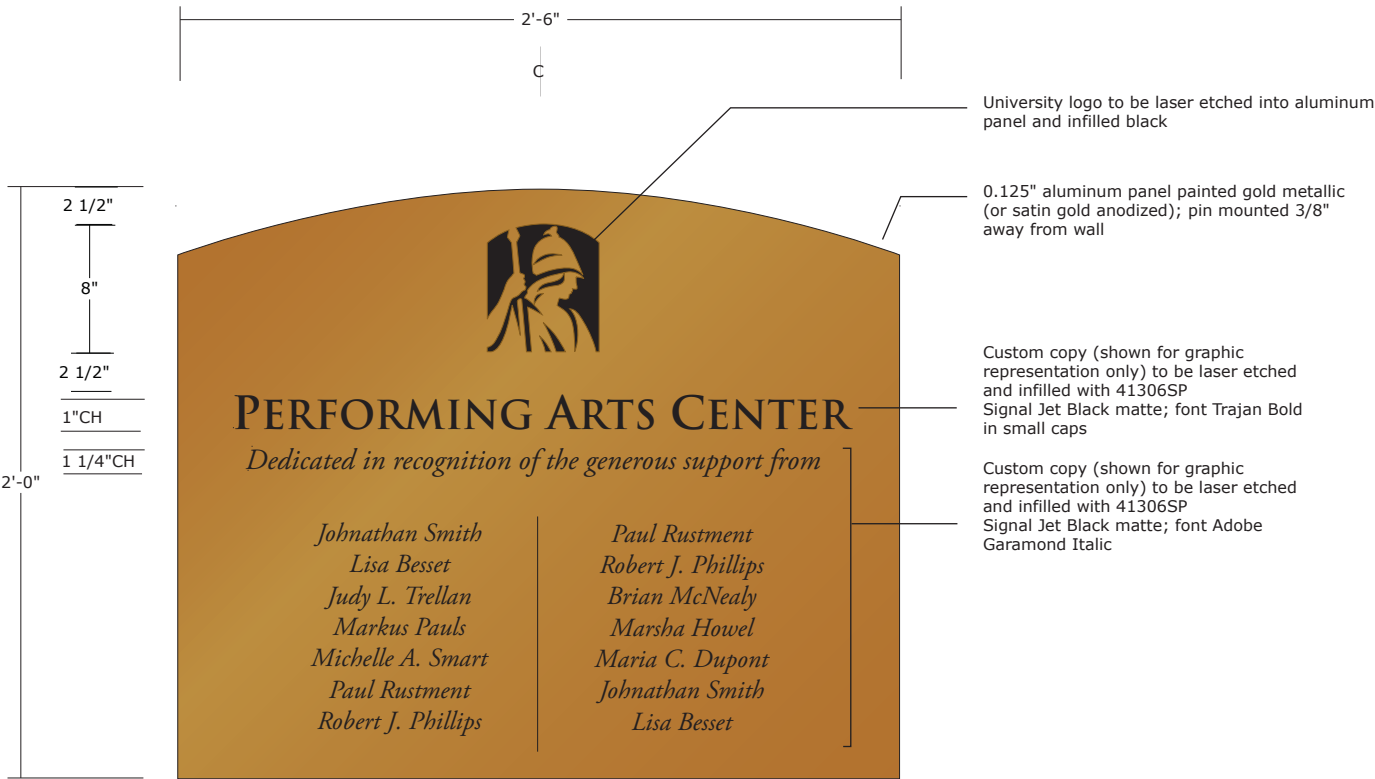
**CD-3 - Donor Destination Letters: Interior**  
Scale: 3/4" = 1'  
Letter dimensions and sign location to be determined according to space available



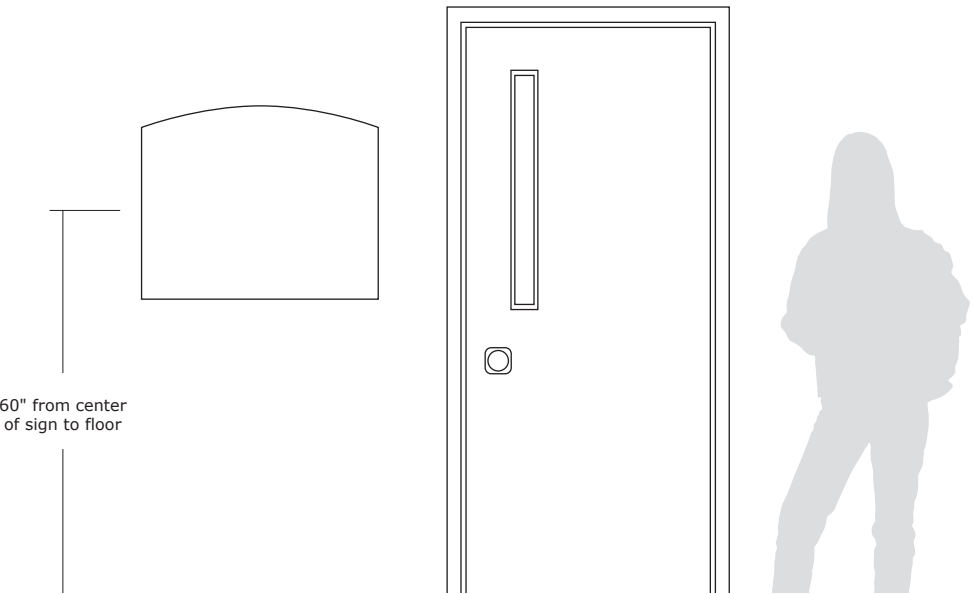
SIGN TYPE: **CD-4**  
FUNCTION: **DONOR**  
PRODUCT: **CUSTOM**  
CAMPUS: **ANY**

These custom gold metallic painted aluminum panel signs are used to identify a destination or amenity made possible through the generosity of a number of donors. The University logo, destination or amenity name, custom message and donor names are laser-etched on the body of the sign and infilled with black for better legibility. The destination or amenity name is rendered in the Trajan Bold typeface in small caps. Adobe Garamond Italic or a similar font should be used for the custom message and donor names.

All copy is centered horizontally on the sign, with donor names listed in either one or two columns depending on the number of donors and the amount of other copy on the sign.



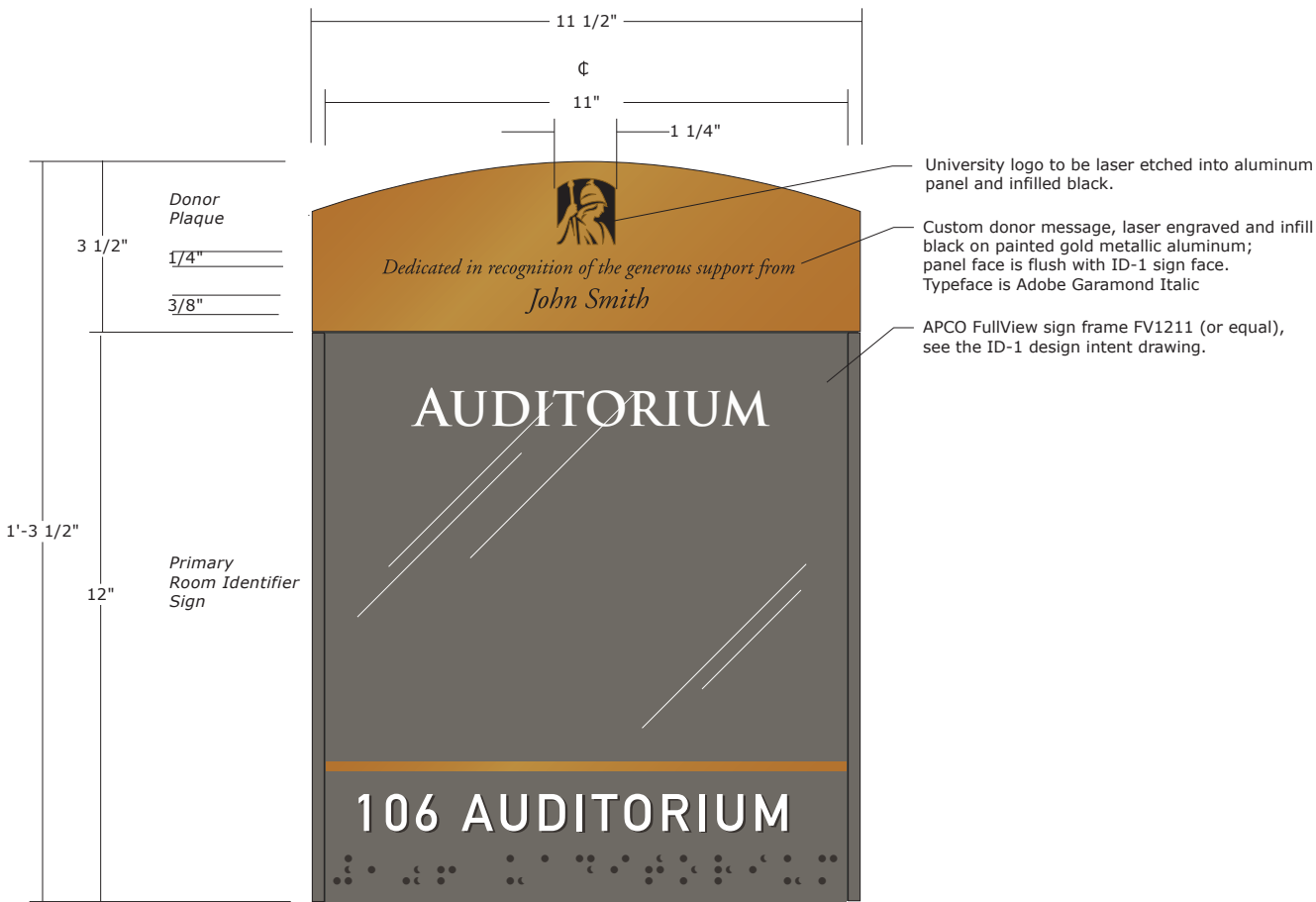
**CD-4 - Donor Destination Plaque-Large**  
Scale: 1 1/2"=1'



SIGN TYPE: **CD-5**  
FUNCTION: **DONOR**  
PRODUCT: **CUSTOM**  
CAMPUS: **ANY**

These custom sign headers are used to identify a destination or amenity made possible through a donor's generosity. They can attach to the top of a Primary Destination Identifier Sign (ID-1) in place of the standard header, or they can be used independently. They consist of a custom painted gold metallic aluminum header with a laser-engraved University logo and custom message that are laser-engraved and infilled with black for better legibility. Adobe Garamond Italic should be used for the custom message.

See the Primary Destination Identifier (ID-1) sign type on page 3:8 for more information on that sign type.



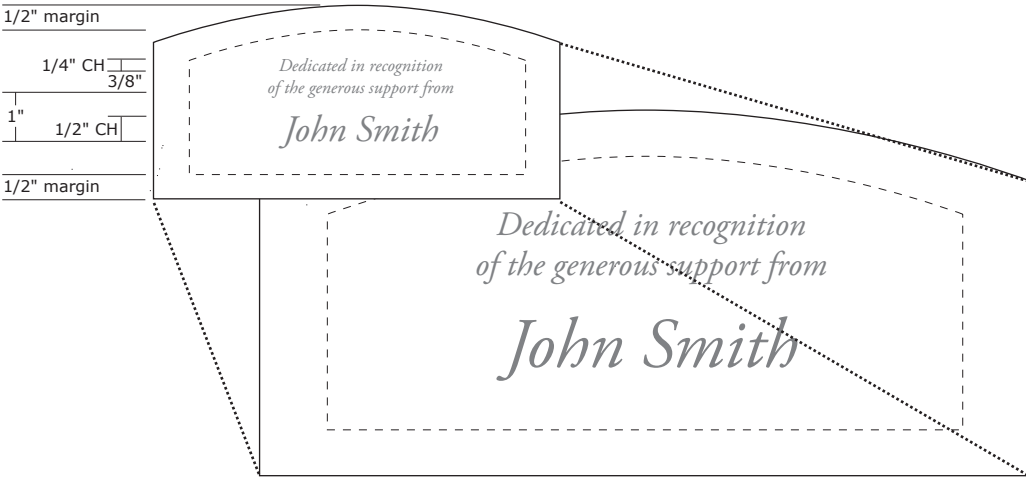
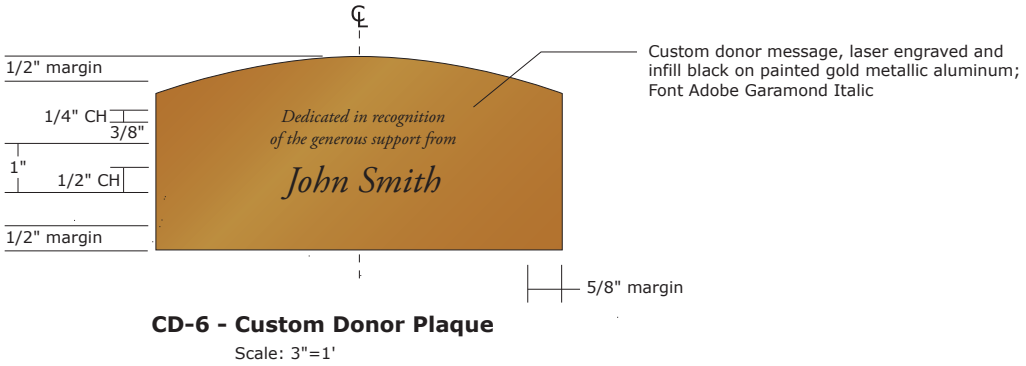
**CD-5 - Donor Destination Header** (shown mounted above the Primary Room Identifier (ID-1))  
Scale: 3"=1'





SIGN TYPE: **CD-6**  
FUNCTION: **DONOR**  
PRODUCT: **CUSTOM**  
CAMPUS: **ANY**

These custom plaques are used to identify a destination or amenity made possible through a donor's generosity, in situations where a larger donor identification sign type is inappropriate. They consist of a custom painted gold metallic aluminum panel with a custom message that is laser-engraved and infilled with black for better legibility. Adobe Garamond Italic or a similar font should be used.



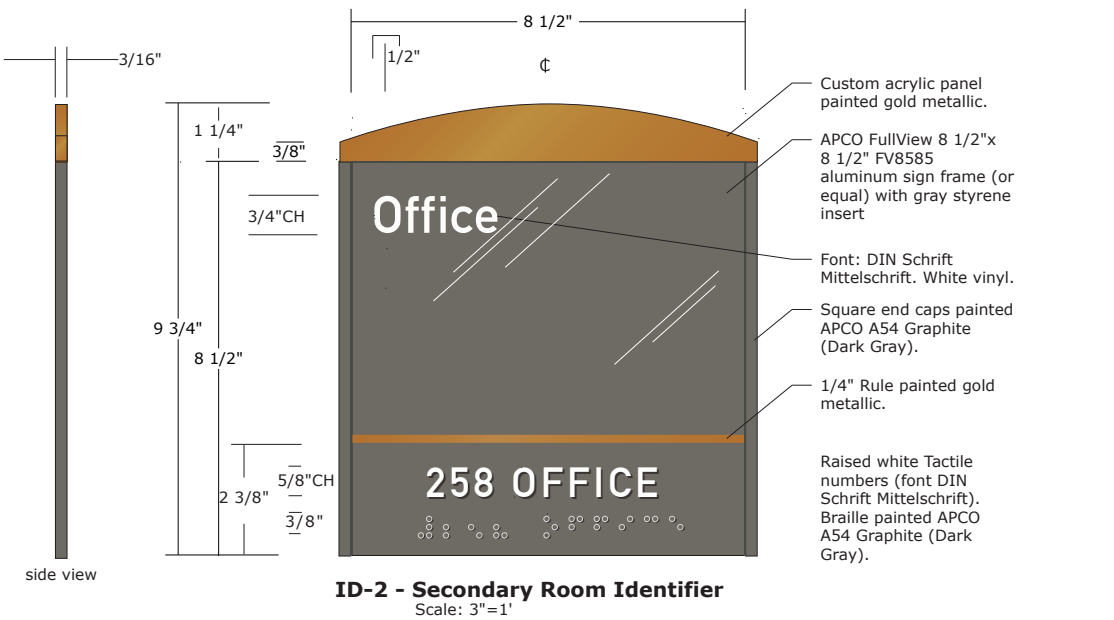
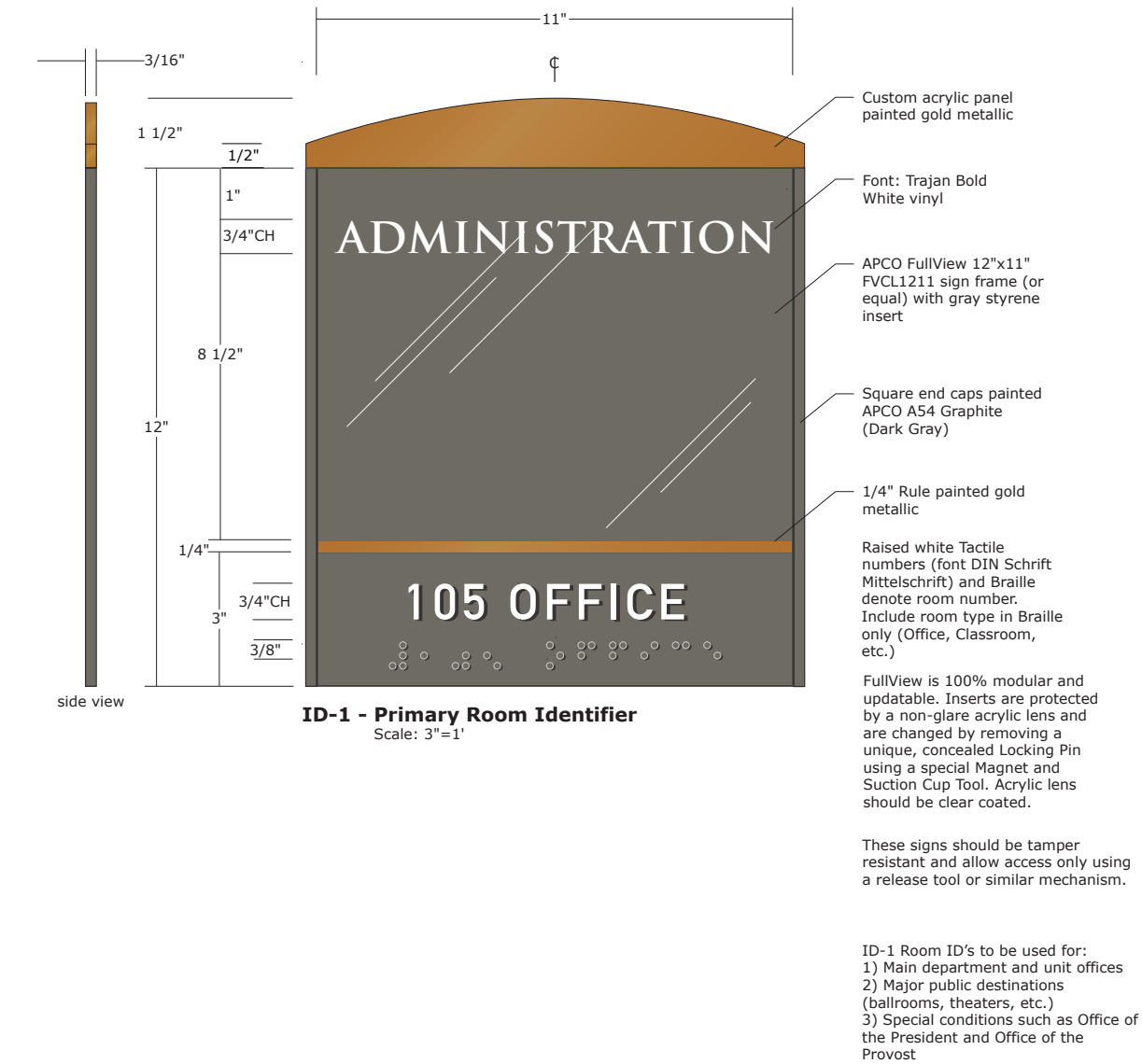
Donor plaque can be proportionally scaled.  
Minimum cap height for donor name is 1/2"  
Minimum cap height for donor text is 1/4"  
Minimum margin is 1/2"



SIGN TYPE: ID-1, ID-2  
FUNCTION: IDENTIFICATION  
PRODUCT: APCO / CUSTOM  
CAMPUS: ANY

These single-insert signs are used to identify public destinations. Based on the APCO Full View sign system, they use a custom painted gold metallic aluminum header element and a sign frame with gray styrene inserts and white vinyl text. Primary destinations are listed using the Trajan Bold typeface, and the name is centered on the insert. Secondary destinations are listed using the DIN Schrift typeface, and the name is flush left. The footer of the sign displays the room number in the DIN Schrift Mittelschrift typeface along with tactile/Braille characters.

These sign types can also use the Donor Destination Plaque (CD-5) as a replacement header, and/or the Paper Insert Notifier Bar (TN-3) to hold temporary paper inserts.



- ID-2 Room ID's to be used for:
- 1) Center
  - 2) Journal Office
  - 3) Class Lab
  - 4) Research Lab
  - 5) Computer Lab
  - 6) Offices with the following titles
    - Vice President
    - Dean
    - Department Chair (only if located outside of main dept. office suite)
  - 7) TA/GA office suite
  - 8) Conference Room

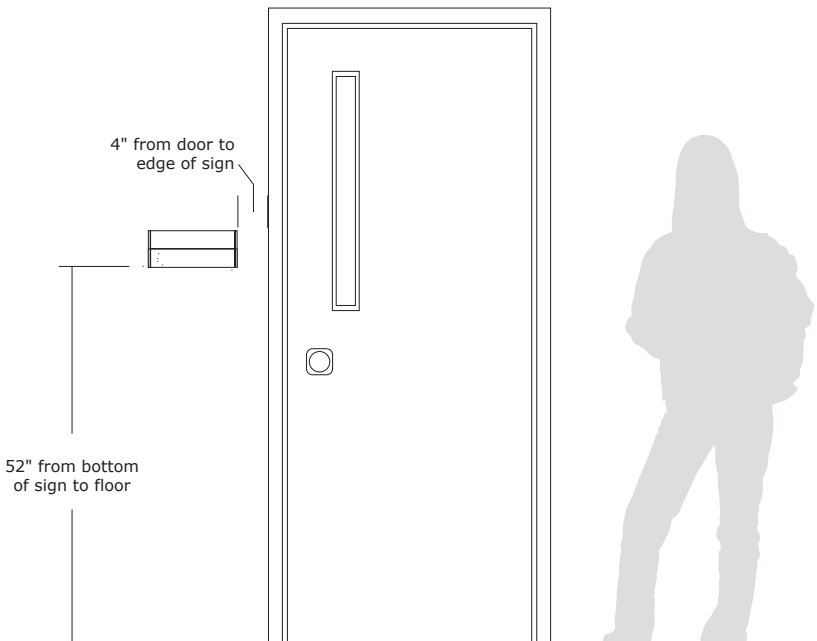
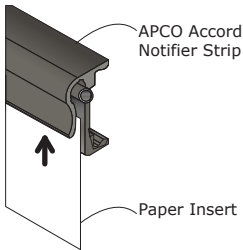
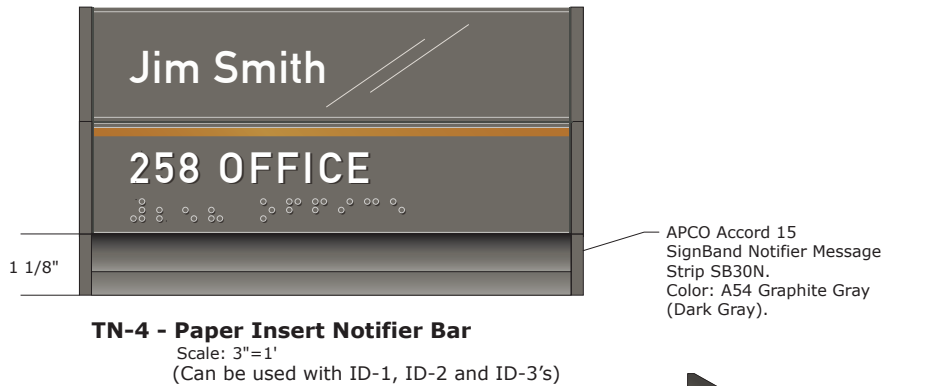
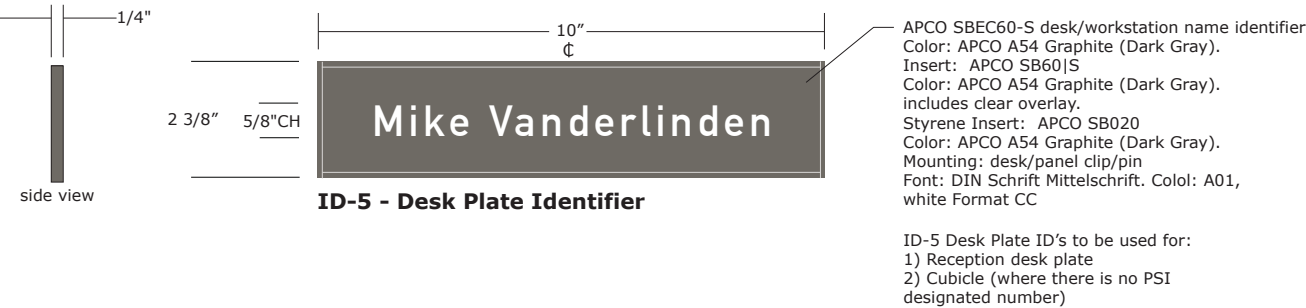
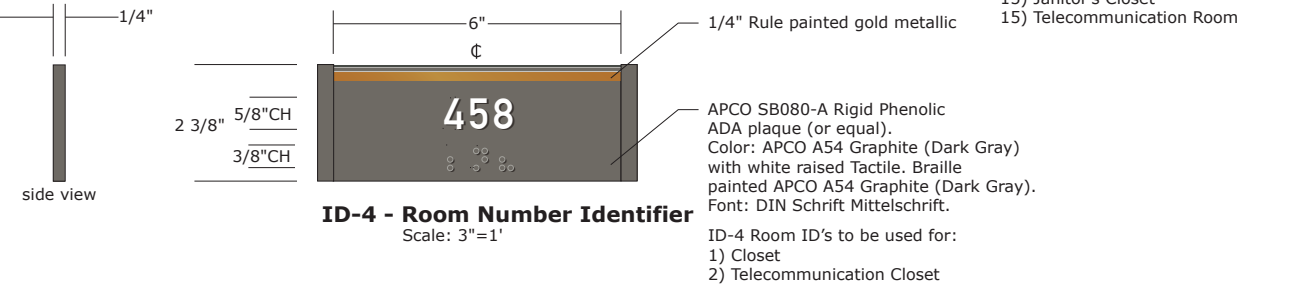
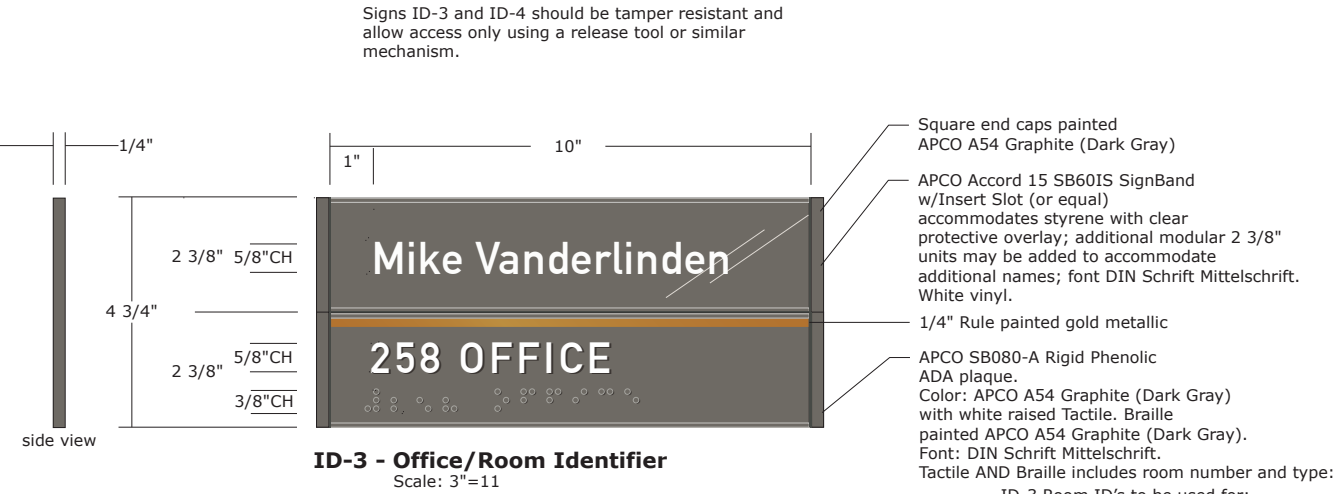


SIGN TYPE: **ID-3, ID-4**  
FUNCTION: **IDENTIFICATION**  
PRODUCT: **APCO**  
CAMPUS: **ANY**

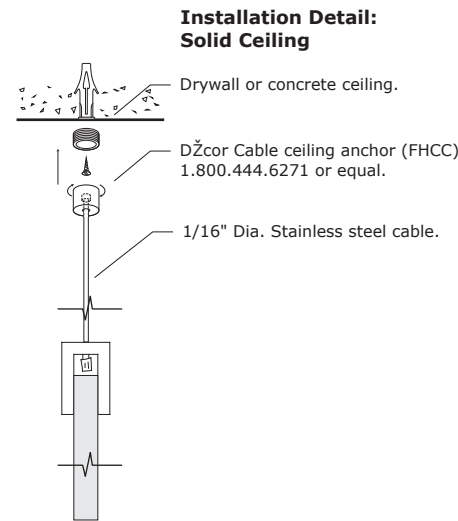
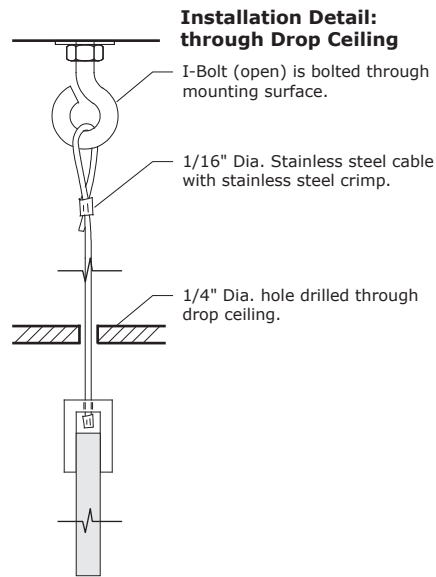
The Office & Room Identifier is used to identify the office locations of staff members and other rooms. It is based on the APCO Accord15 sign system. The changeable gray styrene message inserts use vinyl letters with text rendered in the DIN Schrift Mittelschrift typeface. Message insert slots use a clear protective overlay to discourage vandalism. The footer of the sign displays the room number in the DIN Schrift Mittelschrift typeface along with tactile/Braille characters.

Note that a Paper Insert Notifier Bar (TN-4) can be added to the Office & Room Identifier to hold printed paper inserts that convey temporary messages, as shown.

The Room Number Identifier is simply used to identify rooms by their number, when no further identification is necessary. It displays the room number in the DIN Schrift Mittelschrift typeface along with tactile/Braille characters. Both the room number and tactile/Braille characters are centered on the sign.

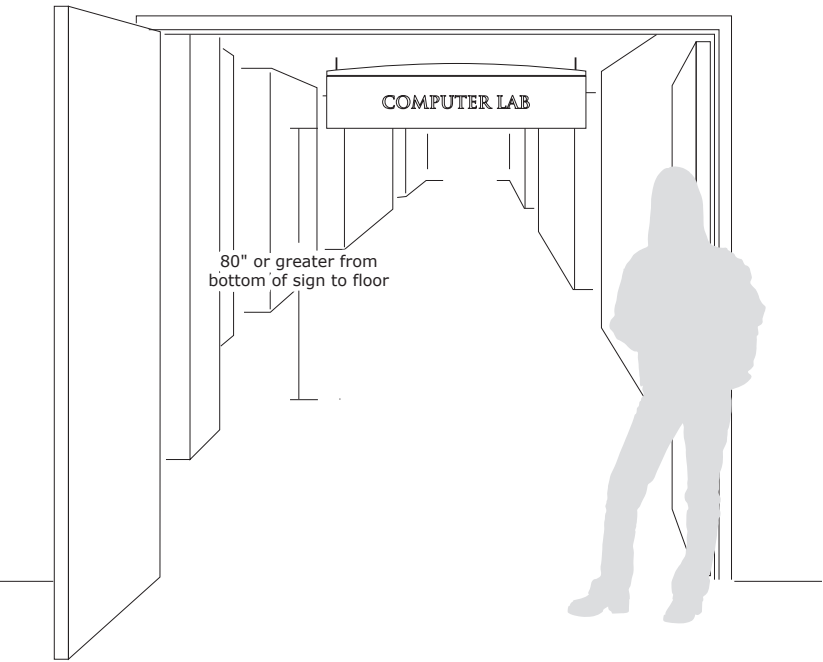
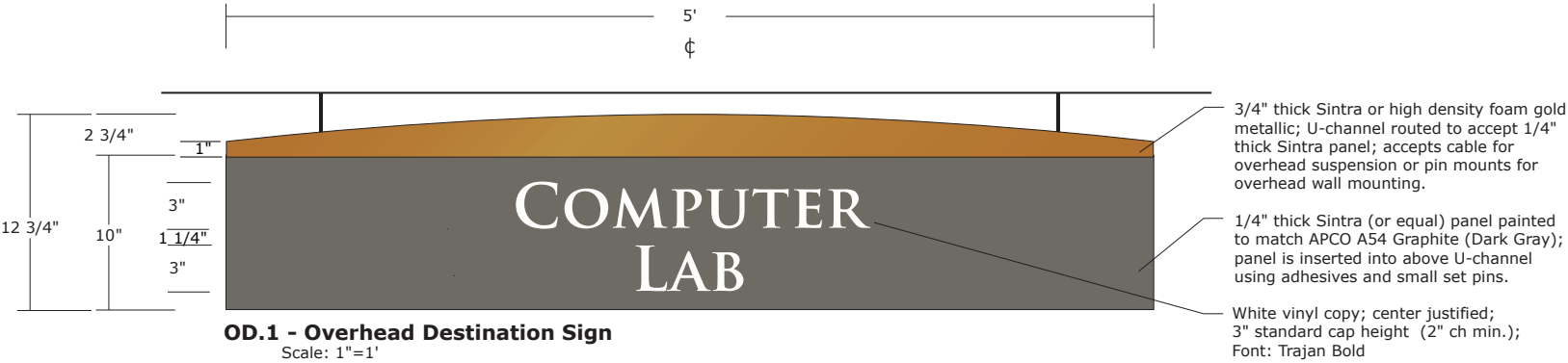


Installation Options



**Wall Mounted Installation:**

Sign to be mounted 1/2" from wall with stainless steel pins.



SIGN TYPE: **OD-1, OD-2**

FUNCTION: **IDENTIFICATION**

PRODUCT: **CUSTOM**

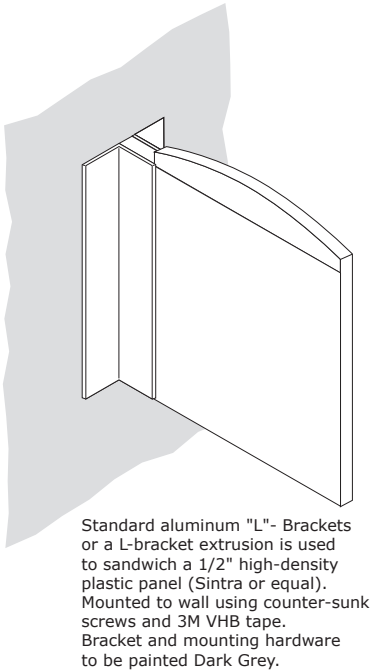
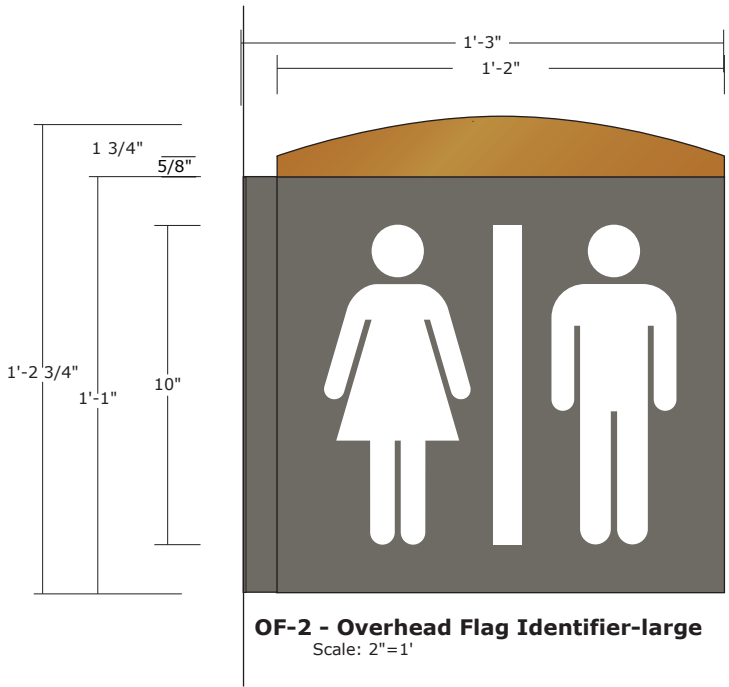
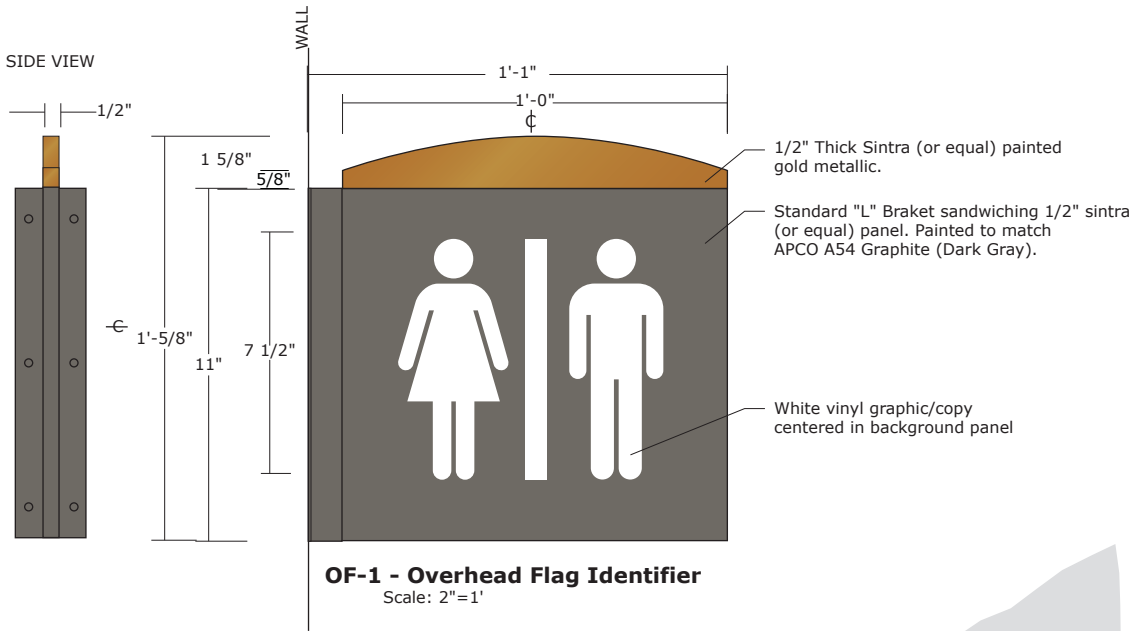
CAMPUS: **ANY**

These ceiling-suspended (or wall-mounted) lightweight signs are used to indicate the location of key public destinations from a distance where long sight lines support their use. Both sides can be used.

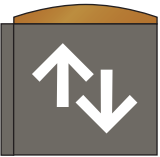
The standard OD-1 is ceiling suspended to accentuate its curved header. The header is painted gold metallic, and the text is applied to the gray painted sign with white vinyl. The typeface is Trajan Bold.

The OD-2 alternative design accommodates for low ceiling heights whereby maintaining ADA compliance and reducing likelihood of damage.





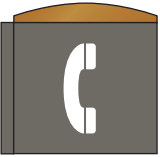
SELECT VARIATIONS



Elevator



ATM



Phone

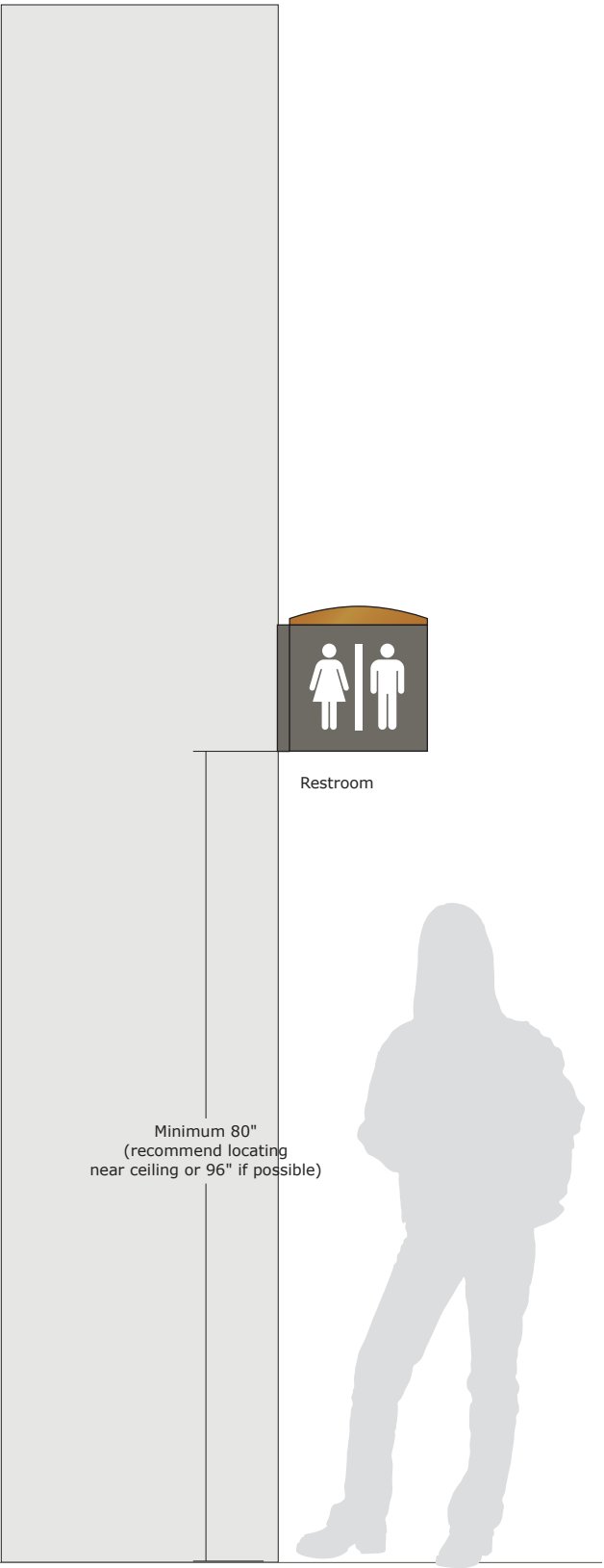


Locker



Lecture room number

White vinyl copy centered in background panel; same height as symbol (or scaled appropriately if number length varies); font DIN Schrift Engshrift



SIGN TYPE: **OF-1, OF-2**  
FUNCTION: **IDENTIFICATION**  
PRODUCT: **CUSTOM**  
CAMPUS: **ANY**

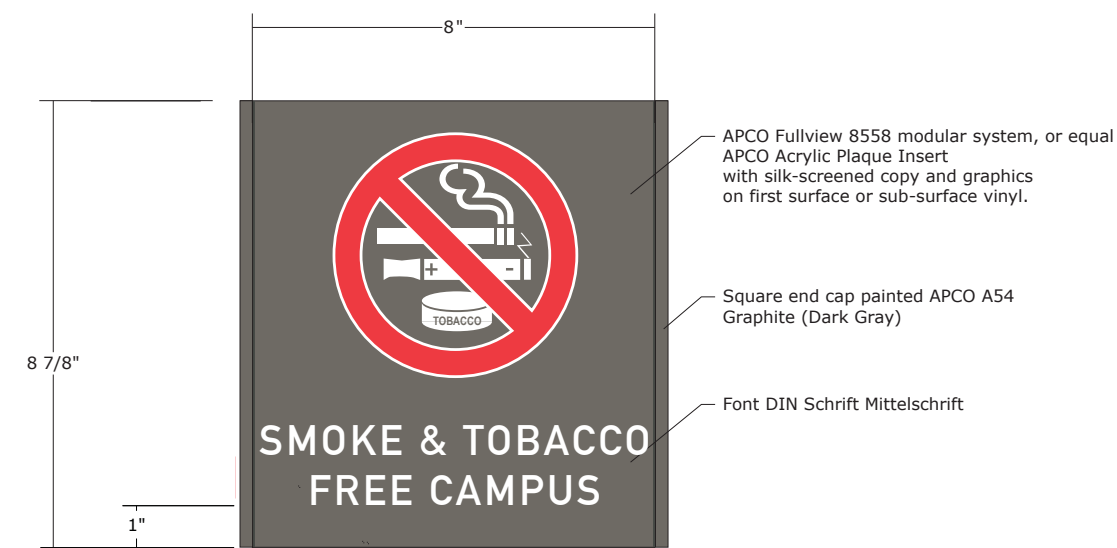
These wall-mounted lightweight acrylic signs are used to indicate the location of public destinations from a distance where long sight lines support their use. Two sizes are available, depending on the interior space available and the distance from which the sign needs to be viewed. The header is painted gold metallic, and the symbols are applied to the gray painted sign with white vinyl.

Note that the symbols shown are not the only available options. See the Symbols page for other options.

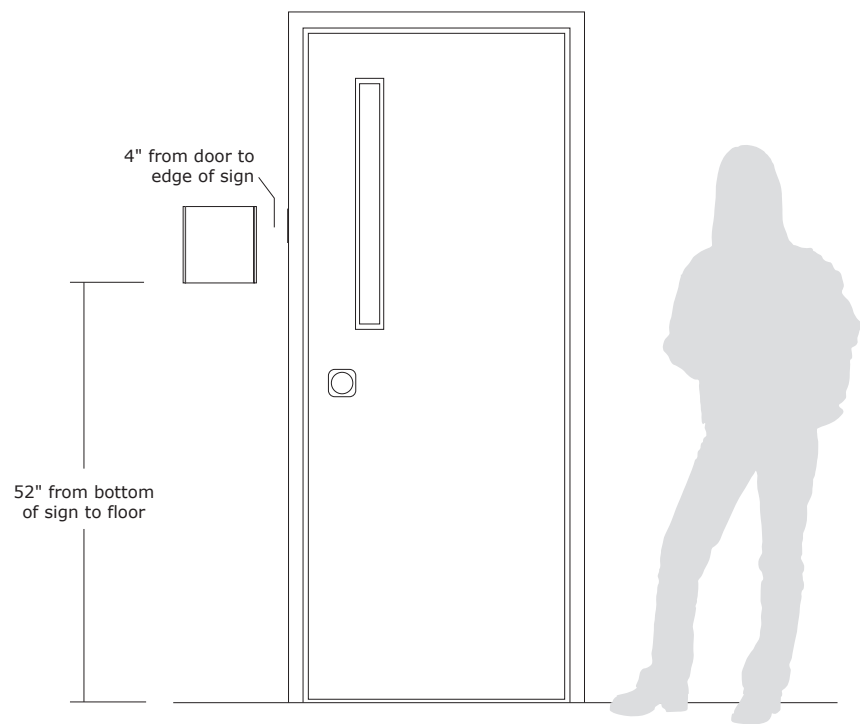




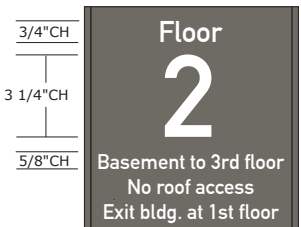




**Regulatory Information Plaque**  
**RI-1 Smoke and Tobacco Free Campus**  
Scale: 3"=1'



**RI-2 Do Not Enter**  
Scale: 1 1/2"=1'



**RI-3 Floor Access**  
Scale: 1 1/2"=1'



**RI-4 Use Stairs**  
Scale: 1 1/2"=1'



**RI-5 Biohazard**  
Scale: 1 1/2"=1'



**RI-6 Radiation**  
Scale: 1 1/2"=1'



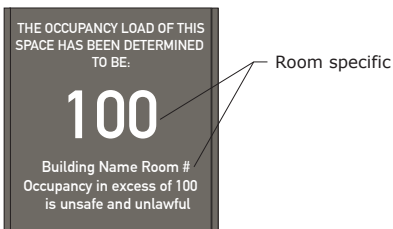
**RI-7 Turn Off Wireless Devices**  
Scale: 1 1/2"=1'



**RI-10 Assistive Listening Device**  
Scale: 1 1/2"=1'



**RI-11 Video Recording Area**  
Scale: 1 1/2"=1'



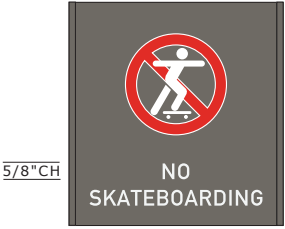
**RI-12 Occupancy Limit**  
Scale: 1 1/2"=1'



**RIx-8 No Rollerblading**  
Scale: 1 1/2"=1'



**RIx-9 No Rollerblading, Cycling or Skating**  
Scale: 1 1/2"=1'

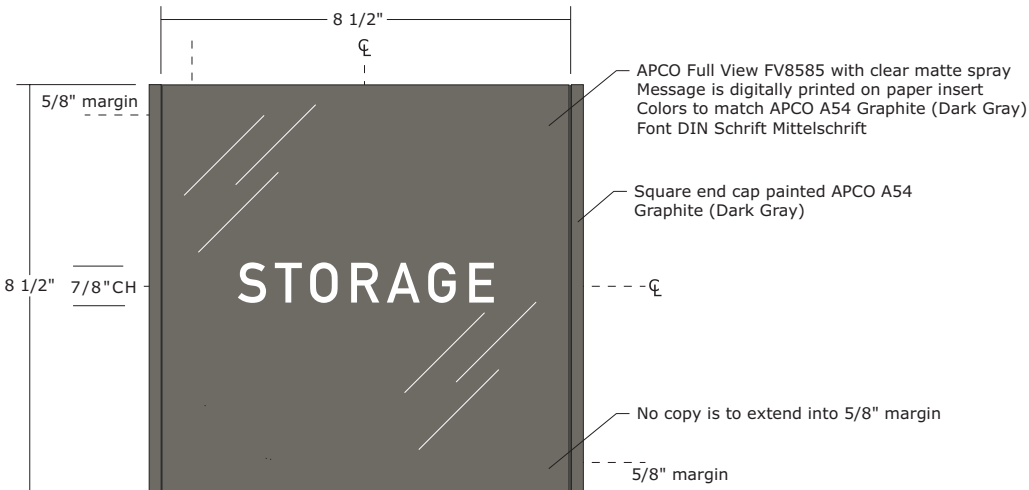


**RIx-11 No Skateboarding**  
Scale: 1 1/2"=1'

SIGN TYPE: **RI-1 — RIx-13**  
FUNCTION: **REGULATORY**  
PRODUCT: **APCO**  
CAMPUS: **ANY**

These modular acrylic signs are used to deliver messages such as those illustrated. Based on the APCO Accord15 modular system, they use vinyl graphics. They should be placed on the latch side of the relevant door as shown.

Note that the possible messages covered by this sign type are not limited to the examples shown.



**Regulatory Notice  
RN-1 One-Line Message**  
Scale: 3"=1'



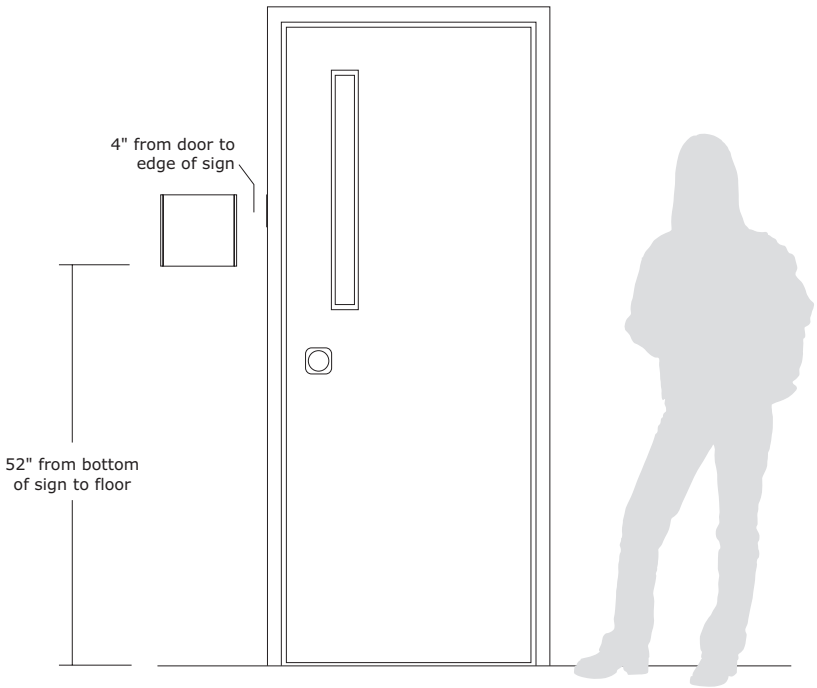
**RN-2 Two-Line Message**  
Scale: 3"=1'



**RN-3 Three-Line Message**  
Scale: 3"=1'



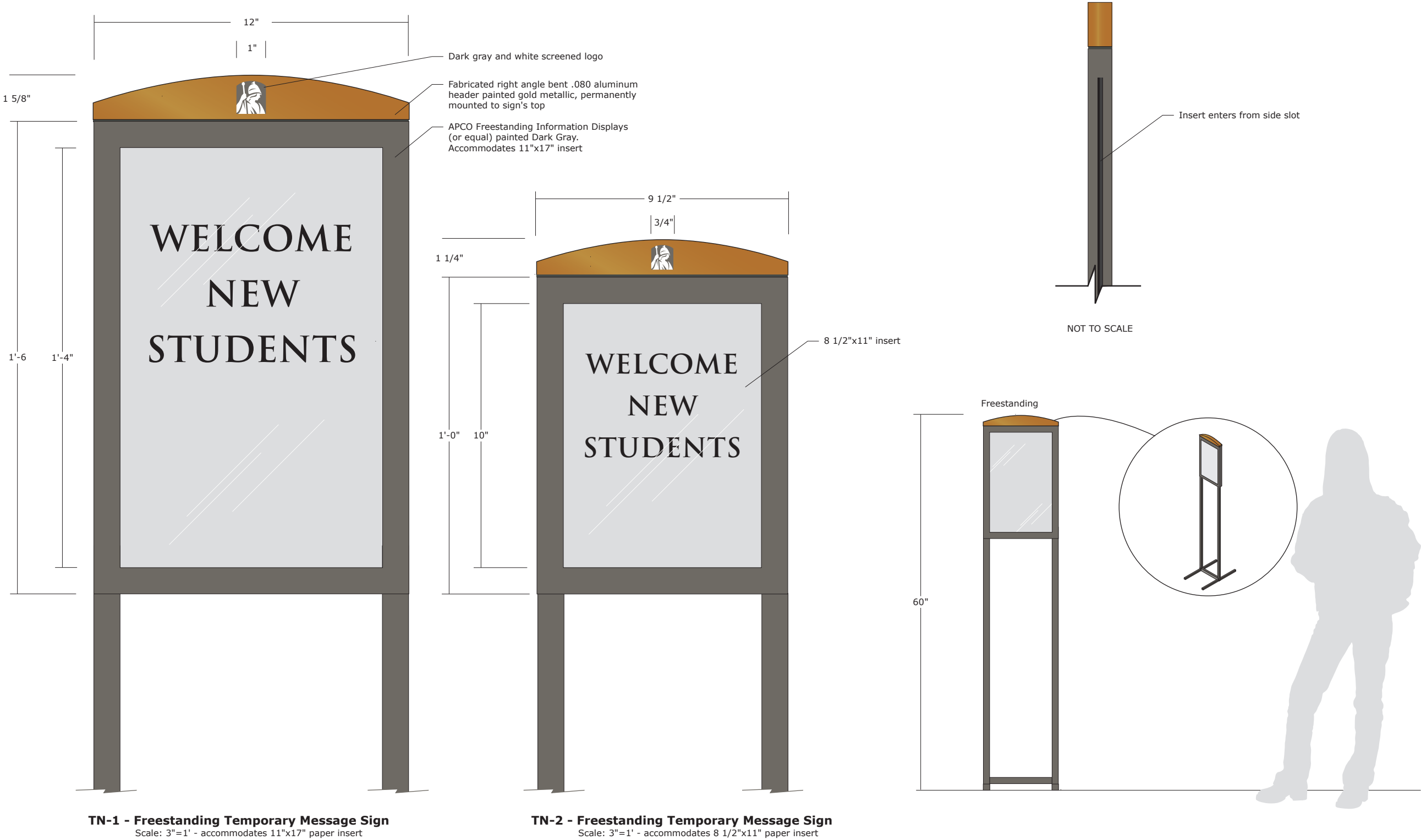
**RN-4 Four-Line Message**  
Scale: 3"=1'



SIGN TYPE: **RN-1 — RN-4**  
FUNCTION: **REGULATORY**  
PRODUCT: **APCO**  
CAMPUS: **ANY**

These modular acrylic signs are used to convey one- to four-line room use and regulatory messages as illustrated. Based on the APCO Full View modular system, they can use vinyl or styrene insert. They should be placed on the latch side of the relevant door as shown.

Note that the possible messages covered by this sign type are not limited to the examples shown.



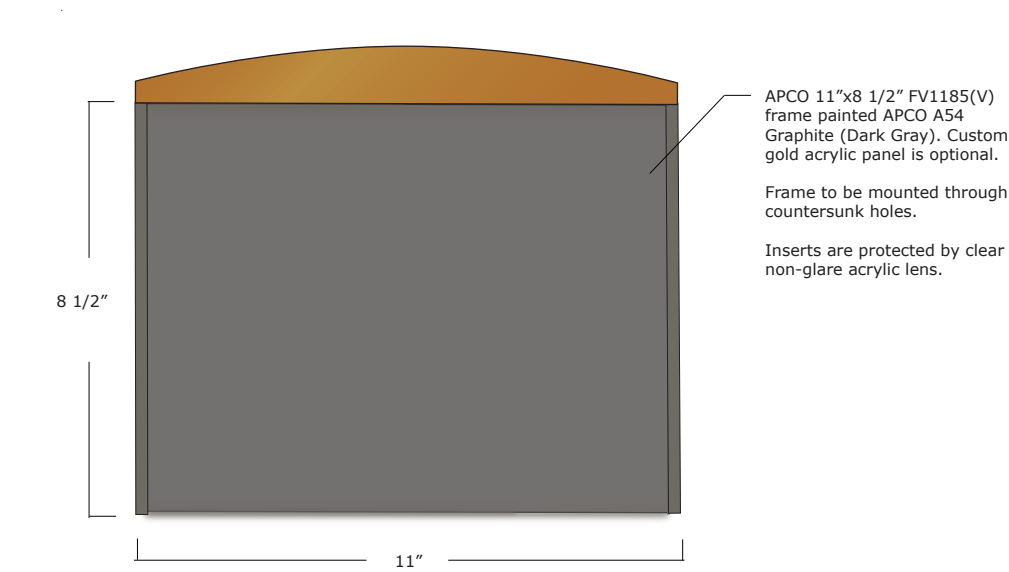
SIGN TYPE: **TN-1, TN-2**  
FUNCTION: **IDENTIFICATION**  
PRODUCT: **APCO / CUSTOM**  
CAMPUS: **ANY**

These dark gray painted signs are used to display temporary paper, styrene or vinyl information inserts in locations where wall-mounted signs are unavailable or impractical for that purpose. They are based on the APCO Freestanding Information Display sign system and use a custom gold metallic painted acrylic header panel with the University word mark silk-screened in black. The larger version can accommodate an 11-by-17-inch sheet, while the smaller version accommodates an 8 1/2-by-11-inch sheet.

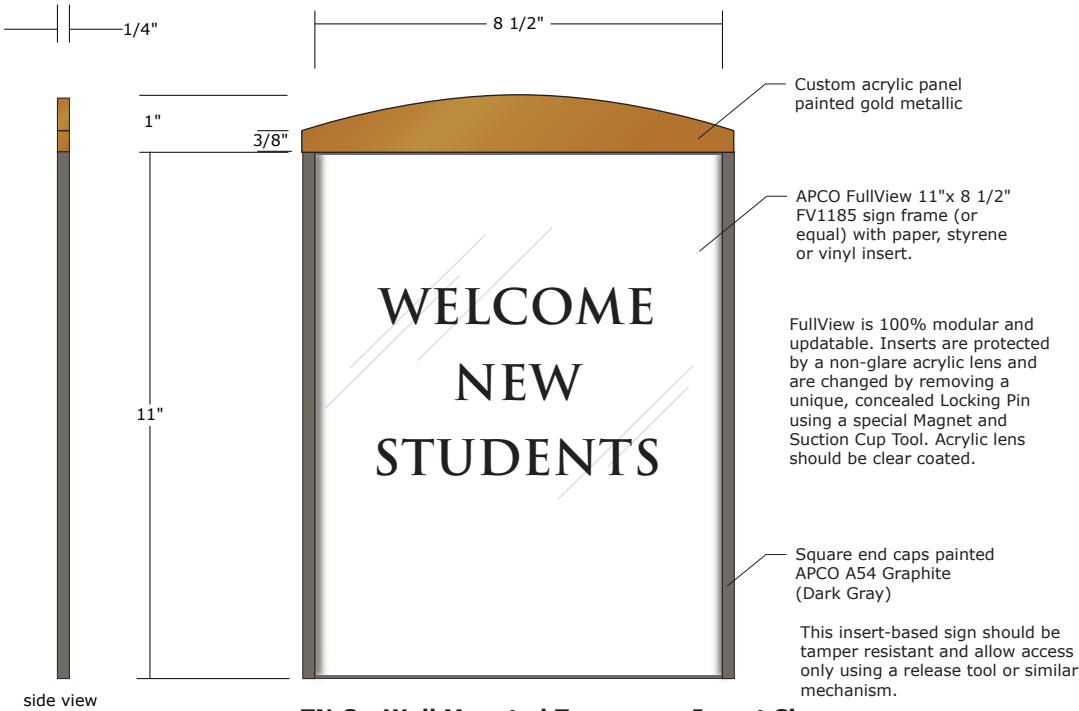
SIGN TYPE: **TN-3, TN-4**  
FUNCTION: **IDENTIFICATION**  
PRODUCT: **APCO / CUSTOM**  
CAMPUS: **ANY**

The Wall-Mounted Temporary Insert Sign (TN-3) is used to display paper, styrene or vinyl information inserts in locations where wall-mounted signs are practical. It is based on the APCO Full View sign system and uses a custom gold metallic painted acrylic header panel. It can accommodate an 8 1/2-by-11-inch sheet.

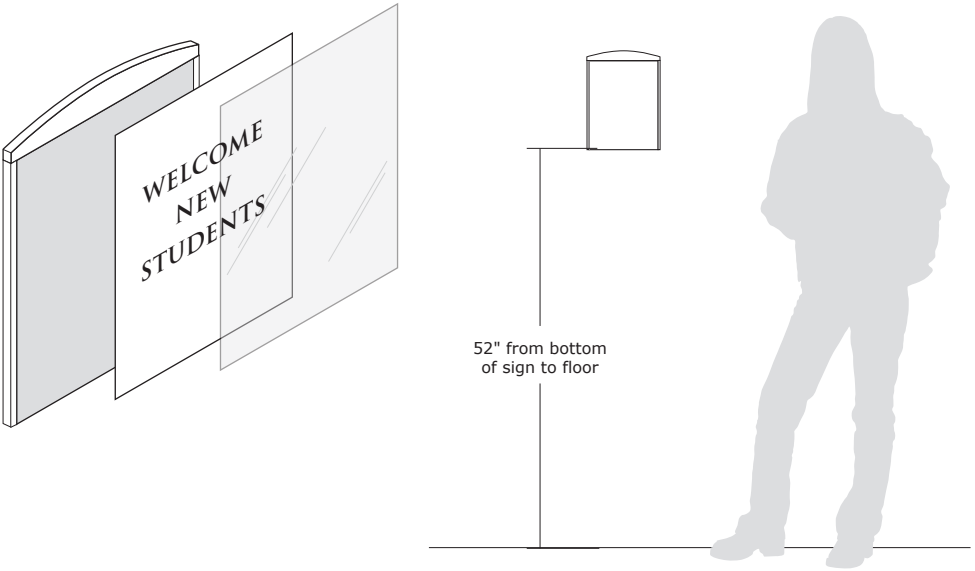
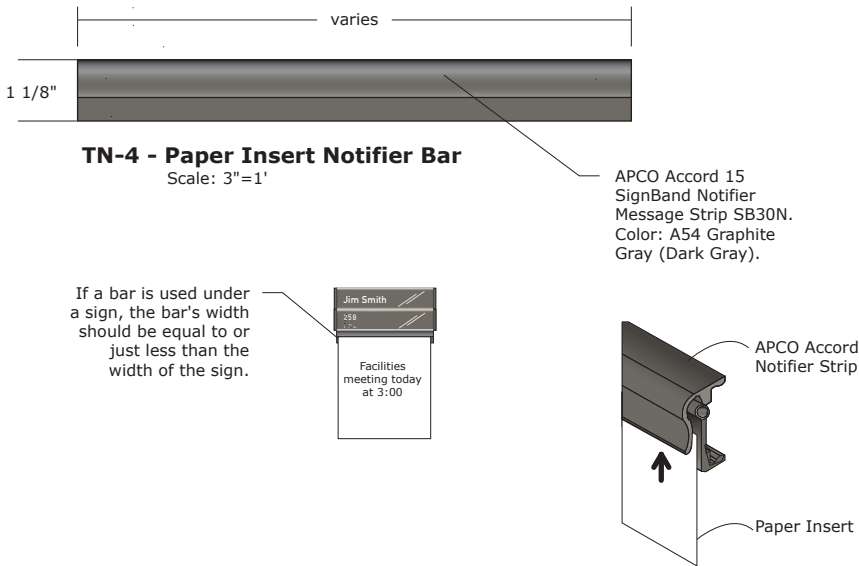
The Paper Insert Notifier Bar (TN-4) is based on the APCO Accord15 SignBand Notifier Message Strip sign system. It can be attached to the bottom of the insert sign in order to hold an additional paper insert to convey temporary messages. It can also be attached to similar interior signs as needed. It should be as narrow or narrower than the width of the sign to which it is attached.



**TN-3A - Wall Mounted Temporary Insert Sign (landscape)**  
Scale: 3"=1' - accommodates 11 x 8 1/2" insert

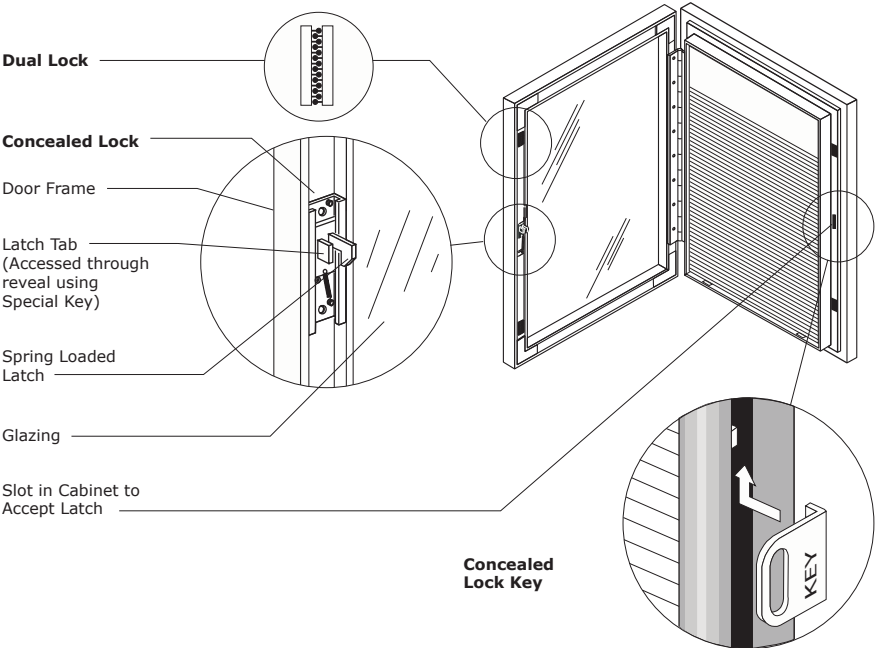
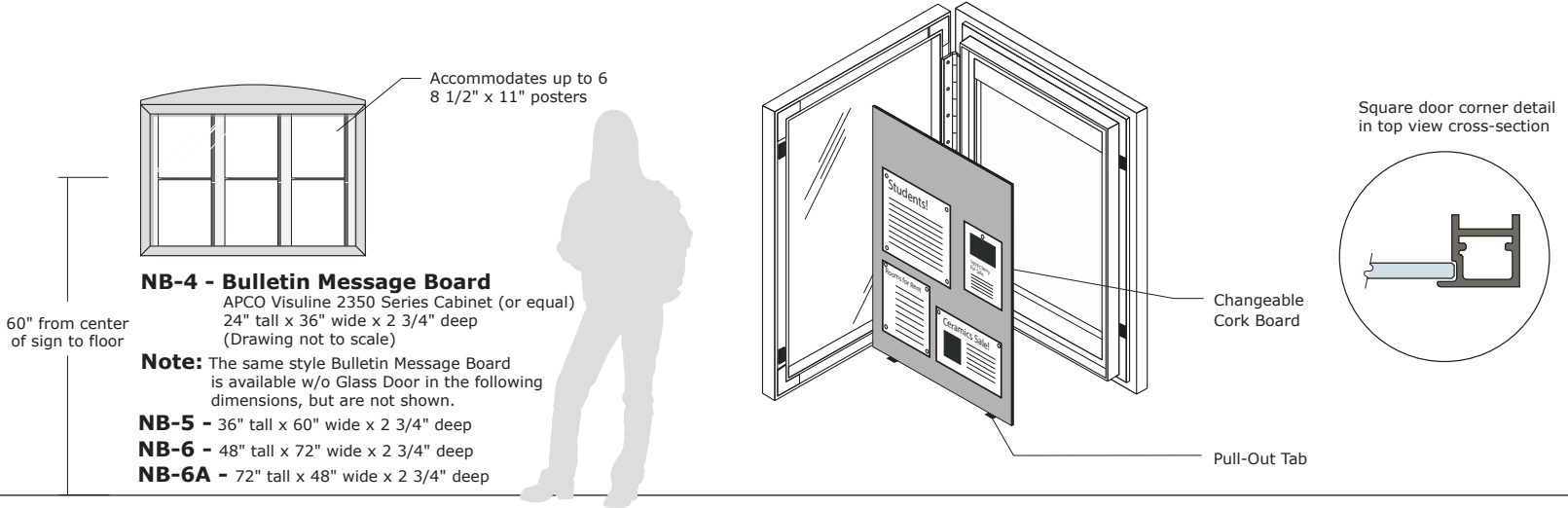
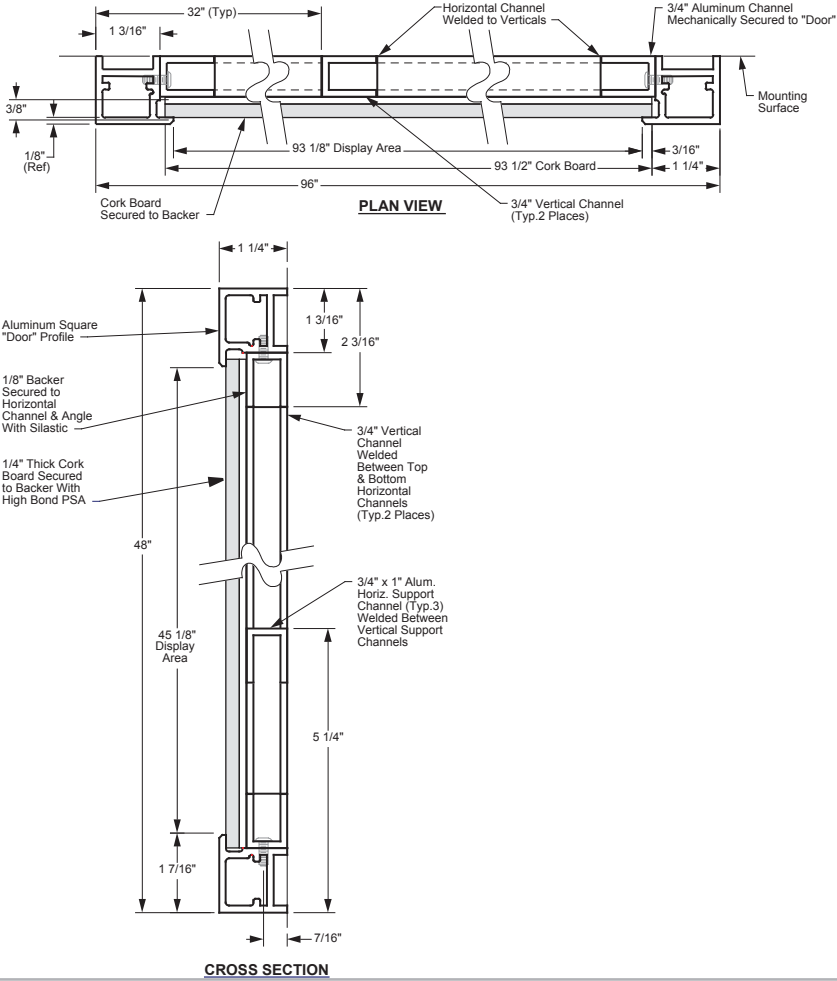
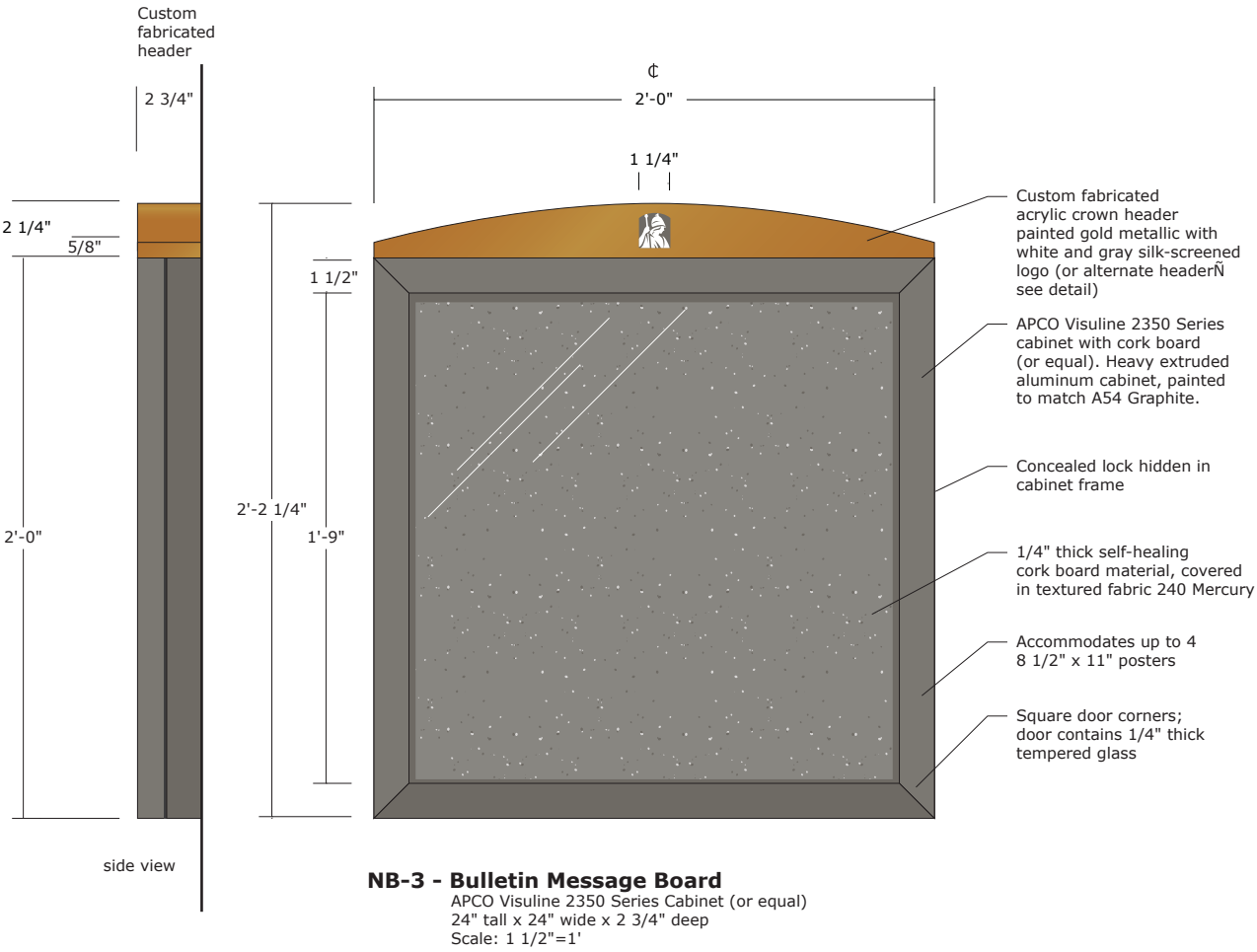


**TN-3 - Wall Mounted Temporary Insert Sign**  
Scale: 3"=1' - accommodates 8 1/2"x11" insert



SIGN TYPE: **NB-3, NB-4**  
FUNCTION: **INFORMATION**  
PRODUCT: **APCO / CUSTOM**  
CAMPUS: **ANY**

These two sizes of lockable bulletin board cabinets are used in public spaces to post items of general interest to the campus, such as event flyers and notices. They are based on the APCO Visuline 2350 cabinet system and use a custom painted gold metallic aluminum header with white and gray silk-screened graphics permanently mounted to the top of the cabinet. The changeable cork board bulletin board can accommodate four or six 8 1/2-by-11-inch posters, depending on the size.



Gold Metallic  
APCO A54 Graphite  
Dark Gray  
White



This interior sign program is based primarily on APCO Sign's Accord15 modular extruded signs (with the added custom feature of a curved top). For reasons of efficiency and practicality, the system has to be based on a readily available standard modular product. The APCO product is a broad-based system well-suited to this use. The system is designed for easy in-house updating using vinyl mes-saging, and on certain signs, can accept standard paper inserts. More information on APCO can be obtained here:

APCO  
388 Grant St. SE  
Atlanta GA 30312-2227  
Phone: (404) 688-9000 / Fax: 404.577.3847  
Web site: <http://www.apcosigns.com/>

Other manufacturers of corresponding systems include:

2/90 Sign Systems  
5350 Corporate Grove Blvd. SE  
Grand Rapids, MI 49512  
Phone: (800) 777-4310 / Fax: (616) 656-4300  
Web site: <http://www.290signs.com/>

ASI-Modulex, Inc  
3860 W.Northwest Highway, Suite 350  
Dallas, Texas 75220  
Phone: 214.352.9140 / Fax: 214.352.9741  
Web site: <http://www.asisignsystems.com/>

INNERFACE Sign Systems, Inc.  
5320 Webb Parkway  
Lilburn (Atlanta), GA 30047  
Phone: (800) 445-4796 / Fax: (770) 279-1327  
Web site: <http://www.innerface-signage.com/>

Kroy Sign Systems  
15455 N. Greenway-Hayden Loop, Suite C-17  
Scottsdale, Arizona 85260  
Phone: (800) 950-5769 / Fax: (800) 916-3212  
Web site: <http://www.kroysignsystems.com/>

Non-APCO manufacturers can propose product substitu-tions, provided that a substitution’s functional aspects (color, changeable insert, paper/plastic insert behind a non-glare lens, routed/adhered tactile w/raster-bead Braille) match those as defined for the given sign type. The APCO system is proposed as a “benchmark.” Dimensions and hardware form & finish details may vary slightly between manufacturers. As such, any consider-ation of corresponding alternatives should be evaluated relative to their variance(s) from the proposed APCO product. Because manufacturers other than APCO will be considered by the University, each sign’s content and depiction herein is for visual representation only. The chart to the right shows a comparison of manufacturers of corresponding sign systems, describing their products and techniques relative to the specified APCO sign types.

The University is the sole arbiter of any non-APCO prod-uct substitutions, as based on the University’s specific needs.

Criteria	Fabricator / Product				
	<b>APCO (as specified)</b> Aluminum extruded system	<b>System 2/90</b> Aluminum extruded system	<b>ASI-Modulex (Interior 20)</b> Aluminum extruded with other	<b>ASI-Modulex &amp; other fabricators</b> Acrylic Window	<b>Kroy/Innerface</b> Acrylic Window
<b>Hardware/ Materials</b>	Aluminum extrusion and acrylic modular sign system using the Accord 15 product; message bars accommodate removable copy inserts; tight tolerances; substantial quality; custom and dimensional letters available.	Aluminum extrusion and acrylic modular sign system; message bars accommodate removable copy inserts; tight tolerances; substantial quality.	Aluminum extrusion and acrylic modular system supported by other product series; message bars accommodate removable copy inserts; very tight tolerances; substantial quality; custom and dimensional letters available.	Custom acrylic window and plaque signage, designed to match the specified interior system; can be manufactured by most sign shops.	Modular acrylic framed and frameless window/plaque system; less substantial in material and quality. Note: Innerface sign specifications are not very detailed.
<b>Functionality</b>	Modular/extruded system, interchangeable panels attached to a frame; insert-based vinyl message behind protective clear lens, hidden attachment mechanism; vandal-resistant end caps. In-house updating an option.	Modular/extruded system, interchangeable panels attached to a frame; accommodates removable vinyl copy inserts behind protective clear lens (U-Do Sub-Surface), hidden attachment mechanism; specify vandal-resistant end caps. In-house updating an option.	Modular/extruded system, interchangeable panels attached to a frame; accommodates removable vinyl copy inserts behind protective clear lens (PaperFlex), hidden attachment mechanism; specify vandal-resistant end caps. In-house updating an option.	By layering acrylic panels a window gap is created and a vinyl/styrene/ paper substrate inserted; window gap should be no greater than 1/8” to reduce insert tampering (inserts less vandal-resistant); frameless; can be manufactured by most sign shops. In-house updating an option.	By layering acrylic panels a window gap is created and a vinyl/styrene/ paper substrate inserted; window gap should be no greater than 1/8” to reduce insert tampering (inserts less vandal-resistant). In-house updating an option.
<b>Size(s)</b>	Vary as specified; broad product offering. Sized within their standard system components (based on the Accord 15 metric sizes) and some sign types accommodate standard-sized paper inserts (i.e. 8 1/2” x 11”).	Sizes vary slightly from specified APCO dimensions; broad product offering. Sized within their standard system components which are based on a 2” grid. Smallest insert height available is 1”. Most copy inserts will be different sizes than APCO product, but as much as possible, copy inserts should be sized so insert dimensions are consistent with specified APCO insert size.	Sizes will vary more from the specified APCO dimensions; limited product offering therefore other series will need to be mixed in (WS). As much as possible, all insert-based sign types should be sized so insert dimensions are consistent with specified APCO insert size.	Since this is a custom fabrication, most sign sizes should be as close to the specified dimensions as possible. All insert-based sign types should be sized so insert dimensions are consistent with specified APCO insert size.	Sizes vary based on their standard modular system; recommend custom sizes so the sign is as close to the specified dimensions as possible. All insert-based sign types should be sized so insert dimensions are consistent with specified APCO insert size.
<b>Aesthetic Appearance</b>	Highly refined modular system; painting is even, free of runs; basically frameless with narrow side end caps and narrow side profile.	Highly refined modular system; painting is even, free of runs; basically frameless with narrow side square corner end caps and narrow side profile.	Refined modular system; painting is even, free of runs; basically frameless with side end clips and thicker side profile.	Smooth surface with acrylic layered edges; mask is needed to hide insert edges; painting is even, free of runs; thin side profile (end caps not available); copy/graphics should be sub-surface vinyl/insert (no surface vinyl!).	Smooth surface with acrylic layered edges; mask needed to hide insert edges; painting sometimes not on par with highest standards (more finish inconsistencies and blemishes); not as highly refined in overall appearance details; thin side profile; copy/graphics should be sub-surface vinyl/insert (no surface vinyl!); square corners; don’t recommend frames (end caps unavailable).
<b>Items, from other manufacturers, with the greatest variance from recommended APCO specifications.</b>		<u>Directories:</u> Large Frame with Lens directories are accessed by side screw hardware as opposed to a locked cabinet, making them vandal-resistant.  <u>Bulletin Message Boards:</u> not directly available in the 2/90 product line. 2/90 would outsource.  <u>Regulatory:</u> recommend ADA Subsurface option.  <u>Donor Recognition letters</u> would be custom/outourced.	<u>Directories:</u> 470S Series with lockable door; sizes will vary.  <u>Bulletin Message Boards:</u> 470S Series with Dark Gray match tackboard.  <u>Freestanding Message Signs:</u> standard floor stand has different single pole/circular base component (or can be custom fabricated to match APCO’s).	<u>Directories:</u> 470S Series with lockable door; sizes will vary.  <u>Bulletin Message Boards:</u> 470S Series with Dark Gray match tackboard.  <u>Freestanding Message Signs:</u> standard floor stand has different single pole/circular base component (or can be custom fabricated to match APCO’s).	<u>Directories:</u> narrow profile directories framed and attached with screws; header requires custom fitting to allow frame access/removal.  <u>Bulletin Message Boards:</u> not included in literature but probably can fabricate based on Directory sign type using Dark Gray textured fabric tack board  <u>Freestanding Message Signs:</u> standard floor stand must accommodate standard paper inserts as specified.



General Considerations

Changeability

The primary feature of the wall-mounted sign product is that it uses clear plastic faces with information displayed behind the cover or sub-surface printed for protection. The designs promote changeability and allow the University to control production of the inserts. Vinyl lettering is used for overhead sign types, where it is unlikely that someone will be able to pick letters off. Ink-jet printed elements are used in some instances where they can fit behind a protective cover.

Terminology

Consistent terminology should be used on all directories, directional signs, department identifiers, and maps.

ADA Considerations

This program includes designs and specifications for sign elements that are required for ADA compliance including stairwell identifiers, restrooms, phones, etc.

Background

The Federal Americans with Disabilities Act (ADA) sets specific minimum requirements regarding the way that information is presented on sign types used to provide directions or identify particular spaces. The act does not specifically require that any space be identified, except for certain permanent and accessible facilities including restrooms, cafeterias, auditoriums, stairwells and exits. However, if a space is identified, the identification signage must comply with the relevant requirements.

Relevant sign types

The following sign definitions list relevant ADA requirements by sign type as defined by the ADA (note that these sign type terms may not correlate directly with the terminology used elsewhere in the Sign Type Program):

**Permanent:** Signs designating “permanent rooms

and spaces” (including restrooms, room numbers and exit signs) must use raised and Braille characters, must comply with ADA finish and contrast standards, and must be mounted at a certain height and location.

**Directional:** Signs providing directions to or information about functional spaces (i.e. “Cafeteria – Right”) do not need raised or Braille letters, or to be mounted at a certain height and location. They do need to comply with ADA requirements for character proportion, finish and contrast, and with character height requirements if suspended or projected overhead.

**Other:** Building directories and other signs providing temporary information (such as a professor’s name on an office space) do not need to comply with ADA requirements.

Note that a single sign may contain elements that fall under different provisions of the ADA. For instance, a Destination Identification Sign may include a room number, which would need to be rendered in raised and Braille characters, and also convey information about the space such as the title “Staff Lounge”, which would not.

Relevant Standards

The following standards describe each of the relevant ADA requirements in greater detail, while listing the sign types that are affected by each, as the sign types are defined by the ADA:

**Character Proportion:** Letters and numbers on Directional signs must have a width-to-height ratio between 3:5 and 1:1 and a stroke-width-to-height ratio between 1:5 and 1:10

**Character Height:** Characters and numbers on suspended or projecting overhead Directional signs must have at least a three-inch letter height (measured using an uppercase “X”). (Note that this changes to a minimum two-inch letter height under pending changes to the ADA that are awaiting final approval.)

**Raised and Braille Characters:** Letters and

numerals on Permanent signs must be raised at least 1/32 of an inch, uppercase, in sans serif or simple serif type, and accompanied by Grade 2 Braille. (Grade 2 Braille is a series of contractions that forms a shorthand version of Braille, unlike Grade 1 Braille, which is a letter-to-letter translation.)

**Finish and Contrast:** Characters and backgrounds of both Permanent and Directional signs must have a non-glare finish. Characters and symbols should have at least a 70-percent contrast with their background (i.e. light characters on a dark background or dark characters on a light background).

**Mounting Location and Height:** Permanent signs must be installed on the wall next to the latch side of the door, or on the nearest adjacent wall if there is no space on the latch side, or on the door itself if it is always closed (e.g. a restroom door). Each sign must be mounted approximately 60 inches from the floor to the center of the sign. The mounting location must allow a person to get within three inches of the sign without running into protruding objects or standing within the swing of a door.

**Head Room:** Walks, halls, corridors and other circulation routes must have at least 80 inches of clear head room, meaning that the bottom of any suspended or projecting overhead Directional signs in such spaces must be at least 80 inches from the floor.

This Sign Type Program was designed to comply with the ADA. In some cases, the program has been modified to conform to the intent of the ADA while addressing specific design, installation or legibility concerns. For example, the ADA requires that a Permanent wall sign be mounted 60 inches from the floor to the centerline of the sign, depending on the height of the sign. The mounting recommendations in this Sign Type Program may differ slightly in some cases to aid in the installation process, improve the visual continuity of the signs and assure that the sign messaging itself is at a consistent level. Another example is recommending the use of both uppercase and lowercase letters instead of all uppercase letters in naming

locations (e.g. “Cafeteria” instead of “CAFETERIA”), which improves legibility for the visually impaired over the ADA requirement for all uppercase letters on Permanent signs.

In making these recommendations, the ADA regulations themselves have been reviewed, along with pending changes to the regulations that are awaiting final approval, and other documentation including a Society for Environmental Graphic Design (SEGD) White Paper which reviewed the regulations in light of “wayfinding and communication principles, character and symbol recognition, and typography.”

These recommendations should not be construed as legal advice in regard to ADA compliance. An attorney should be consulted if advice is needed, particularly in regard to the legal aspects of the Act.

ATTENTION BIDDERS

September 30, 2004

Addendum # 1 Clarification & New Bid Opening Date

The University at Albany/SUNY is providing additional clarification for its bid for Project # BS476042

The University at Albany wishes to clarify the following components of this bid solicitation:

Issue:

Many vendors were unclear as to the acceptance of alternates. Although the University did clearly state that alternates would be accepted, there seems to have been some confusion. The University at Albany always encourages competition at any level of procurement. Due to the poor response rate and some of the feedback we have received from bidders, we wish to clarify some components of this bid solicitation. APCO modular products were specified to use as a “benchmark” for quality and performance for bidding purposes ONLY. Bidders may propose substitutions or alternates from other manufacturers such as: 2/90 Sign Systems, ASI-Modulex, INNERFACE Sign Systems, Inc., Kroy Sign Systems, etc., provided that their functional and aesthetic aspects (color, changeable inserts, paper/plastic insert behind a non-glare lens or photopolymer, routed/adhered tactile w/Raster-bead Braille, security features, etc) match those as defined in the specs and Sign Type Data Sheet for each sign type.

All such requests for approval of substitute or alternate manufacturers **must** be received **by 10/8/04** and sent to the attention of **Errol Millington** at the following address by:

University at Albany  
1400 Washington Avenue  
UAB 312 Albany, NY 12222.

The new bid opening time/date will be 2:30 p.m. on 10/14/04. If you have already submitted a bid which you would still like to have considered without any changes being made to it, please sign below indicating that you would like us to keep

your proposal as is.

Name \_\_\_\_\_ Date \_\_\_\_\_  
Company \_\_\_\_\_

If we do not receive any correspondence back from you we will assume you would like to withdraw your bid and your current submittal will be rejected.

All other terms and conditions shall remain the same.  
All bid responses and any other questions regarding bid and/or contract procedures may be directed toward:

David VanVranken  
University at Albany  
1400 Washington Avenue  
Management Services Center Rm. 302  
Albany, NY 12222  
Ph (518) 437-4579  
Fax (518) 437-4571  
Email: dvanvranken@uamail.albany.edu

Thank you.

UNIVERSITY AT ALBANY  
CAMPUS SIGNAGE PROGRAM  
  
INTERIOR BUILDING SIGNAGE  
BID PROPOSAL 476042

The Owner’s Contact/Project Manager is:  
The University at Albany  
Attention Errol Millington, Space Planner  
Capital & Space Resources Management Office  
UNH 209  
1400 Washington Ave.  
Albany NY 12222  
Phone: 518-956-8090 Fax: 518-956-8121

Purchasing Agent is:  
David VanVranken  
The University at Albany  
1400 Washington Avenue  
Management Services Center Rm. 302  
Albany, NY 12222

Bidder shall prepare and submit five (5) copies of this completed bid proposal on or before 2:30 p.m. on July 30, 2004 to David VanVranken at the address listed above.

SECTION A: GENERAL REQUIREMENTS

The purpose of this advertisement is to solicit bids for Interior Building Signage based on the UAlbany Signage and Wayfinding Manual. The University will enter into a five year contract with the successful bidder that would enable the University on an as needed basis to procure (A) signage hardware only (the sign frame including but not limited to: the housing, end caps, blank insert message panels, non-glare front lens, inserts, tamper resistant locking devices, etc.) and (B) complete signage fabrication and installation services (including but not limited to hardware, graphics and installation). Unit Prices in Col A and Col B of Table 1 should reflect this difference in contract requirements. See Table 1 and the attached sign type data sheets for the various sign types that comprise the Interior Signage package.

1. Requirements for Bids to be Responsive.  
Non-Responsive bids will not be considered.  
The company/business bidding shall meet the following requirements to be Responsive:

- At least two satisfactory references from clients they have done similar work (comprehensive interior signage) for within the last two years who may be contacted.

Has two qualified references as described above been provided with this Bid?  
YES \_\_\_\_\_  
NO \_\_\_\_\_

- Be the Primary Sign Manufacturer and/or Fabricator. The company submitting a bid must have in-house sign manufacturing or fabrication capabilities. Bids from sign brokers or general contractors without these in-house capabilities will not be accepted.

Is Bidder a Primary Sign Manufacturer and/or Fabricator as described above?  
YES \_\_\_\_\_  
NO \_\_\_\_\_

- Have a permanent place of business and be able to commit to a five-year contract that would allow for additional signage as delineated in the Bid Proposal Form (P-1), on an as-needed basis.

Does the Bidder have a permanent place of business and can commit to a 5 year contract as described above?  
YES \_\_\_\_\_  
NO \_\_\_\_\_

- State all sub-contractors/suppliers associated with their bid and the type of work to be performed.

Has all sub-contractors/suppliers been listed along with their scope of work?  
YES \_\_\_\_\_  
NO \_\_\_\_\_

- Fill in all Unit Prices for all Sign Types and in both Columns A and B.

Has Bidder filled in all Unit Prices as described above?  
YES \_\_\_\_\_  
NO \_\_\_\_\_

- Have a minimum of five (5) years experience in manufacturing/fabricating interior signage under the same business name.

Does the Bidder have five (5) years or more experience as described above?  
YES \_\_\_\_\_  
NO \_\_\_\_\_

- Have Compensation and Liability insurance that meets or exceeds that required in this RFQ.

Does the bidder have the types and amounts of insurance coverage required?  
YES \_\_\_\_\_  
NO \_\_\_\_\_



2. Information to Bidders

Requests for information by bidders regarding the meaning or interpretation of this Request for Quote should be requested in writing to the Owner’s Contact on or before (10) ten business days of the Bid due date. Any information given to a prospective bidder concerning the BID shall be furnished to all prospective bidders as an addendum. Receipt of an addendum by a bidder must be acknowledged in their submitted bid.

3. Modification and Withdrawal of Bid

No Bid may be modified, withdrawn, or cancelled by the Bidder, except upon the express permission of the University, or unless the award of contract is delayed for a period of 90 days.

Prior to the time set for the receipt of Bids, any Bid submitted may be modified or withdrawn by notifying the University. Such notice shall be in writing and mailed and postmarked on or before the date and time set for receipt of Bids, and it shall be so worded as not to reveal the amount of the original Bid.

Withdrawn Bids may be resubmitted up to the time designated for the receipt of Bids provided that they are then fully in conformance with this BID.

4. Substitutions & Alternatives

Any proposed substitutions to the bid documents will be considered only if a written request for approval has been received by the University at least ten (10) days prior to the date of receipt of Bids.

Any proposed substitution shall include the name of the material or equipment for which it is to be substituted and complete description and documentation establishing such a substitution’s equality or superiority as measured in the following:

- a. Meet or exceed the structural, functional and visual intent of the designs depicted by the Sign Type Design Sheets;
- b. Comply with all governing trade organization standards with regard to materials, warranties, performance and engineering criteria;
- c. Replicates in appearance, size, visual compositions,

graphics and colors as shown in the Sign Type Design Sheets

- d. Any other materials, equipment or other work that incorporation of the substitute would require shall be included
- e. Drawings and manufacturers material and performance test data
- f. Cost and ease of maintenance information

The burden of proof of the merit of any proposed substitute is upon the Bidder. The University’s decision of acceptability or unacceptability of a proposed substitution shall be final. Acceptance of any proposed substitution will be acknowledged only in an Addendum issued to all Registered Bidders.

5. Bid Proposal Form (P-1):

A Bid Proposal Form (P-1) is provided at the end of this document. The bidder must submit five (5) completed Bid Proposal Forms. All Bidders shall complete the Forms fully and submit all information requested herein in order for a bid to be responsive. Failure to do so **shall** result in the bid being rejected as non-responsive. Both Column A and Column B must be filled out in Table 1 and unit prices must be total prices - inclusive of all associated costs such as Shop Drawings, Submittals, Fabrication, Delivery, etc. **Please NOTE:**

**Column A** – Is for unit prices for hardware with blank inserts only. When signs are ordered using pricing from this column, the University shall be responsible for the application of all the graphics and the installation of these signs

**Column B** – Is for unit prices for full service including all sign hardware, graphics, delivery and installation. When signs are ordered using pricing from this column the contracted bidder shall be responsible for all aspects of the work.

6. Basis for Contract Award

It is the intent of the University to award a Contract to the Responsive Bidder with the lowest Calculated Total Bid Price of Columns A & B. Only Bids that

are Responsive as outlined in Section A item 1 shall be considered for award. The University will not commit to any materials or services other than those outlined in this RFQ and shall only be invoiced for materials received and installation services that are authorized and performed in a satisfactory manner. The Unit prices submitted will be weighed based on the following criteria (listed in no particular order of priority):

- Anticipated Percentages of orders for each Sign Type Group
- Anticipated Percentages of orders for hardware only and for orders of complete signs and installation.

SECTION B: UNIVERSITY CONDITIONS

1. As a result of September 11, 2001, Contractors are required by Federal law to verify that all its employees and as subcontractors in its employ are legally entitled to work in the United States. Accordingly, the University reserves the right to request legally mandated Contractor-held documentation attesting to the same for each employee assigned work under any contract awarded. In accord with such laws, the University does not discriminate against individuals on the basis of national origin or citizenship
2. No drug of any type, nor alcoholic beverages by the Contractor or its personnel shall be permitted on University at Albany premises. The University at Albany reserves the right to reject and bar from the facility any employee hired by the Contractor
3. The University at Albany will not be liable for any expenses incurred by the Contractor as a consequence of any traffic infraction or parking violations attributable to employees of the Contractor.
4. The University at Albany will not be liable for any costs incurred by respondents in the preparation and production of a proposal or the costs of any services performed prior to receiving approval of the agreement from New York State. All proposals and materials submitted in conjunction with the proposals shall become the property of the University at Albany for use as deemed appropriate, respecting all copyrights.

5. The University at Albany reserves the right to modify the requirements of this bid after its release. All vendors will receive written notification of any modifications to the requirements of this bid. If any modifications make compliance with the original Procurement Timetable impractical, the University at Albany will adjust the timetable accordingly.

6. By submitting a proposal, the vendor agrees that s/he will not make any claims for or have any right to damages because of any misinterpretation or misunderstanding of the specifications or because of any misinformation or lack of information. The University at Albany will make no allowance or concession to the Contractor for any alleged misunderstanding or deception because of quantity, quality, character, location or other conditions.

7. The successful vendor will be notified by the Issuing Officer by telephone and confirmed by letter. A contract will then be negotiated with the successful vendor. The contract will, among other provisions, incorporate at least this bid and the successful vendor’s proposal.

8. The University at Albany reserves the following prerogatives:
- To accept or reject any or all proposals in part or entirety.
  - To correct any arithmetic errors in the proposals.
  - To waive or modify irregularities in proposals received after notification to the vendor.
  - To change any dates specified for the review and selection process.
  - To negotiate a payment schedule as part of the award of the contract.
  - To request additional information or written clarification of vendor response.
  - To eliminate mandatory requirements unmet by all of the vendor responses.
  - To make and accept best and final offers.

9. Submittal of Responses: Bidders must submit 5 completed copies of their bid by 2:30 p m on Tuesday, June 30, 2003 to the following location:

Mr. David VanVranken

Purchasing Agent, Institutional Services  
Management Services Center, Room 302  
University at Albany  
1400 Washington Avenue  
Albany, New York 12222

Proposals received after this date and time will be considered late and will be rejected.

10. Subcontractors  
The bidder shall be fully responsible for the administration, integration, coordination, direction and supervision of all of its subcontractors and of all work and it shall check all specifications and requirements of the work and coordinate and adjust the same so that conflict in space do not occur in the work being performed by it with its own employees and with the work being performed by its subcontractors.

The Bidder hereby agrees and understands that the contract resulting from this solicitation shall not be transferred, conveyed, subcontracted assigned or sublet without prior written consent of the University at Albany.

Bidders shall state in writing any and all subcontractors and suppliers to be associated with this bid, including the type of work to be performed.

No subcontractor shall be permitted to work at the site until it has furnished satisfactory evidence to the bidder of the insurance specified in CONTRACTOR'S COMPENSATION AND LIABILITY INSURANCE section.

No provisions of this bid shall create or be construed as creating any contractual relation between the University or with any person, firm or corporation employed by, contracted with or whose services are utilized by the bidder.

It is the obligation of the bidder to pay the subcontractor. Should the University withhold payment to the bidder, it shall still remain the Bidder's obligation to pay all subcontractors, agents, and employees or to other parties for goods or services provided in connection with the work.

11. Contractor's Compensation & Liability Insurance  
Contractor shall, at all times, at its own expense, obtain and carry comprehensive liability insurance, property damage insurance and Workers' Compensation Insurance of adequate amounts, naming the State of New York, and State University of New York as additional insured.

Contractor shall keep such insurance in force for the duration and term of this agreement. The insurance required, shall be obtained from insurance company(ies) licensed to do business in the State of New York and shall have as minimum limits of insurance:

GENERAL

This section provides information which, when combined with the relevant design-intent drawings and the University's Standard Terms, Conditions, Costing Forms, for procurement and/or construction bidding, will create an appropriate bid package. In addition to the various specifications noted, it will be helpful to incorporate toward the front of any bid package, the following:

Demonstration of Capability

Bidders should include at least two references to both clients they have done work with previously (who may be contacted) and work of a similar nature (custom fabricated channel letterforms).

Bidders Must be the Primary Sign Fabricator

The company submitting a bid must be the company responsible for actual sign fabrication. Bids from sign brokers or general contractors will not be accepted.

Bidders shall state in writing any and all subcontractors and suppliers to be associated with this bid, including the type of work to be performed.

The Bidder hereby agrees and understands that the contract resulting from this solicitation shall not be transferred, assigned or sublet without prior written consent of the University at Albany.

Explanation to Bidders

Any explanation desired by a bidder regarding the meaning or interpretation of a Request for Quote should be requested in writing to the RFQ issuer at the University, with sufficient time allowed for a reply to reach all prospective bidders before the submission of their bid. Any information given to a prospective bidder concerning the RFQ should be furnished to all prospective bidders as an addendum. Receipt of an addendum by a bidder should be acknowledged in their submitted bid.

Modification and Withdrawal of Bid

No Bid may be modified, withdrawn, or cancelled by the Bidder, except upon the express permission of the University, unless the award of contract is delayed for a period of 90 days.

Prior to the time set for the receipt of Bids, any Bid submitted may be modified or withdrawn by notifying the University. Such notice shall be in writing and mailed and postmarked on or before the date and time set for receipt of Bids, and it shall be so worded as not to reveal the amount of the original Bid.

Withdrawn Bids may be resubmitted up to the time designated for the receipt of Bids provided that they are then fully in conformance with the RFQ.

Time and Materials Bid

The University should capture from each Bidder on their bid form an hourly rate at which the Bidder could be contracted on a time and materials basis, should the University elect to do so.

Basis for Contract Award

All Bidders should complete the RFQ fully and submit all information requested in order for a bid to be responsive. Failure to do so may result in the bid being rejected as non-responsive. Bids must be received before the time of bid opening - late bids will not be considered.

It should be the intent of the University to award a Contract to the lowest responsible Bidder, provided the Bid has been submitted in accordance with the requirements of the RFQ and does not exceed the funds available. The University shall have the right to waive any informality or irregularity in any Bid or Bids received and to accept the Bid or Bids which, in its judgment, is in its own best interests. The criteria the University will use in evaluating and awarding a contract are as follows (listed in no particular order of priority):

- The quality and appearance of the sample or referenced submittal(s)
- Bidder's schedule for the work
- Total project bid cost
- Demonstrated understanding of the project.

In determining the lowest and/or most responsible Bidder, the Owner will consider whether the Bidder maintains a permanent place of business, is financially responsible, has adequate plant facilities and employees, has had sufficient experience to



do the work properly, and is satisfied that the proposal submitted meets all conditions of the Contract Documents.

SUMMARY

- A. General:** Provide Interior Architectural Signage in accordance with requirements of the Contract Documents.
- B. Project Overview From Designer:** The work depicted in this manual, while seemingly straightforward in appearance, is defined as “custom architectural signage”. More than just a term, this definition demands that all materials used, fabrication methods and program management that go into each finished component observe the highest craft and quality standards at each step of the process through delivery to the client. Contractors involved in fabricating and installing the work depicted will join in a productive partnership with the University in producing a system of wayfinding information elements that further enhances the University’s position.

It is understood by all concerned that the apparent silence of the specifications as to a detail or the apparent omission of a detailed description concerning a point shall be regarded as meaning that only the best general practice is to prevail and that only material and workmanship of the first quality is to be used. All interpretations of these specifications shall be made on this basis.

- C. Electronic Files:** Note that the University has electronic files of this document and of all of the sign type designs depicted in the document. Contractors involved in fabricating and installing the work depicted herein should request a copy of these electronic files to use as base templates for their further development of detailed and engineered shop drawings to assure conformity to the sign designs.

REFERENCES

- A. American Welding Society (AWS):** AWS D1.1 “Structural Welding Code, Steel”, and AWS D1.2

“Structural Welding Code, Aluminum”.

- B. National Association of Architectural Metal Manufacturers (NAAMM):** “Metal Finishes Manual”.
- C. Architectural Products Company (APCO):**  
The APCO Accord15™ component signage system and other APCO products are the specified product for creation of the majority of the signage assemblies. Product information is available at <http://www.apcousa.com/>
- D. Trade Standards:** Standards defined by the following regulatory and trade organization reference documents are to be honored:  
ASTM B221, Aluminum - extruded bars, rods, wire, shapes and tubes  
ASTM A123, Zinc (hot galvanized) coatings on products fabricated from rod, pressed and forged steel shapes, plates and bars.  
ASTM D822, Light and water exposure apparatus (carbon-arc type) for testing paint, varnish, lacquer and related products  
OSHA

SYSTEM DESCRIPTION

- A. Signage:** Provide interior sign assemblies designed, tested, and installed, to withstand typical interior environmental conditions as would be anticipated from the design intent. Typical wall-mounting to be accomplished using silicone adhesive and a mechanical fastener such as screw and molly.
- The APCO Accord15™ component signage system and other APCO products are specified for creation of the majority of the signage assemblies. Non-APCO manufacturers can propose product substitutions, provided that a substitution’s functional aspects (color, changeable insert, paper/plastic insert behind a non-glare lens, routed/adhered tactile w/raster-bead Braille) match those as defined for the given sign type. The APCO system is proposed as a “benchmark.” Dimensions and hardware form & finish details may vary slightly between manufacturers. The University is the sole arbiter of any non-APCO product substitutions, as

based on the University’s specific needs.

B. Fonts/Typefaces:

1. Required type fonts are indicated on the sign type drawings.  
  
The fonts used for this project were selected specifically for this project by the Designer and the University. It is the responsibility of the Sign Contractor to purchase the necessary typeface fonts for message creation. The following typefaces are to be used:  
  
Adobe Garamond  
DIN Schriften  
Trajan
2. All letterforms shall be computer generated. Hand-cut letters are not acceptable.
3. No substitution of any other typefaces may be made. Under no circumstances are typefaces or graphics to be electronically distorted (“squeezed” or “extended”) for purposes of fitting to the specified sign or general alteration of the sign face composition unless noted in the drawings. Distortion includes (but is not limited to) stretching, tilting, outlining or shadowing.

SUBMITTALS PRIOR TO FABRICATION

- A. Shop Drawings:** Furnish elevations, detailed and engineered shop drawings for each sign type showing methods of fabrication, materials used, assembly and/or sub-assembly details, nuts, bolts, other connecting hardware, all dimensions, and methods of installation. The APCO Accord15™ component signage system and other APCO products are specified for creation of the majority of the signage assemblies. Access to APCO product information, as well as APCO CSI Specification Standards, is found at:  
<http://www.apcousa.com/>
- B. Samples:** Samples of all fabricated sign material shall be delivered to the University for their inspection and approval before any work on the above project shall commence. This includes samples of every color to occur in the signage, using actual paint, vinyls and substrate materials.

- C. Product Literature:** Furnish manufacturer’s specifications describing the general properties of all sign material used in this project. Specifications for sign material as well as their supporting structures shall be furnished.
- D. Composition Proofs:** The Sign Contractor shall provide to the University a proofing document of final production sign face layouts (“compositions”) for all signs to verify line breaks, character and word spacing, and interline spacing. The preferred proofs are individual black & white prints of all sign face compositions.
- E. First Prototype:** Prior to proceeding with the quantity production of any signage, the Sign Contractor shall provide to the University one (1) finished sign (typically a DW-1 or ID-1). Only upon its approval can subsequent signs be approved for finished fabrication.

QUALITY ASSURANCE

- A. Contractor’s Quality Assurance Responsibilities:** Contractor is solely responsible for quality control of the Work.
- B. Regulatory Requirements:** Sign Contractor shall be knowledgeable of relevant local building and ADA code requirements and honor same in fabrication and installation.

UNIFORMITY AND CHANGEABILITY

- A.** Fabrication fit and finish tolerances must be ± 0.01 inches.
- B.** Similar or identical sign type components, regardless of colors or messages, should be fabricated identically.
- C.** Components which are intended to be removable or interchangeable after installation must do so without binding, sticking or blocking.

DELIVERY, STORAGE, AND HANDLING

- A. General:** The Contractor is to pack, wrap, crate, bundle, box, bag, or otherwise package, handle, transport, and store all fabricated work as neces-

sary to provide protection from damage by every cause. The Contractor shall provide clear and legible identifying information on all product packaging to ensure proper on-site review and installation.

PROJECT / SITE CONDITIONS

**A. Existing Conditions:** Examine the areas to receive the Work and conditions under which the Work shall be performed. The Contractor shall remedy any faulty conditions for which they are responsible. Areas needing correction shall be corrected in a timely fashion.

Coordinate with the work of other trades so as to prevent damage, interference or delay. Obtain templates, drawings, or other information as necessary for proper alignment and connection to such other work. It is understood that the University shall have any proposed interior sign locations in a “ready-to-install-signage” condition.

WARRANTY

**A. Signage Warranty:** For a period of five (5) years, the Contractor shall warrant all architectural signage, to the University, to be free of defects due to craft work and materials including, but not limited to,

- 1. Bubbling, chalking, rusting or other disintegration of the sign panel or of the graphics or of the edges.
- 2. Corrosion appearing beneath paint surfaces of panels, brackets, posts or other support assemblies (except as an obvious result of vandalism or other external damage).
- 3. Loosening of fasteners.
- 4. The assemblies not remaining true and plumb upon installation.
- 5. Fading, chalking and discoloration of the colors and finishes within the vinyl and paint manufacturer’s stated warranty period.
- 6. Peeling, delamination or warping of surfaces.

Without additional cost to the University the Contractor shall repair or replace any defective signs or

hardware which develop during the warranty period and repair any damage to other work due to such imperfections and provide labor and travel expenses for re-installation as required. The Contractor will be required to fully replace all signs which are in error relative to the working documents (sign schedule, sign location plan, sign type drawings) that will be submitted to the Contractor upon award of contract and relative to the shop drawings as prepared by the Contractor.

MAINTENANCE

**A. Maintenance Instruction:** The Contractor shall furnish a maintenance manual describing the procedures necessary for operating, cleaning and maintaining the Work. Manufacturer brochures describing the material used in the work shall be furnished also. This shall include finish paint formula and manufacturer’s numbers, etc.

**B. Extra Materials:** Deliver to the University, in original packaging.

- 1. Provide 1 (one) quart of each finish paint color and its related formula for touch-up purposes.

PRODUCTS

SIGN MATERIALS

**A. General:** Signage is to be fabricated primarily using the APCO Accord15™ component signage system and other APCO products as the foundation system. All painted surfaces to be finish-coated with acrylic polyurethane. Application of all paint and surface-vinyls shall be in strict compliance with the manufacturers’ specifications for the defined substrate to assure extreme color and finish retention. Edges and surfaces of ALL parts are to be free of nicks, cuts, burrs or other machine markings. All finishes are to be matte finish, free from fading, peeling or cracking.

**B. Aluminum:** Provide the following specific type of aluminum regarding alloy, temper, and finish required for the project, if other than an approved

modular sign system product.

- 1. Aluminum Sign Blank Material: ASTM 5052-1-138 Flat Anodized Aluminum.
- 2. Aluminum Extrusions: ASTM B221/B221M. 6063-T6 Aluminum.
- 3. Aluminum Castings: ASTM B 179. 514.
- 4. Aluminum Bars, Rods and Wire: ASTM B21 1/1321 IM.

**C. Insert Message Panels:** For message panels required to sit behind a non-glare front lens or “window”, this window must be of not greater thickness than 0.100” and must be a premium non-glare product (Mitsubishi® or equal) free from surface imperfections or ripples.

All enclosures or housings of message inserts must have fabrication tolerances such that the message inserts touch or remain not more than 1/32” from the inside face of the window.

Any insert designed for a given sign type must fit properly into all same sign types.

Any removable end caps or removable sections of a sign should be behind a secure end cap with a tamper-resistant locking devise.

PAINTS, FINISHES AND IMAGING MATERIALS

**A. Message Creation:** It will be the Contractor’s responsibility to generate all messages, including necessary tactile and Grade 2 Braille, from an approved Sign Message Schedule provided by the University. The University prefers that the tactile characters be routed-adhered and that the Braille be raster-bead.

**B. Preparation:** Surfaces to receive graphics shall be clean, dry, and otherwise made ready for application of materials, in accordance with manufacturers’ instructions.

**C. Attached Dimensional (Donor) Letterforms:** Interior dimensional letterforms are to be cut from 3/8” thick acrylic and then finished smooth, face and sides, with a gold metallic satin Matthews paint. Letters are pin-mounted 1/4” from the wall surface using standard threaded studs with white

spacers. The resulting letterform assembly must be mounted level and true and match the original design intent. All mounting hardware should be hidden or unobtrusive as possible.

**D. Repair:** All blemishes that may need repair shall be repaired so that the repair is not noticeable. Any items that are damaged beyond repair shall be replaced.

**E. Polyurethane Coatings:** Provide the following products or equal as acceptable to the University.

- 1. Acrylic Polyurethane Enamel: 2-component, acrylic modified, aliphatic polyurethane enamel having UV inhibitors and engineered for application to signage components (Matthews Paint Company products are the standard).
- 2. All visible finishes are to be satin finish, free from fading, peeling or cracking. Paint preparation of all exterior metal surfaces of the sign to include removal of all scratches and imperfections, sanding and chemical etching. Acceleration of the drying process is not allowed.

**F. Screening Materials:** Where screen printing may be required, screens are to be prepared from electronic art only; no hand-cut screens. Provide photo processed screening, arranged to furnish sharp and solid images without edge build-up or bleeding of the coating. Assure a minimum 3 mils dry film thickness. Pattern-cut screens may be used for non-repeat copy, provided that final image copy is equal to photo screen quality.

**G. Vinyl Graphics:** Pressure sensitive type, non-reflective opaque as required, non-yellowing, non-peeling and electro-cuttable vinyl film, warranted for seven (7) years or more. Apply uniformly smooth, free from bubbles, wrinkles, stretching, or other blemishes.

**H. Digital Prints:** Contractor shall procure all electronic files for the full-color digital artwork for all graphics to be large-format digitally printed. Print output to be at minimum of 600 DPI. Non-illuminated inserts will minimally be ink-jet printed at 600



DPI using water-based inks on a white, satin finish substrate matte UV laminated, or printed using UV inks on a satin finish substrate. Back-lit inserts will minimally be ink-jet printed at 600 DPI using UV inks on a film stock and matte UV laminated.

- I. **Repair:** All blemishes that may need repair shall be repaired so that the repair is not noticeable. Any items that are damaged beyond repair shall be replaced.

SUBSTITUTION

No substitution will be considered unless the University receives written request and justification in the bid. Bidders may recommend equal or better equipment or method, but will be required to provide full documentation establishing such a substitution’s equality or superiority as measured in the following:

- compliance with the visual design intent;
- cost;
- ease of maintenance; and
- performance.

The burden of proof of the merit of any proposed substitute is upon the awarded Contractor. The University’s decision of approval or disapproval of a proposed substitution shall be final. Non-APCO manufacturers can propose product substitutions, provided that a substitution’s functional aspects (color, changeable insert, paper/plastic insert behind a non-glare lens, routed/adhered tactile w/raster-bead Braille) match those as defined for the given sign type. Dimensions and hardware form & finish details may vary slightly between manufacturers. The University is the sole arbiter of any non-APCO product substitutions, as based on the University’s specific needs.

FABRICATION OF SIGNS AND SUPPORTS

The materials, products, equipment and performance specifications described within, establish a standard of required function, dimension, appearance, performance and quality to be met by the Contractor.

A. **General:** Provide standard and custom manufactured sign assemblies, components completely fab-

ricated and finished at the factory before delivery to site. Construct signage to accurate detail and dimensions as shown and as reviewed on shop drawings. Fit and assemble all work at shop to the greatest extent possible and mark components as required to facilitate assembly during installation.

1. The drawings specify the use of various APCO modular component systems. However, if a Contractor wishes to suggest a substitute, it must:

- a. Meet or exceed the structural and functional intent of the designs depicted by the design-intent drawings;
- b. Comply with all governing trade organization standards with regard to materials, warranties, performance and engineering criteria;
- c. Replicates in appearance, as shown in the design intent drawings, size, visual compositions, graphics and colors (hidden elements related to these aspects may vary as fabrication may dictate).
- d. Replicates EXACTLY the finished appearance of any like elements already installed at the University.

The University shall be advised in advance of any specific deviation from stated dimensions.

2. The sign type drawings show design intent, not construction or engineering detail. Recognizing that the signs which are based on the APCO sign system do not require shop drawing documentation beyond the documents provided directly from APCO, *the further development and engineering of the design-intent drawings for any non-APCO elements is expected to be shown in the shop drawings created by the awarded Contractor.* Fabricator recommendations for alternative fabrication methods or materials, which do not alter the design intent, reduce the product quality or compromise product performance, will be considered by the University if such alternatives are submitted in written and/or drawn form prior to starting shop drawings. The Contractor’s Shop drawings must

adequately and accurately define all construction details.

3. The awarded Contractor shall also be responsible for ensuring that all signs meet local and state codes in their fabrication, materials and installation.

EXECUTION

EXAMINATION

A. **Verification of Conditions:** Examine the areas to receive the Work and conditions under which the Work shall be performed. The Contractor shall remedy any faulty conditions for which they are responsible. Areas needing correction shall be corrected in a timely fashion.

INSTALLATION OF SIGNS

A. **General:** The complete installation of all signage shall be in accordance with manufacturer’s printed instructions and approved shop drawings.

- 1. While design-intent drawings and related documents may specify or indicate possible mounting and/or mounting hardware details, the Contractor will be able to substitute equal or better hardware and techniques, based upon their experience with similar mounting situations and *as long as the visual appearance of the sign is not compromised from that shown in the design intent drawings.*
- 2. All signs to be mounted level and true. Components shall fit accurately together to form tight joints and secure connections.
- 3. All exposed hardware is to be touch-up painted on site as required.
- 4. Except where approved by the University and/or Designer, conceal all fasteners.
- 5. Except where approved by the University and/or Designer, conceal all fasteners.
- 6. Sign elements intended to be removeable or changeable after installation must function as

intended without binding, sticking or blocking. It will be the responsibility of the successful Bidder to correct any installation misalignments at no charge.

7. All signs should be mechanically fastened to the wall using VHB tape or silicone and no fewer than four screws held in expansion sleeves on Moly-bolts inserted into the wall, or with butterfly bolts through the wall. The heads of any screws should be concealed whenever possible.

PROTECTION CLEANING

A. **General:** All Work shall be protected during the construction period. All completed Work shall be clean and free from defects at time of acceptance by the University.