

Project Manual For:

**PLATTEVILLE PUBLIC LIBRARY - FURNISHINGS**

65 S. Elm Street  
Platteville, WI 53818

PRA Project No. 130328-03  
27 June 2016

209 south water street milwaukee, wisconsin 53204 414 359 3060  
2310 crossroads drive suite 2000 madison, wisconsin 53718 608 240 9900  
205 north orange avenue suite 202 sarasota, florida 34236 941 348 3618

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**PLATTEVILLE PUBLIC LIBRARY**

Platteville, WI 53818

**BID PACKAGES 1 - 11**

PRA Project No. 130328-03

June 27, 2016

**Owner**

Platteville Public Library  
Current Address:  
65 S. Elm Street  
Platteville, WI 53818

Ph: 608-348-7441

Future Address:  
225 W. Main Street  
Platteville, WI 53818

**Architect**

Plunkett Raysich Architects LLP  
209 S. Water Street  
Milwaukee, WI 53204

Ph: 414-359-3060  
Fax: 414-359-3070

**Construction  
Manager**

National Construction, Inc.  
701 E. Washington Ave., Suite 103  
Madison, WI 53703

Ph: 608-257-0500  
Fax: 608-257-4374



# **TABLE OF CONTENTS**

PLATTEVILLE PUBLIC LIBRARY - FURNISHINGS  
Platteville, WI 53818

PRA PROJECT NO. 130328-03

June 27, 2016

## **TABLE OF CONTENTS**

### **I. BIDDING REQUIREMENTS**

- A. INVITATION TO BID
- B. INSTRUCTION TO BIDDERS
- C. SUPPLEMENTARY INSTRUCTIONS TO BIDDERS
- D. BID FORM

### **II. CONDITIONS OF THE CONTRACT**

- A. GENERAL CONDITIONS – BY REFERENCE AIA FORM A271
- B. SUPPLEMENTARY CONDITIONS

### **III. ADDENDA (to follow)**

### **IV. SPECIFICATIONS**

- A. GENERAL PROVISIONS FOR FURNITURE AND FURNISHINGS
- B. BID PACKAGE 1: LIBRARY FURNISHINGS
- C. BID PACKAGE 2: LIBRARY FURNISHINGS 2
- D. BID PACKAGE 3: LIBRARY FURNISHINGS 3
- E. BID PACKAGE 4: SYSTEMS FURNITURE
- F. BID PACKAGE 5: LIBRARY EQUIPMENT
- G. BID PACKAGE 6: STEEL BOOKSTACKS
- H. BID PACKAGE 7: A-FRAME BOOKSTACKS
- I. BID PACKAGE 8: LIBRARY CASEGOODS
- J. BID PACKAGE 9: HORIZONTAL LOUVER BLINDS
- K. BID PACKAGE 10: END PANELS & CANOPY TOPS
- L. BID PACKAGE 11: SIGNAGE

### **VI. DRAWINGS**

- A. SHEETS:
  - A911 FURNITURE PLANS
  - A921 SHELVING PLANS
  - A931 FURNITURE SCHEDULES
  - A932 FURNITURE SCHEDULES
  - A941 FURNITURE DETAILS
  - A942 FURNITURE DETAILS
  - A951 SIGNAGE PLANS



**INVITATION TO BID****PLATTEVILLE PUBLIC LIBRARY**

65 S. Elm Street  
Platteville, WI 53818

Bids are solicited for the **Platteville Public Library - Furnishings**.

The Furnishings for the Platteville Public Library include library furniture, systems furniture, metal bookstacks, casework, and signage bid packages. The furnishings will be separated into multiple bid packages to allow the owner to choose multiple bids.

Bids Due: 2:00 pm, 19 July 2016

At: Platteville Public Library  
Lower Level Conference Room  
65 S. Elm Street  
Platteville, WI 53818

Bid Opening: Public.

Completion: Tentative installation date is March 2017

Bidding Documents may be obtained 27 June 2016 after 2 pm via the City website, [platteville.org](http://platteville.org), as well as the Library's website, [plattevillepubliclibrary.org](http://plattevillepubliclibrary.org).

Bidding Documents may be examined 27 June 2016 after 2 pm at the following locations:  
City Manager's Office – 75 N. Bonson St., Platteville, WI 53818  
Platteville Public Library – 65 S. Elm Street, Platteville, WI 53818

Bid Security in the form of a Bid Bond or a certified check in the amount of 5% of the Bid shall accompany the bid.

Owner:  
Platteville Public Library  
65 S. Elm Street  
Platteville, WI 53818

Architect:  
Plunkett Raysich Architects, LLP  
209 South Water Street  
Milwaukee, WI 53204  
(414 359-3060)

END OF INVITATION TO BID





## INSTRUCTION TO BIDDERS

### GENERAL:

Carefully review Project Manual(s), including Bidding Requirements, Conditions of the Contract, General Conditions, Specifications, Schedules, Drawings, and Addenda, all of which contain provisions applicable to all Bidders. Thoroughly examine all drawings, as successful Bidder will be required to execute all Work belonging to his Contract which is shown on drawings, stated in the specifications, or reasonably implied as necessary to complete his Contract, including removal of existing work and preparing present work to receive new, if such be the requirements of actual job conditions.

Awarded Bidder to visit site and become acquainted with: Adjacent areas; means of approach to the site; present conditions of project site; and facilities for delivering, storing, placing and handling of materials and equipment. Compare specifications and drawings with existing work in place, inspect demolition requirements, if any, and inform yourself of all conditions affecting execution of work, if any, being performed. Review informational documentation and other available information. Assume that installation work shall be undertaken in the manner most convenient and least disruptive to the Owner/Tenant, unless specifically stated otherwise. Base bids shall assume that Work will be performed during regular working hours.

### THE SCOPE OF WORK:

Furnish and install furnishings for Base Bid(s) in full compliance with the project drawings and Project Manual and as otherwise incidental to a complete and proper installation. There are eleven Separate Bid Packages – the Bidder can choose to bid on one, or multiple Bid Packages as are applicable to them.

### TIME REQUIREMENTS:

The installation timeline is to begin **tentatively March 2017**, exact dates to be determined. The Contractor shall provide a schedule to order furniture for timely installation. Installation schedule review/coordination with Owner/Architect shall occur no less than two weeks prior to installation window.

### DOCUMENTS:

Bidders shall be familiar with all Bidding Requirements and proposed Contract Documents. See General Conditions for definition of Contract Documents.

### BID FORM WORKSHEET:

Only Bids which are made on regular Bid Form will be considered, unless specifically requested on Contractors' letterhead. No Bids for any arbitrary subdivision or subclassification of work required by requested bid(s) will be accepted.

Completing Bid Form: Fill out all blanks on the Bid Form by typing or writing in ink. Sign in ink. Erasures or other changes in Bid must be explained or noted over signature of Bidder. Bid Forms containing qualifications, conditions, omissions, unexplained erasures, alterations or items not called for in Bid Form or other irregularities of any kind may disqualify Bid. Enter bid amount in both written words and printed figures in spaces provided on Bid Form. In case of conflict, amount given in written words will govern. Bid all requested Alternates. If no change to the Base Bid applies, enter "No Change."

Requirements of Signing: Include with each Bid full business address of Bidder. Bids by corporations shall be executed in the full legal name of the corporation, giving State of Corporation, and be signed by an authorized officer or officers, who shall, in each case, type or print name and corporate title beneath the signature. Partnership bids shall state the full name of all partners, e.g., "Smith and Jones, a partnership of John S. Smith and William B. Jones." Such bids must also be signed by an authorized partner or other representative, typing or printing the name and title of the signer beneath the signature, followed by the words "Sole Proprietor." When requested by Owner, furnish satisfactory evidence of agency or authority of any person signing on behalf of another.

Bid Proposal Submittal: Submit three (3) originals of the following:

Executed Bid Form: This form must be filled out in its entirety without deletions and modifications or Bid may be disqualified.

In submitting a Bid, the Bidder represents that:

- He has thoroughly reviewed and understands the Bidding and Contract Documents and the Bid is made in full accordance with these documents and addenda issued thereto.
- He has thoroughly reviewed and understands the Bidding and Contract Documents related to the Work of other portions of the Project, if any, being bid concurrently or presently under construction.
- He has thoroughly reviewed informational reports and documentation available to him.
  - That the Bid is based without exception upon the products, materials, equipment and systems required by the Bidding and Contract Documents.

#### CONTRACT AND CONTRACT DOCUMENTS:

The Contract Agreement, into which successful Bidder will be required to enter, will be based on AIA Form A201. Familiarize yourself with the provisions of this document.

General Conditions of the Contract for Construction, AIA Document A201, 2007 Edition, is part of the project contract documents. See General Conditions, for definition of Contract Documents.

#### CONTRACTOR'S QUALIFICATION STATEMENT:

Bidders who are being considered for the award of a Contract shall submit to the Interior Designers upon request a properly executed AIA Document A305, Contractor's Qualification Statement.

#### ACCEPTANCE OF BID (AWARD):

It is the intent of the Owner to award a Contract or accept any bid which will be in the best interests of the Owner, provided the Bid has been submitted in accordance with the requirements of the Bidding Documents and does not exceed the funds available. The Owner reserves the right to waive informalities or irregularities in a Bid received and to accept the Bid which is in the Owner's best interests.

The Owner reserves the right to accept Alternates in any order or combination, unless otherwise specifically provided in the Bidding Documents, and to determine the low Bidder on the basis of the Base Bid and Alternates accepted.

#### WITHDRAWAL OF BIDS:

Bids may be withdrawn on written or telegraphic request received from bidders prior to time set for Bid opening. Negligence on part of bidder in preparing bid confers no right for withdrawal of Bid after it has been opened. Withdrawn Bids will be returned unopened.

All Bids shall be effective and open for acceptance for a period of 60 (sixty) days after date set for opening of Bids.

#### PRICING PROTECTION:

Unit costs shall be warranted after date of order and for a period of one year from date of completion of installation.

#### MATERIAL DELIVERY:

The Contractor shall be entirely responsible for receiving, handling, storage and delivery of furniture, equipment and other materials, including warehousing as may be necessary until the start of the installation and shall make his own arrangements with all parties in this regard.

Any damaged material or equipment delivered to building shall be immediately removed and replaced unless permission to touch up and repair same is received from the Owner/Tenant.

The Contractor shall be responsible for removal of all crating materials from the building grounds.

The Contractor shall notify the Architect in writing prior to award of contract, of any problems relating to installation of furnishings which are noticed after thorough examination of plans and specifications.

An Officer of the Contractor shall be present at the time of installation or be available by telephone.

The Contractor shall be responsible for any physical damages caused by its forces during installation.

The Contractor shall be responsible for clean-up of furniture, including removing tags from chairs, cleaning work surfaces, cleaning windows in systems, tape removal, vendor equipment removal and trash removal from the site.

#### DRAWINGS:

**Drawings issued with this specification are to be used for survey of the quantities required. The Contractor shall be responsible for all omissions.**

**The Contractor shall provide the Architect field verified, fully dimensioned plans identifying aisle widths and power entry locations on architectural floor plans of the spaces.**

#### TERMS:

A Punch List will be formulated within five (5) working days following installation.

The Owner/Tenant will not pay any deposits or pay for stored materials. Final payment will be made upon completion of all Punch List work.

#### MAINTENANCE INSTRUCTIONS:

The Contractor shall provide the Owner/Tenant with an instruction list on the proper maintenance of all items furnished under his contract.

#### NOTIFICATION:

The Contractor shall provide copies of purchase orders and keep current with all changes.

All changes must be approved by Owner/Architect in writing prior to order.

At the time of bid submittal, the Contractor shall inform the Owner and Architect of any special requests deemed necessary for delivery and installation.

#### RESERVATION:

The Owner reserves the right to:

- reject any or all Bids,
- reject a Bid which is in any way incomplete or irregular, waive any irregularities in any Bid,
- accept any Bid which will be to best interests of Owner. The Owner also reserves unrestricted privilege to reject any Unit Prices for additions to or deductions from scheduled amount of work as

given in Bid, if considered excessive or unreasonable; or to accept them, by including in contract any or all of such Unit Prices considered fair and reasonable.

#### INADEQUACIES AND OMISSIONS:

Failure to request timely clarification or interpretation of Bidding Documents shall not relieve Bidder/Contractor of responsibility to execute the work in accordance with the intent of the Contract Documents. Signing of Contract shall be considered as implication that Contractor has thorough comprehension of full intent and scope of Contract Documents.

The Owner/Tenant, the Architect and his consultants are not responsible for oral instructions.

#### INTERPRETATIONS AND CORRECTIONS:

Carefully review and compare all parts of the Bidding Documents with each other, and with other work being bid concurrently or presently under construction to the extent that it relates to the Work for which the Bid is being submitted. Examine the site and local conditions, and immediately report to the Architect errors, inconsistencies or ambiguities discovered.

Bidders and Sub-bidders requiring clarification or interpretation of the Bidding Documents shall submit a written request to the Architect, received in Architect's office at least five (5) days prior to the date set for receipt of Bids.

Interpretations and corrections of and changes to the Bidding Documents will be made in writing by Addendum only. Interpretations and corrections of and changes to the Bidding Documents made in any other manner are not binding. Bidders shall not rely upon verbal instructions or information.

#### DEFINITIONS:

Bidding Documents include the Bidding requirements and the proposed Contract Documents. The Bidding Requirements consist of the Instructions to Bidder, the Bid Form, and other sample bidding and contract forms. The proposed Contract Documents consist of the form of Agreement between the Owner and Contractor, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications and all Addenda issued prior to execution of the Contract.

Definitions set forth in the General Conditions of the Contract for Construction, AIA Document A201, or in other Contract Documents are applicable to the Bidding Documents.

Addenda are written or graphic instruments issued by the Interior Designers prior to the execution of the Contract which modify or interpret the Bidding Documents by additions, deletions, clarifications or corrections.

A Bid is a complete and properly signed proposal to do the Work for the sums stipulated therein, submitted in accordance with the Bidding Documents.

The Base Bid is the sum stated in the Bid for which the Bidder offers to perform the Work described in the Bidding Documents as the base, to which Work may be added or from which Work may be deleted for sums stated in Alternate Bids.

An Alternate Bid (or Alternate) is an amount stated in the Bid to be added to or deducted from the amount of the Base Bid if the corresponding change in the Work, as described in the Bidding Documents, is accepted.

A Substitute Bid is an amount stated in the Bid to be added to or deducted from the amount of the Base Bid if the corresponding substitute in the Work, as described in the proposal, is accepted. Substitute Bids are considered informational only and are not used to determine low bidder or change Bidding Document requirements.

A Separate Bid is a proposal to do the Work for one of several established categories or divisions of Work, the combination of which make up the Work of the total project. A separate contract may be awarded for each category.

A Unit Price is an amount stated in the Bid as a price per unit of measurement for materials, equipment or services, including freight and sales tax.

A Bidder is a person or entity who submits a Bid.

#### SALES TAX:

The Owner is exempt from payment of state sales tax, the Owner reserves the right to implement the Owner's state sales tax exemption procedure. The vendor/supplier will be issued the appropriate Exempt Organization Certificates upon award of contract.

#### Direct Purchases from Material Suppliers/Vendors

The Owner reserves the right to purchase directly materials and equipment to benefit the Owner/Tenant or the sequencing and flow of construction. The Furniture Vendor/s, shall be responsible for receiving, unloading, inspection, storage, temporary protection and installation of the materials and equipment.

The cost for transportation and delivery to site of materials and equipment purchased by the Owner shall be the responsibility of the material supplier/vendor.

#### QUESTIONS:

Submit questions as a written request to the Architect, received in Architect's office at least five (5) days prior to the date set for receipt of Bids. Direct all questions regarding bids via email to:

Laura Frydach, ASID  
Plunkett Raysich Architects  
209 S. Water Street  
Milwaukee, WI 53204  
TEL (414) 359-3060  
FAX (414) 359-3070  
EMAIL [lfrydach@prarch.com](mailto:lfrydach@prarch.com)

END OF SECTION



## SUPPLEMENTARY INSTRUCTION TO BIDDERS

1. **INTERPRETATIONS:** Bidders must report to Plunkett Raysich Architects any discrepancies, omissions or duplications in the contract documents before the date stated for opening of the bids. Questions for items requiring clarification must be submitted by Bidders in writing at least three (3) working days before date of bid opening. Any revisions and interpretations during the bidding period will be made by the Interior Designers in Addenda. All Addenda must be acknowledged by Bidder on his proposal form and shall be incorporated as part of the contract. Neither the Owner nor the Interior Designer will be responsible for any oral interpretations.
2. **PREPARATION OF BID:** Each Bidder must submit his bid in duplicate on the exact Bid Form issued by Interior Designers. All blank spaces on the form must be completely filled in, without any alteration, writing between lines or additions. Any erasures or corrections in the Proposal must be initialed by the official signing the bid. Each Bidder shall list the Manufacturer he is bidding for each furnishing item in the manufacturer's column ("Mfr") on the Proposal Form. The form must be signed in longhand by a person authorized to commit the Bidder's firm, with the name of the official and his title and the firm's business address typed below the signature. Failure to complete all items required by the Proposal Form shall be cause for rejection of the bid.
3. **ATTACHMENTS OF BIDS:** The Bidder may attach separate sheets to his Proposal Form for the purpose of explanation.
4. **SEPARATE BIDS:** There are eleven separate bid packages identified in these documents. The bidders may choose to bid on one, or multiple bid packages as are applicable to them.
5. **WORK SCHEDULE:**
  - A. The Contractor shall begin the furnishing's work as soon as the notice to proceed has been issued by the Owner and the Architect.
  - B. All work shall be completed within the time period stated in the these documents. During the bidding period, should any Bidder determine that the specified time for completion would be impossible to meet by reason of delivery date of materials, would be detrimental to local, regional, national economies or for any other logical reason, he should so advise the Owner in an Attachment to Bid.
  - C. Please contact the Architect/Building Contractor to coordinate delivery. The Bidder should calculate his labor costs based on this information.
  - D. The installation schedule assumes a sufficient crew to complete the work within straight time. No overtime or weekend hours will be allowed without specified written approval of the Owner.
  - E. The Bidder will furnish rental furnishings at no cost to the Owner if furnishing delivery is delayed beyond the date stipulated in the delivery schedule on the bid form through no cause by the Interior Designer or Owner or if damaged or nonconforming goods cannot be corrected by the time of installation.
6. **STORAGE:**
  - A. All storage, delivery and installation costs shall be included in the proposal as part of the contract work.
  - B. The Bidder will be responsible for receiving, handling and warehousing all furniture and furnishings until the anticipated date of installation and for 90 days beyond. After that time, a price per square foot to store the furniture and furnishings will be submitted to the Owner. The Owner has the option to begin paying a storage fee or to have the furniture and furnishings moved to another location.

- C. The Contractor for furnishings work shall be responsible for making all arrangements with the Architect for access to the building as required for the delivery and installation of the furnishings. It shall be the Contractor's responsibility to coordinate the delivery of furnishings to the job site so that material is not allowed to build up or stockpile on the job site.
  - D. The Contractor shall be responsible for restricting the delivery of furnishings to the job site to that amount which is necessary for immediate installation and he must maintain an off-site warehouse facility of his own to absorb excess deliveries, all at his own expense.
  - E. The Contractor shall be responsible for the security of all furnishings and the replacement of all material which may be stolen, damaged or becomes unacceptable for installation, all at no additional cost to the Owner. The Owner will not finally accept the furnishings until the work is complete, in place and has been examined by the Interior Designers and until necessary corrections have been made. The Bidder must coordinate delivery with the Architect.
7. MISCELLANEOUS:
- A. Quantities are listed on the Furniture Schedule, but the Bidder is responsible for cross checking all quantities based upon the furniture plans. Any error or inconsistencies are the responsibility of the Contractor.
  - B. The Bidder will provide to the Owner all warranties, life cycles, flammability test results and part's manuals for furniture and furnishings in the project.
8. SPECIAL CONSIDERATIONS:
- A. If any discounts or cost savings can be applied against the prices shown in the proposal, to the benefit of the Owner, by handling payments in a special way or within a specific time interval, the Bidder is then requested to outline any such advantage in a separate cover letter attached to his Proposal (i.e., special pricing, quantity discounts, etc.)
9. LAWS AND REGULATIONS:
- A. Comply with requirements of all federal, state and local laws including ordinances and regulations having the force of law as applicable to the work required for the project.

END OF SUPPLEMENTARY INSTRUCTIONS TO BIDDERS



**BID FORM**

FOR: PLATTEVILLE PUBLIC LIBRARY  
65 S. Elm Street  
Platteville, WI 53818

PROPOSALS DUE: July 19, 2016

AT: PLUNKETT RAYSICH ARCHITECTS  
209 S. WATER STREET  
MILWAUKEE, WI 53204

ATTENTION: Laura Frydach, Senior Interior Designer

We \_\_\_\_\_  
Name of Corporation, Partnership, Sole Owner (cross out inapplicable)

of \_\_\_\_\_  
Street City Zip Phone

hereby agree to execute proposed contract and furnish a satisfactory bond in the amount specified and to furnish all labor and materials required for the construction of the project designated above, for the prices set forth below, in strict accordance with the Contract Documents, prepared by Plunkett Raysich Architects, 209 S. Water Street, Milwaukee, WI 53204, dated June 27, 2016. Bidder has the option to bid on one, multiple, or all of the below bid packages.

## 1. BASE BIDS

CODE	DESCRIPTION	QTY	UNIT PRICE	EXTENDED PRICE
<b>BID PACKAGE 1: LIBRARY FURNISHINGS</b>				
<b>Open Lines</b>				
B-1	Bench			
CH-1	Adult Study Chair			
CH-1A	Adult Study Chair			
CH-2	Lounge Chair			
CH-3	Lounge Chair			
CH-4	Lounge Chair			
CH-7	Task Chair			
CH-8	Stack Chair			
CH-9	Curved Lounge			
CH-10	Sofa			
CH-12	Chair - Stool			
CH-13	Height Adjustable Chair			
CH-15	Bar Ht. Chair			
CH-16	Youth Study Chair			
CH-16A	Youth Study Chair			
CH-16B	Youth Study Chair			
CH-16C	Tween Study Chair			
CH-17	Conference Chair			
D-1	Transport Dolly			

G-1	Game			
GG-1	Game			
GG-2	Game			
OT-4	Square Ottoman			
OT-4A	Square Ottoman			
OT-4B	Square Ottoman			
OT-5	Ottoman			
P-1	Planter			
P-2	Pillow			
T-3	Coffee Table			
T-5	Height Adjustable Table			
T-6	Flip Top Table			
T-7	Flip Top Table			
T-12	Bar Ht. Table			
T-14	Youth Table			
T-14A	Youth Table			
TR-1	Trash Unit			
<b>SUB-TOTAL</b>				
<b>FRT, DEL &amp; INSTALLATION</b>				

**BID PACKAGE 1: LIBRARY FURNISHINGS  
BASE BID**

Also includes requirements of General and Supplementary Conditions and General Requirements, for the sum of:

\_\_\_\_\_ Dollars (\$\_\_\_\_\_)

CODE	DESCRIPTION	QTY	UNIT PRICE	EXTENDED PRICE
<b>BID PACKAGE 2: LIBRARY FURNISHINGS 2</b>				
<b>Kimball</b>				
CH-14	Swivel Lounge			
CH-14A	Swivel Lounge			
CH-14B	Swivel Lounge			
CH-14C	Swivel Lounge			
T-4	Laptop Table			
<b>SUB-TOTAL</b>				
<b>FRT, DEL &amp; INSTALLATION</b>				

**BID PACKAGE 2: LIBRARY FURNISHINGS 2**  
**BASE BID**

Also includes requirements of General and Supplementary Conditions and General Requirements, for the sum of:

\_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

CODE	DESCRIPTION	QTY	UNIT PRICE	EXTENDED PRICE
<b>BID PACKAGE 3: LIBRARY FURNISHINGS 3</b>				
<b>Steelcase</b>				
BH-1	Booth			
CH-5	Lounge Chair & Footrest			
CH-6	Computer Chair			
CH-6A	Guest Chair			
CH-6B	Computer Chair			
CH-6C	Study Room Chair			
T-13	Booth Table			
<b>SUB-TOTAL</b>				
<b>FRT, DEL &amp; INSTALLATION</b>				

**BID PACKAGE 3: LIBRARY FURNISHINGS 3**  
**BASE BID**

Also includes requirements of General and Supplementary Conditions and General Requirements, for the sum of:

\_\_\_\_\_ Dollars (\$\_\_\_\_\_)

CODE	DESCRIPTION	QTY	UNIT PRICE	EXTENDED PRICE
<b>BID PACKAGE 4: SYSTEMS FURNITURE</b>				
<b>HON</b>				
F-1	File/File			
LC-1	Lectern			
LF-1	Lateral File with Top			
MB-1	Mobile Whiteboard			
T-10	Conference Room Table			
T-15	Bar Ht. Table			
WK-1	Workstations			
WK-2	Private Office Workstation			
WK-3	Private Office Workstation			
WK-4	Workstation			
<b>SUB-TOTAL</b>				
<b>FRT, DEL &amp; INSTALLATION</b>				

**BID PACKAGE 4: SYSTEMS FURNITURE  
BASE BID**

Also includes requirements of General and Supplementary Conditions and General Requirements, for the sum of:

\_\_\_\_\_ Dollars (\$\_\_\_\_\_)

CODE	DESCRIPTION	QTY	UNIT PRICE	EXTENDED PRICE
<b>BID PACKAGE 5: LIBRARY EQUIPMENT</b>				
<b>Kingsley</b>				
BD-1	Book Drop			
BD-2	Book Drop			
<b>SUB-TOTAL</b>				
<b>FRT, DEL &amp; INSTALLATION</b>				

**BID PACKAGE 5: LIBRARY EQUIPMENT  
BASE BID**

Also includes requirements of General and Supplementary Conditions and General Requirements, for the sum of:

\_\_\_\_\_ Dollars (\$\_\_\_\_\_)

CODE	DESCRIPTION	QTY	UNIT PRICE	EXTENDED PRICE
<b>BID PACKAGE 6: STEEL BOOKSTACKS</b>				
<b>MJ Industries</b>				
DF-42A	42" Double Faced Steel Shelving System			
DF-42B	42" Double Faced Steel Shelving System			
DF-42C	42" Double Faced Steel Shelving System			
DF-42D	42" Double Faced Steel Shelving System			
DF-48	48" Double Faced Steel Shelving System			
DF-66	66" Double Faced Steel Shelving System			
DF-66A	66" Double Faced Steel Shelving System			
DF-66B	66" Double Faced Steel Shelving System			
DF-66C	66" Double Faced Steel Shelving System			
DF-66D	66" Double Faced Steel Shelving System			
DF-66E	66" Double Faced Steel Shelving System			
DF-66F	66" Double Faced Steel Shelving System			
DF-84	84" Double Faced Steel Shelving System			
SF-66	66" Single Faced Steel Shelving System			
SF-84	84" Single Faced Steel Shelving System			
<b>SUB-TOTAL</b>				
<b>FRT, DEL &amp; INSTALLATION</b>				

**BID PACKAGE 6: STEEL BOOKSTACKS**  
**BASE BID**

Also includes requirements of General and Supplementary Conditions and General Requirements, for the sum of:

\_\_\_\_\_ Dollars (\$\_\_\_\_\_)

CODE	DESCRIPTION	QTY	UNIT PRICE	EXTENDED PRICE
<b>BID PACKAGE 7: A-FRAME BOOKSTACKS</b>				
<b>Biblomodel</b>				
DF-54	54" Double Faced A-frame Shelving System			
DF-54A	54" Double Faced A-frame Shelving System			
DF-54B	54" Double Faced A-frame Shelving System			
SF-54	54" Single Faced A-frame Shelving System			
<b>SUB-TOTAL</b>				
<b>FRT, DEL &amp; INSTALLATION</b>				

**BID PACKAGE 7: A-FRAME BOOKSTACKS**  
**BASE BID**

Also includes requirements of General and Supplementary Conditions and General Requirements, for the sum of:

\_\_\_\_\_ Dollars (\$\_\_\_\_\_)



CODE	DESCRIPTION	QTY	UNIT PRICE	EXTENDED PRICE
<b>BID PACKAGE 8: LIBRARY CASEGOODS</b>				
<b>3Branch</b>				
C-1	Copy Area Island			
CDK-1	Circulation Desk			
CP-1	5P Computer Pod			
CP-2	Microfilm Table			
MB-1	Periodical Spinner			
MT-1	Browsing Tray			
OPAC-1	Seated/ADA OPAC			
OPAC-3	End of Range OPAC			
PT-1	Power Tower			
SD-1	Service Desk			
ST-1	Storage Unit			
T-1	Powered Study Table w/ Light			
T-2	Non Powered Study Table			
T-8	4P Computer Table			
T-8A	4P Computer Table			
T-8B	4P Computer Table			
T-9	Powered Study Table			
T-11	6P Computer Table			
T-16	Powered Study Table			
T-17	Children's Light Table			
T-18	2P Powered Study Table			
<b>SUB-TOTAL</b>				
<b>FRT, DEL &amp; INSTALLATION</b>				

**BID PACKAGE 8: LIBRARY CASEGOODS  
BASE BID**

Also includes requirements of General and Supplementary Conditions and General Requirements, for the sum of:

\_\_\_\_\_ Dollars (\$\_\_\_\_\_)

CODE	DESCRIPTION	QTY	UNIT PRICE	EXTENDED PRICE
<b>BID PACKAGE 9: HORIZONTAL LOUVER BLINDS</b>				
<b>Bali</b>				
BL-1	Window Treatments - Blinds			
BL-2	Window Treatments - Blinds			
BL-3	Window Treatments - Blinds			
BL-4	Window Treatments - Blinds			
<b>SUB-TOTAL</b>				
<b>FRT, DEL &amp; INSTALLATION</b>				

**BID PACKAGE 9: HORIZONTAL LOUVER BLINDS  
BASE BID**

Also includes requirements of General and Supplementary Conditions and General Requirements, for the sum of:

\_\_\_\_\_ Dollars (\$\_\_\_\_\_)

CODE	DESCRIPTION	QTY	UNIT PRICE	EXTENDED PRICE
<b>BID PACKAGE 10: END PANELS &amp; CANOPY TOPS</b>				
CT-1	DF Canopy Top			
CT-2	DF Canopy Top			
CT-3	DF Canopy Top			
CT-4	DF Canopy Top			
CT-5	DF Canopy Top			
CT-6	DF Canopy Top			
CT-7	DF Canopy Top			
CT-8	DF Canopy Top			
CT-9	DF Canopy Top			
CT-10	DF Canopy Top			
CT-11	SF Canopy Top			
CT-12	SF Canopy Top			
EP-1	DF End Panel - 42"H			
EP-2	DF End Panel - 42" H			
EP-3	DF End Panel - 42"H			
EP-4	DF End Panel - 42"H			
EP-5	DF End Panel - 66"H			
EP-6	DF End Panel - 66"H			
EP-7	DF End Panel - 66"H			
EP-8	DF End Panel with Display - 66"H			
EP-9	DF End Panel - 84"H			
EP-10	DF End Panel with Display - 84"H			
EP-11	SF End Panel - 84"H			
EP-12	SF End Panel - 66"H			
EP-13	DF A-Frame End Panel - 54"H			
EP-14	DF A-Frame End Panel with Display - 54"H			
EP-15	SF A-Frame End Panel - 66"H			
EP-16	DF End Panel with Display - 66"H			
<b>SUB-TOTAL</b>				
<b>FRT, DEL &amp; INSTALLATION</b>				

**BID PACKAGE 10: END PANELS & CANOPY TOPS**  
**BASE BID**

Also includes requirements of General and Supplementary Conditions and General Requirements, for the sum of:

\_\_\_\_\_ Dollars (\$\_\_\_\_\_)

CODE	DESCRIPTION	QTY	UNIT PRICE	EXTENDED PRICE
<b>BID PACKAGE 11: SIGNAGE</b>				
AL-1	Dimensional Lettering - Acrylic			
AL-2	Dimensional Lettering - Acrylic			
CAP-1A	Direct Print - Capacity Sign			
CAP-1B	Direct Print – Capacity Sign			
DIR-1	Paper Insert Sign - Directory			
DL-1A	Dimensional Lettering			
DL-1B	Dimensional Lettering			
DL-1C	Dimensional Lettering			
EPS-1	End Panel Signage			
HS-1A	Ceiling Hung Sign			
HS-1B	Ceiling Hung Sign			
HS-1C	Ceiling Hung Sign			
HS-1D	Ceiling Hung Sign			
HS-1E	Ceiling Hung Sign			
HS-1F	Ceiling Hung Sign			
HS-1G	Ceiling Hung Sign			
HS-1H	Ceiling Hung Sign			
RS-1A	Room Sign			
RS-1B	Room Sign			
RS-1C	Room Sign			
RS-1D	Room Sign			
RS-1E	Room Sign			
RS-1F	Room Sign			
RS-1G	Room Sign			
RS-1H	Room Sign			
RS-2A	Room Sign with Smart Strip			
RS-2B	Room Sign with Smart Strip			
RS-2C	Room Sign with Smart Strip			
RS-2D	Room Sign with Smart Strip			
RS-2E	Room Sign with Smart Strip			
RS-2F	Room Sign with Smart Strip			
VL-1A	Pre-spaced Vinyl Copy on Glass			
VL-1B	Pre-spaced Vinyl on Steel			
VL-2	Pre-spaced Vinyl Copy on Drywall			
<b>SUB-TOTAL</b>				
<b>FRT, DEL &amp; INSTALLATION</b>				

**BID PACKAGE 11: SIGNAGE**

**BASE BID**

Also includes requirements of General and Supplementary Conditions and General Requirements, for the sum of:

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Dollars (\$\_\_\_\_\_) )

## 2. ADDENDUM RECEIPT:

- A. The undersigned hereby acknowledges receipt and inclusion into this Bid Form of Addendum No. \_\_\_\_ through \_\_\_\_.

## 3. BID BOND:

- A. The undersigned hereby acknowledges the inclusion of bid security in the form of a Bid Bond or certified check in the amount of 5% of the bid.

## 4. COMMENCEMENT, PROGRESS AND COMPLETION OF WORK:

- A. The undersigned agrees, if awarded the contract, to commence the contract work within ten (10) calendar days upon receipt of Owner's "Letter of Intent" or award of Contract and as referred to in the General Conditions and related requirements.
- B. Can you complete the work in compliance with the requirements of the Contract Documents by March 2017 in full cooperation and coordination with other Prime Contractors, if any? Yes \_\_\_\_ No \_\_\_\_ If No, state additional calendar days required - \_\_\_\_ days.
- C. The undersigned understands that time is of the essence and agrees that the specified time period for completion stated above is a reasonable time for the completion of the work. All time limits as listed shall be binding.

## 5. MANDATORY UNIT PRICES:

The unit prices are submitted by the undersigned as a price per unit that may be used to increase or decrease the Contract Sum by Change Order in the event the quantities of Work required by the Contract Documents are increased or decreased. The listed unit prices include all work complete, in place, including overhead, profit, insurance, bonds, taxes, if appropriate, and all other expenses. Adjustments in the Contract amount will be made on net variation, including additions and deductions of total quantities.

## 6. BID ACCEPTANCE:

- A. All Bids as stated above are effective and open for acceptance by the Platteville Public Library for a period of sixty (60) days after date set for opening of bids.
- B. Pricing Protection: Unit cost plus percentage pricing are warranted after date of order and for a period of one year from date of completion of installation.

FIRM NAME \_\_\_\_\_

BY \_\_\_\_\_

TITLE \_\_\_\_\_

DATED \_\_\_\_\_, 1997

SEAL \_\_\_\_\_  
(If Bid is by Corporation)

**GENERAL CONDITIONS***AIA DOCUMENT A201-2007*

*AIA Document A201 - 2007, General Conditions of the Contract for Construction, published by the American Institute of Architects, is hereby made a part of the Contract Documents.*

Copies of this document are available for purchase on line at [www.aia.org](http://www.aia.org) or from the local distributor:

AIA Wisconsin  
321 South Hamilton Street  
Madison, WI 53703-4000

Phone: 608 257-8477  
Fax: 608 257-0242

END OF GENERAL CONDITIONS





## SUPPLEMENTARY CONDITIONS

### CONTENTS

Art. 16	General Conditions
Art. 17	Definitions
Art. 18	Execution, Correlation and Intent
Art. 19	Labor and Materials
Art. 20	Taxes
Art. 21	Permits, Fees and Notices OSHA
Art. 22	Cash Allowances
Art. 23	Progress Schedule
Art. 24	Shop Drawings, Product Data and Samples
Art. 25	Occupancy During Construction - Partial Occupancy
Art. 26	Administration of the Contract
Art. 27	Payments and Completion
Art. 28	Change Orders, Construction Change Directives
Art. 29	Progress and Completion
Art. 30	Applications for Payment
Art. 31	Bonds and Insurance (AIA Document G610-attached)
Art. 32	Correction of Work
Art. 33	Delays and Extensions of Time

#### ART.16 - GENERAL CONDITIONS:

16.1 Articles 1 through 15 of the General Conditions of the Contract for Furniture, Furnishings and Equipment, AIA Document A 271, 1990 Edition, are part of this Project Manual as if herein written in full.

16.2 All of the Supplementary Conditions shall be construed as being supplements to the above listed AIA Document A 271, General Conditions, and in event of any conflict of meaning between Supplementary Conditions and said General Conditions of the Contract, provisions of Supplementary Conditions shall control.

16.3 For State and Municipal projects, including projects of any Town, City, Village, County, School District and any other public or quasi-public corporation, the provisions of Section 66.29 Public Works, Contracts, Bids of 89-90 Wisconsin Statutes, Municipal Law, shall be part of this Project Manual as if herein written in full.

#### ART 17 - DEFINITIONS:

The AIA General Conditions shall be supplemented as follows:

17.1 Prime Contractor: A contractor having a contract directly with the Owner.

17.2 General Requirements: The provisions or requirements of Division 1 sections apply to entire work of the Contract and, where so indicated, to other elements which are included in the project.

17.3 Indicated: The term, "indicated" is a cross reference to graphic representations, notes or schedules on the drawings, to other paragraphs or schedules in the specifications, and to similar means of recording requirements in contract documents. Where terms such as "shown," "noted," "scheduled," and "specified" are used in lieu of "indicated," it is for the purpose of helping the reader locate the cross reference, and no limitation of location is intended except as specifically noted.

17.4 Directed, Requested, Etc.: Where not otherwise explained, terms such as "directed," "requested," "authorized," "selected," "approved," "required," "accepted," and "permitted" mean "directed by the Architect/Engineer," "requested by the Architect/Engineer," and similar phrases. However, no such implied meaning will be interpreted to extend the Architect's/ Engineer's responsibility into the Contractor's area of construction supervision.

17.5 Approve: Where used in conjunction with the Architect's/ Engineer's response to submittals, requests, applications, inquiries, reports and claims by the contractor, the meaning of the term "approved" will be held to limitations of the Architect's/Engineer's responsibilities and duties as specified in General and Supplementary Conditions. In no case will the Architect/Engineer's approval or acceptance be interpreted as a release of the Contractor from responsibilities to contract documents.

17.6 Furnish: Except as otherwise defined in greater detail, the term "furnish" is used to mean "supply and deliver to the project site, ready for unloading, unpacking, assembly, installation, and similar operations," as applicable in each instance.

17.7 Install: Except as otherwise defined in greater detail, the term "install" is used to describe operations at project site including the actual "unloading, unpacking, assembly, erection, placing, protecting, cleaning and similar operations," as applicable in each instance.

17.8 Provide: Except as otherwise defined in greater detail, the term "provide" means "to furnish and install, complete and ready for intended use," as applicable in each instance.

17.9 Mechanical: shall mean plumbing, fire protection, heating, ventilating, air conditioning, electrical, pneumatic tube, sprinkler, elevator etc. as applicable.

#### ART. 18 - EXECUTION, CORRELATION AND INTENT:

The AIA General Conditions shall be supplemented as follows:

18.1 Ambiguity of conflict in description of quality and quantity shall be resolved in favor of the better quality and greater quantity.

18.2 In case work or materials are specified and/or shown on Drawings to be done or provided by more than one Prime Contractor, each such Contractor will be deemed to have figured the item and Architect will determine who shall furnish work and who shall submit credit to Owner for work.

18.3 Each Contractor must provide all work and materials which any Section or part of the Plans, Drawings, Project Manual or conditions require him to provide regardless of whether such requirements are faithfully repeated in other parts or sections thereof to which the provision might be appropriate.

18.4 Add subparagraph 1.2.6, as follows: "Sections of Division 1 - General Requirements govern the execution of the work of all sections of the specifications."

#### ART. 19 - LABOR AND MATERIALS:

The AIA General Conditions shall be supplemented as follows:

19.1 In order that ready availability of products, parts or components for repair, replacement or expansion may be assured, all such materials, parts and components shall be obtained where feasible from sources which maintain a regular domestic stock.

##### 19.2 - Products, Materials, and Equipment:

Where products are specified by manufacturer and trade name with no qualifying statement, such products shall be furnished without substitution.

Where products are specified by description or by ASTM or Fed. Specification numbers only, any product meeting or exceeding requirements of such Specification will be acceptable. Contractor shall submit to Architect evidence that proposed product meets requirements of Specifications.

Where more than one product or manufacturer is specified, Contractor may select, subject to the provisions described below, one of the manufacturers or products named. Within 15 days after award of contract or Notice to Proceed and prior to obtaining materials and equipment. Contractor shall submit in triplicate to Architect an initial product list schedule of manufacturers and products Contractor proposes to use. If final list is not submitted within 30 day period Architect reserves right to select any of the products

specified. Architect will promptly return one copy of the list with his comments. It is understood that this list is not to be considered an approval of products but a tentative review to assist Contractor to place orders only. Products shall meet Contract Document requirements Substitution Requests and shop drawings must be submitted as required.

Manufactured products, are based on the first name in specifications or material schedule, and as shown on drawings. In using other products or equipment, Contractor assumes responsibility for all changes and modifications required in work to accommodate such substitution, despite the Architect's/Engineer's approval of alternate or substituted equipment or additional named products or manufacturers in the original Specifications, in an Addendum, Change Order or Review of requested substitution. Contractor shall coordinate a substitution or alternate with other Contractors whose work may be affected by it and shall pay all costs resulting from the change, including Architect's/Engineer's fees for additional professional services caused by the substitution. Requests for proposed product or material substitutions must be submitted in timely manner for Architect's/Engineer's review on Standard Substitution Form only.

After the Contract has been executed or a Notice to Proceed has been issued, the Owner and the Architect may consider a formal request for the substitution of products in place of those specified only under the conditions set forth in the General Requirements (Division 1 of the Specifications) and as follows:

By making requests for substitutions the Contractor:

1. Represents that the Contractor has personally investigated the proposed substitute product and determined that it is equal or superior in all respects to that specified;
2. Represents that the Contractor will provide the same warranty and code compliance for the substitution that the Contractor would for that specified;
3. Certifies that the cost data presented are complete and include all related costs under this Contract except the Architect's/Engineer's redesign costs, and waives all claims for additional costs related to the substitution which subsequently become apparent; and
4. Will coordinate the installation of the accepted substitute, making such changes as may be required for the Work to be complete in all respects.

19.3 Labor: Contractors and subcontractors employed upon work shall be required to conform to Labor Laws of the State of Wisconsin and various acts amendatory and supplementary thereto and to other laws, ordinances and legal requirements applicable thereto.

It shall be the duty of every contractor engaged in this work to enforce among all workmen directly or indirectly employed by him, all rules which Owner may lay down for conduct of workmen on premises.

## ART. 20 - TAXES

The AIA General Conditions shall be supplemented as follows:

20.1. Contractor shall pay unemployment and Social Security taxes or other taxes imposed by Local, City, State or Federal government and certify to Owner this has been done before final payment is made to Contractor.

### 20.2. SALES TAX EXEMPTION

Where the Owner is exempt from payment of state sales tax, the Owner reserves the right to implement the Owner's state sales tax exemption procedure. The subcontractor or vendor will be issued the appropriate Exempt Organization Certificates upon award of Subcontract.

The Owner reserves the right to purchase directly materials and equipment from Material Suppliers/Vendors to benefit the Owner or the sequencing and flow of construction. The General Contractor shall be responsible for receiving, unloading, storage, inspection, temporary protection and installation of all material and equipment purchased by Owner.

The cost for transportation and delivery to site of materials and equipment purchased by Owner shall be the responsibility of the material supplier/vendor and be included in the total purchase price.

Procedures for Direct Owner Purchases: The Owner may be exempt from Wisconsin Sales and Use Taxes on purchases made by him. To obtain such exemption, purchases must be made by the Owner directly, billed to the Owner directly, and paid by the Owner directly.

The Owner may intend to purchase or rent directly any equipment and materials for construction where the total cost of an item or an aggregation of items to be ordered from one supplier is Two Thousand Dollars (\$2,000.00) or more, and where the other conditions of this procedure are satisfied.

After award of contract or Notice to Proceed the Contractor shall promptly state the total and itemized costs (separating sales and use taxes) of all materials and equipment that may be purchased or rented directly by the Owner. In addition, Contractor shall submit a schedule of all such purchases that may be made by the Owner including vendor's name, general description of item(s) to be purchased, and its price.

Contractor shall provide all services necessary to the Owner for the purchase of materials and equipment including preparation of proposed purchase orders, recommendations of suppliers and vendors, receipt, storage, and protection of materials and equipment. The Owner will purchase from the vendor(s) and supplier(s) recommended by the Contractor, unless he is able to secure more advantageous prices elsewhere. Any discounts, savings and rebates shall belong to the Owner.

The Owner shall order all materials and equipment directly purchased by the Owner to be delivered to the job site. The Contractor shall accept delivery and promptly notify the Owner thereof. When the materials are delivered to the jobsite, the Contractor shall promptly inspect them and bring to the attention of the Owner defects found therein. The Contractor shall assist in contacting the supplier to correct or adjust such defects.

The Contractor shall have the same responsibilities for installation of materials and equipment provided by the Owner as he would have if purchased by him except as specifically amended by this Article.

For the purpose of this Article the term "work" has the same meaning as set forth in the Contract Documents except for the furnishing of materials and equipment purchased directly by the Owner.

The Owner shall indemnify and hold the Contractor harmless from and against any and all claims asserted against the Contractor relating to the liability for Sales or Use Tax on materials or equipment purchased or rented directly by the Owner, provided that (1) Contractor promptly tenders to the Owner the defense, negotiation, or other handling of such claims, (2) the Owner shall have the right, at his own expense, to assume the defense of the claim and (3) Contractor shall cooperate fully with the Owner in providing all information which the Owner requests in connection with the defense of the claim.

The procedures of this Article shall not apply to any material or equipment manufactured or fabricated by the Contractor, nor to any materials or equipment to which the Contractor would be the vendor, nor as to materials and equipment which would be supplied and installed by the same entity.

The Supplier shall invoice the Owner. The invoice shall name the Owner as the purchaser and reference the purchase order number.

The Contractor shall review the invoice and recommend approval, partial approval or rejection. He shall also recommend to the Owner what retainage, if any, should be withheld from the supplier.

The Owner will write checks and remit payment directly to the Supplier.

## ART. 21 - PERMITS, FEES AND NOTICES, OSHA

The AIA General Conditions shall be supplemented as follows:

21.1 The Contractor shall obtain and pay for all construction permits, licenses, bonds, certificates, inspection and other fees, both permanent and temporary. The Contractor shall secure and pay for cost of Local building permit for his work, if any required. The Owner will pay plan examination fees.

21.2 Contractors who perform any work under this contract shall fully comply with the provisions of the Federal Occupational Safety and Health Act of 1970 and to any rules and regulations pursuant to the Act. Where OSHA requirements are more stringent or require a deviation in dimension or performance, the Contractor or Supplier shall comply with OSHA requirements.

## ART. 22 - CASH ALLOWANCES

The AIA General Conditions shall be supplemented as follows:

22.1 Whenever the cost is more than or less than the allowance, the Contract Sum shall be adjusted accordingly by Change Order, the amount of which will recognize changes, if any, of handling costs on the site, labor, installation costs, overhead, profit and other expenses resulting to the Contractor from any increase greater than 10% over the original allowance.

## ART. 23 - PROGRESS SCHEDULE

The AIA General Conditions shall be supplemented as follows: The Contractor shall prepare and submit the following schedules:

## 23.1 PROGRESS SCHEDULE:

Bar Chart Schedule: Submit to Owner and Architect a bar chart type progress schedule not more than 7 days after the date established for commencement of the work. On the schedule, indicate a time bar for each major category or unit of work to be performed at the site, properly sequenced and coordinated with other elements of work. Show completion of the work sufficiently in advance of the date established for substantial completion of the work. Update schedule every 30 days.

Cost Correlation: Provide a cash flow report, listing the activities and their values to be accomplished each month for each phase of the project, including all construction costs, fees, and other costs.

Submittal Schedule: With the bar chart submittal, submit a tabulation, by date, of the submittals required during the Construction. This tabulation shall include both those submittals required during entire construction time to maintain the orderly progression of the work, and those submittals required early because of long lead time for manufacture or fabrication. At the Contractor's option, submittal dates may be shown on the bar chart schedule, in lieu of being tabulated. Update this information every 30 days.

Form: Prepare the schedule in chronological order of submittals. Show category of the submittal, name of subcontractor, a generic description of the work covered, related section numbers, the activity or event number on the progress schedule, the scheduled date for the first submittal, resubmittal, and the final release or approval by the Architect or Engineer.

## ART. 24 - SHOP DRAWINGS, PRODUCT DATA AND SAMPLES

The AIA General Conditions shall be supplemented as follows:

24.1. Acceptance, approval, annotation or rejection of shop drawings, product data and samples by the Architect/Engineer does not imply his intent nor constitute authorization to amend or change the contract documents.

## ART. 25 - OCCUPANCY DURING CONSTRUCTION - PARTIAL OCCUPANCY

The AIA General Conditions shall be supplemented as follows:

25.1 In remodeling programs, it is the intention of Owner to carry on all occupancy and activities possible in existing building during period when remodeling construction work is in progress. The Contractor shall confer with Owner, schedule work and store materials, so as to interfere as little as possible with use of premises or activities.

25.2 In event of partial occupancy of new work before Substantial Completion, cost of temporary utilities, bonds, insurance, retained percentage and responsibility for damages shall be determined by negotiation between Owner, Architect, and Contractor(s) and their Surety.

25.3 The moving of equipment into a new addition by the Owner or other Contractor(s) will not constitute partial occupancy.

## ART.26 - ADMINISTRATION OF THE CONTRACT

The AIA General Conditions shall be supplemented as follows:

### DAMAGED WORK:

26.1 Whenever any employee, agent or other representative of a Contractor, or any employee, agent or other representative of a subcontractor, material man, supplier, or delivery man whose activities on or about the site arises out of the work of the Contractor, shall cause or be a substantial factor in causing any damage (including but not limited to cracking, gouging, breaking, scratching, marring, puncturing, loosening, weakening, shifting, obstructing, soiling, staining, splattering, wetting, burning, overheating, freezing, exposing, disconnecting, misconnecting, failing to guard or protect, and depriving of support) to the work, materials or property of a third party (including but not limited to the Owner, other Contractors, sub contractors, material men, suppliers, delivery men, frequenters, security holders, adjacent landowners, bodies politic, utilities or members of the public) such Contractor shall promptly proceed to remedy and correct such damage and pay all cost, expenses, and damages involved.

26.2 Whenever the Contractor or Contractors whose activities cause any such damage cannot, in the opinion of the Architect, be specifically ascertained, or whenever a Contractor's proportionate responsibility to account therefore according to the foregoing provisions cannot, in opinion of the Architect, be finally determined, the Contractor(s) to whose general, division(s) the damage pertains shall proceed promptly to remedy and correct such damage as extra work, and the reasonable charges for so doing, together with the amounts of any further damages which may so arise, shall be certified by the Architect to the Owner, with authorization to charge the aggregate sum to the respective accounts of all Contractors, who directly or through sub contractors, material men, supplier or delivery men, were engaged in any activity at the site of the damage when it arose, in proportion to the gross amount of their respective contracts.

Such allocated accountability shall continue, as security to the Owner, until a different accountability is ascertained, in the opinion of the Architect, or until the Owner is otherwise fully indemnified and made whole.

26.3 Arbitration Panel: Owner and Contractor mutually agree that arbitration shall be conducted by a three person panel of arbitrators. At least one of the arbitrators shall be an architect, registered in the State of Wisconsin.

## ART.27 - PAYMENTS AND COMPLETION

The AIA General Conditions shall be supplemented as follows:

27.1 The format for application shall conform to AIA Document G702 Application and Certificate for payment.

27.2 If the Contractor proceeds promptly to perform and complete the Contract, the Owner will make partial payments to Contractor on basis of duly certified approved estimates of work performed by contractor. 10% of the amount of each such estimate will be retained by the Owner until final completion and acceptance of all work covered by contract. An additional 15% will be withheld for material delivered to site but not installed. The Architect may, at any time after fifty percent of the work has been completed, if he finds that satisfactory progress has been made, recommend that the amount of retainage for the remaining payments be reduced to 5%. For contracts over \$50,000, the Owner shall make monthly partial payments, for contracts less than \$50,000, The Owner shall make payments at 50% and 100% completion.

Exception: State and Municipal projects, including projects of any town, city, village, county, school district and any other public or quasi-public corporation shall comply with the provisions of 89-90 Wisconsin Statutes, Municipal Law 66.29 (9).

27.3 Retained percentages will continue to be withheld for such causes as incomplete or inadequate supervision, inadequate safety precautions and "housekeeping", inadequate coordination with other trades, and other causes serving administrative purposes.

#### 27.4 Substantial Completion and Payment:

Additional requirements of Section 01700 Project Closeout apply.

The Owner may accept and put into use individual pieces of equipment or systems. The guarantee period shall begin from the date of substantial completion of this equipment as established by AIA Document G704 Certificate of Substantial Completion.

Upon approval by Owner and Contractor, of Architect's determination, payments shall be authorized for the total retainage in the Contract, except an amount equal to 2 1/2 times the estimated cost to complete or correct items on the punch list, will be retained until final completion.

#### 27.5 Final Payment

Additional Requirements of Section 01700 Project Closeout apply.

If the work is completed, the Architect shall authorize final payment in accordance with the AIA General Conditions.

Additional items of work which cannot be completed by the established completion date of the original contract shall not preclude payment of the final retainage of the original base contract.

### ART. 28 - CHANGE ORDERS, CONSTRUCTION CHANGE DIRECTIVES:

The AIA General Conditions shall be supplemented as follows:

28.1 Where the cost or credit of a Change Order or Construction Change directive is a result of the Contractors cost plus a percentage fee, the Contractor shall submit a breakdown of labor, materials, rental costs, power, insurance, fringe benefits, and percentage fee for overhead and profit. In cost plus contracts, this percentage fee will be the same as that in the basic contract. In fixed sum contracts this fee shall be as agreed upon but not to exceed 15%. On extra work done under subcontract the Contractor may include a maximum fee of 7 1/2%. The fee for overhead and profit shall apply to all Change orders or Construction Change Directives regardless of whether the net amount is an additional cost or a credit to the Contract Sum.

## ART. 29 - PROGRESS AND COMPLETION:

The AIA General Conditions shall be supplemented as follows:

29.1 Time is of the essence. The Contractor agrees that the work shall be executed regularly, diligently and uninterruptedly at a rate of progress to insure the completion of the work for the entire project within the time or by the date stated in the BID FORM. Time shall start after award of contract or notice to proceed, whichever is earlier. Larger workforce or multiple shifts of work may be required for timely completion of the project. The Owner and Contractor recognize that time is of the essence in this Agreement and that the Owner will suffer financial loss if the work is not completed within the time or by the date stated in the Bid Form, subject to adjustments of that date as provided in the Contract Documents.

29.2 If the Contractor shall neglect, fail or refuse to complete the work within the time specified, or any extension granted by the Owner, then the Contractor does agree, to pay the Owner the amount per day as stated in the BID FORM, if so stated, not as a penalty but as liquidated damages for breach of contract for each calendar day that the Contractor shall be in default for not completing the work on time. Liquidated damages do not apply to this project.

29.3 The amount of stated liquidated damages, if and as stated, is fixed and agreed upon by and between the Contractor and the Owner because of the impracticality and extreme difficulty of ascertaining the actual damages the Owner would sustain.

29.4 Each Prime Contractor shall pay the amount of liquidated damages for each day of delay attributable to him. The pro ration of liquidated damages shall be between each Prime Contractor and his Sub Contractors. No proration of liquidated damages is allowed between each individual Prime Contractor.

29.5 The Contractor shall not be charged with liquidated damages when the delay in completion of the work is due:

- a) To any preference, priority or allocation order duly issued by the Government;
- b) To unforeseeable cause beyond the control and without fault or negligence of the Contractor including acts of God or of the public enemy, acts of the Owner, acts of another Contractor in the performance of a contract with the Owner, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather;
- c) To any delays of subcontractors or suppliers arising from any of the causes specified above.
- d) Provided that the Contractor shall, within seven days from the beginning of such delay, notify the Owner, in writing, of the causes of the delay. The Owner shall ascertain the facts and extent of the delay and notify the Contractor within a reasonable time of his decision in the matter.

29.6 If the Contractor finds it impossible to complete the work on or before the time specified for completion, he may make written requests for extension of time. He shall state in this request the reasons he believes justify the granting of his request. The Owner may grant an extension of time for completion as appears reasonable and proper. The extended time for completion shall then be considered in full force and effect as if it were the original time for completion.

29.7 Permitting the Contractor to continue and finish the work or any part of it after the time fixed for its completion or after the date to which the time for completion may have been extended shall in no way constitute a waiver on the part of the Owner of any of his rights under the contract.



29.8 All Contractors for related or interdependent work shall cooperate and coordinate their work to complete the project within the period specified. The time of completion shall be strictly adhered to. In case of failure on the part of the Contractor to carry out his work satisfactorily, the Owner reserves the right to employ other means to complete the work as provided in the Contract Documents.

#### ART. 30 - APPLICATIONS FOR PAYMENT

The AIA General Conditions shall be supplemented as follows:

30.1 **WAIVERS OF MECHANICS LIEN:** With each Application for Payment submit waivers of mechanics liens from subcontractors or sub-subcontractors and suppliers for the construction period covered by the previous application.

Submit partial waivers on each item for the amount requested, prior to deduction for retainage, on each item.

When an application shows completion of an item, submit final or full waivers.

The Owner reserves the right to designate which entities involved in the Work must submit waivers.

Submit each Application for Payment with the Contractor's waiver of mechanics lien for the period of construction covered by the application.

Submit final Application for Payment with or preceded by final waivers from every entity involved with performance of Work covered by the application who could lawfully be entitled to a lien.

Waiver Forms: Submit waivers of lien on forms, and executed in a manner, acceptable to Owner.

#### ART.31 - BONDS AND INSURANCE

The AIA General Conditions shall be supplemented as follows:

31.1 Include cost of Bid Bond in Base Bid.

31.2 It shall be the responsibility of the Contractor to have the Owner and the Architect of Record named as Additionally Insured on all appropriate insurance policies with Certificates of Insurance issued to all additionally insured parties. Contractual Insurance coverage shall not alleviate the need for this requirement.

31.3 **HOLD HARMLESS AGREEMENT:**

All construction contracts must contain this agreement:

Each Contractor and Subcontractor shall at his own expense agree to indemnify and save harmless the Owner, and the Architect and their officers, employees, agents and assigns or either of them, from and against all loss or expense because of damage to, loss or destruction of property, including the loss of use thereof, and/or because of personal injury, sickness or disease, including death, sustained by any person, occurring at any time, arising out of or incident to or occasioned by the work performed by or for the Contractor in the fulfillment of the contract. The Contractor shall not raise any defense or objection to the obligations of this paragraph on the grounds that the loss or expense is due to the negligence or acts of the Owner, or the Architect or officers, employees, consultants, agents or assigns of either of them.

31.4 Owner and Contractor intend that all policies provided in response to the project insurance provisions shall protect all of the parties insured and provide primary coverage for all losses and damages caused by the perils covered thereby. Accordingly, all such policies shall contain provisions to the effect that in the event of payment of any loss or damage the insurer will have no rights of recovery against any of the parties, including the Architect, named as insureds or additional insureds.

31.5 Each Contractor shall take out and maintain insurance of such types and in such amounts as are necessary to cover his responsibilities under this contract and shall require all of his Subcontractors to carry similar insurance. Insurance shall be written by companies licensed to do business in the State of Wisconsin, rated "A" or better in the current Best's Key Rating Guide and signed by a resident Wisconsin agent and acceptable to the Owner. Include coverage for the Owner, Owner's authorized agents, Architect and their respective employees as additional insured.

31.6 Limits of Coverage:

Workers Compensation:

Statutory limits required by law

Employer Liability:

Bodily Injury by Accident - \$ 100,000 each accident

Bodily Injury by Disease - \$ 500,000 policy limit

Bodily Injury by Disease - \$ 100,000 each accident

Commercial General Liability: (Include Completed Operations, Products Liability, Contractual Liability to include indemnification provisions for the contractor's obligations and Owner's and Architect's protection.)

Bodily Injury:

\$ 500,000 each occurrence

\$1,000,000 annual aggregate

Property Damage: (Including Explosion, Collapse and Underground coverages where applicable.)

\$ 500,000 each occurrence

\$1,000,000 annual aggregate

Personal Injury: (Employment Exclusion Deleted.)

\$ 500,000 each occurrence

\$1,000,000 annual aggregate

or

Combined Single Limit of Liability:

\$1,000,000 each occurrence

\$1,000,000 annual aggregate

Commercial Automobile Liability: (Including all Owned, Hired and Non-Owned Automobiles.)

Bodily Injury: \$ 500,000 each person

\$ 500,000 each occurrence

Property Damage: \$ 500,000 each occurrence

or

Combined Single Limit of Liability:

\$ 500,000 each occurrence

Umbrella Liability:

The limits outlined above may be achieved by means of a combination of primary coverage and an excess umbrella policy in the amount of at least:

\$1,000,000 each occurrence

\$1,000,000 policy aggregate

Submit Certificates of Insurance to the Owner and Architect prior to entering the site and starting the work.

#### ART. 32 - CORRECTION OF WORK

The AIA General Conditions shall be supplemented as follows:

32.1 Approval of any material or work at any time or stage of construction will not prevent its subsequent rejection for cause.

32.2 Nothing herein intends or implies that warranties shall apply to work which has been abused or neglected by Owner or his successor in interest. Usual wear and tear and result of accident not chargeable to the contractor or his agents are exempt from above requirements.

#### ART. 33 - DELAYS AND EXTENSIONS OF TIME

The AIA General Conditions shall be supplemented as follows:

33.1 No Change Order extending the Contract Time shall result in any increased payments to the Contractor for overhead, extended overhead or for any other amounts of any nature. Further, in no event shall the Owner be liable to the Contractor or any Subcontractor for claims or damages or monetary claims of any nature caused by or arising out of delays. The sole remedy against Owner for delays shall be the allowance to claimant of additional time for completion of work, the amount thereof to be determined by the Architect in accordance with the foregoing provisions of this paragraph.

END OF SECTION



**GENERAL PROVISIONS FOR  
SEATING AND FURNISHINGS****PART 1 – GENERAL****1.1 RELATED DOCUMENTS**

- A. The general provisions of the Contract, including General, Supplementary and Special Conditions – General Requirements, apply to the work specified in this section.

**1.2 DESCRIPTION OF WORK**

- A. Provide all furnishings work as indicated on the drawings and specified herein. The items required and their corresponding item numbers as scheduled on the drawings appear in the Furniture Schedule on Drawings Sheets A931 & A932.

**1.3 QUALITY ASSURANCE, GENERAL**

- A. The furnishings specified herein comprise a total contemporary installation. This section specifies the minimum acceptable requirements for furnishings work. The Owner reserves the right to reject any item whose design, workmanship or material does not comply with Contract Document requirements.
- B. Proprietary components shall be the manufacturer's product or products which meet with the performance requirements, sizes, shapes, finishes and colors as shown and specified.
  - 1. The manufacturer shall have produced products similar to the kind and design required for this project for a period of not less than five years.
  - 2. Plant facilities shall be equipped with modern metal woodworking and miscellaneous material machinery to ensure precision production and shall be operated by experienced personnel under qualified supervision.
  - 3. Manufacturer's nameplates shall not be exposed on any item of furniture provided under this Contract.
- C. All work shall be installed by skilled workmen, especially trained in this type of work by the manufacturer or his authorized representatives.

**1.4 SUBMITTALS****A. Manufacturer's Data**

- 1. Awarded Contractor to submit manufacturer's data, including graphic representations and written descriptions and installation instructions for each product specified. Include manufacturer's certification as required to show compliance with the requirements of this section.
  - a. Include the manufacturer's printed instructions and current recommendations for storage procedure, protection and final cleaning of the finished installation.
  - b. Include parts manual if applicable.

## B. Warranty/Guarantee

1. Awarded Contractor to submit two (2) originals of the manufacturer's written warranty countersigned by the Contractor, warranting/guaranteeing the furniture and installation against failures in materials and workmanship.

## C. Samples

1. Awarded Contractor to submit three (3) samples of each fabric and finish, properly identified with the names of the project, Contractor, manufacturer and Architect.
  - a. Fabric samples will be cuttings from the actual bolts of fabric which will be shipped to the respective upholsters. The use of showroom cuttings will not be accepted.
  - b. The Contractor will not commence the shipment of any item until all related samples have been reviewed by the Owner or his agent.

## 1.5 DELIVERY, STORAGE, HANDLING AND PROTECTION

- A. Do not deliver furnishings until areas to receive the work have had all painting, wet work, grinding and similar operations completed and environmental conditions are satisfactory for work to proceed in accordance with the manufacturer's current recommendations.
- B. Do not install units which are defaced or otherwise damaged. Repair such damage or replace units if unrepairable as directed by the Architect at no additional cost to the Owner.
- C. Provide suitable temporary coverings and protection during shipment, storage and installation, and throughout the remainder of the construction period. Materials shall be nondetrimental to furnishings or adjacent work.
- D. Packing materials must be removed from the site and not disposed of in the owners dumpsters.

**PART 2 – PRODUCT**

## 2.1 GENERAL FURNISHINGS SCHEDULE

The Furniture Schedule designates items to be furnished under these Contracts. The Schedule is divided by BID PACKAGES, and then TYPE of furnishings and source of manufacture. The items described will be provided only from the source manufacturer indicated - **no substitutions will be allowed except as otherwise provided in the Contract Documents**. Each item is designated by a SYMBOL. The location of placement is indicated on the drawings by the Symbol. Unless otherwise indicated in the Proposal, the Contractor shall provide all items as indicated on the drawings.

**PART 3 – EXECUTION**

## 3.1 SHIPMENT AND DELIVERY

- A. All delivered units shall comply with the specification drawings and match accepted samples.

- B. Each item shall be wrapped in the shop for protection of each item during shipping, handling, unloading, unpacking, placement, cleaning and adjustment.
- C. All items shall be tagged for the particular room or area in which they will be placed as shown on the Contract Documents.
- D. After order placement and acknowledgement, dealers are responsible for coordination of the installation schedule with the Architect.

### 3.2 INSPECTION

- A. The furniture shall be inspected and tested as directed by the Owner to determine compliance with the Contract Documents for workmanship, materials, colors and installation. Inspection will be made at the factory by the Owner at any time during the process of manufacture, at the point of delivery, during and after installation and as otherwise deemed necessary by the Owner.

### 3.3 INSTALLATION

- A. The Contractor shall examine the areas and conditions under which the furnishings work is to be performed and shall not proceed with the work until unsatisfactory conditions detrimental to the proper and timely completion of the work have been corrected. Commencement of the work shall constitute acceptance of areas and conditions to receive the work.

### 3.4 PROTECTION AND CLEANING

- A. The Contractor shall protect all adjoining work from abrasion, soiling, staining and other damage resulting from the furniture installation work and will repair or replace damaged work as directed by the Architect at no additional cost to the Owner.
- B. Upon completion of the installation, the Contractor shall remove all debris resulting from the work from the building and leave all area clean and remove any soiled spots from other finished surfaces, using processes recommended by the manufacturer and as acceptable to the Architect. The Contractor shall replace any areas of other finish surfaces where cleaning has failed to restore appearance and quality satisfactorily as determined by the Architect.
- C. The Contractor shall remove all labels and protection materials.
- D. The Contractor shall clean exposed finishes as recommended by the manufacturer or processor, using care to avoid abrasion of the finish as approved by the Architect.

### 3.5 TRAINING

- A. The furniture vendor shall, within two (2) weeks of Substantial Completion and acceptance by Owner of work, furnish a training seminar for The Owner to explain the proper function and care of the furniture and furnishings.

## GENERAL NOTES

### 1. DIMENSIONS

- A. Dimensions supplied in these specifications and drawings are approximate and the Contractor shall carefully check all dimensions and other conditions affecting his work in the field and shall be responsible for proper installation in the required areas.

### 2. SEATING NOTES

- A. All seating shall pass ANSI (American National Standards Institute) and HFS 100 1988 (Human Factors Society) standards.
- B. Warranties shall be supplied with all seating.
- C. Verify flame requirements based on location.

3. LATERAL FILE NOTES

- A. All files shall have proper counterweights and locks.
- B. Cabinets shall accommodate both legal and letter size files with Pendaflex rails.
- C. No ganging unless otherwise specified.
- D. Standard lateral files shall have integral, adjustable leveling glides.

4. PANEL AND ELECTRICAL NOTES

- A. Provide all necessary hardware to make panel to panel connections.
- B. Provide all necessary hardware to make electrical connections.

5. MISCELLANEOUS NOTES

- A. Along with proposal, identify any issues with lead times according to the schedule.

**END OF SECTION**



**SECTION 126000 - LIBRARY FURNISHINGS**

## PART 1 - GENERAL

## SUMMARY

All work is part of Bid Package 1.

Base Bid.

Provide all labor, equipment and materials necessary for and incidental to the completion of delivery and installation of new furniture and movable equipment, in the quantities and configurations as shown on the documents. Items include, but are not limited to, the following:

- Seating: Lounge, Benches, Stack, Study, Task, Ottomans, Conference
- Tables: Flip top, Cafe, Occasional, Height Adjustable
- Chair Dollies
- Trash Unit
- Youth Games
- Planters
- Pillows

See drawings and schedules for location and extent of work.

## RELATED DOCUMENTS

Drawings and general provisions of Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to work of this Section.

## QUALITY ASSURANCE

Only dealers authorized by the manufacturer with a minimum of three years documented experience in the installation of scheduled components shall be acceptable.

## SUBMITTALS

General: Submit each item in this Article according to the Conditions of the Contract and General Provisions.

Product data for each type of product and process specified and incorporated into furnishings and equipment or architectural woodwork during fabrication, finishing, and installation.

- Samples for verification of the following:
- Samples of plastic laminates.
- Samples of all upholstery fabrics.
- Samples of wood finishes.
- Samples of metal finishes.
- Samples of edge finishes.

Product certificates signed by woodwork fabricator certifying that products comply with specified requirements.

Qualification data for firms and persons specified in the "Quality Assurance" Article to demonstrate their capabilities and experience. Include lists of completed projects with project names and addresses, names and addresses of architects and owners, and other information specified.

Verify all C.O.M. yardage requirements.

Provide manufacturer's written instructions for proper maintenance of fabrics, finishes and furnishings.

#### WARRANTY

Provide three copies of manufacturer's written warranty against all material and labor defects in the installed furnishings and its components.

Submit prior to final application for payment.

Warranty period shall commence on the date of substantial completion.

#### QUALITY ASSURANCE

**Fabricator Qualifications:** Firm experienced in providing furnishings, equipment and architectural woodwork similar to that indicated for this Project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units without delaying the Work.

**Quality Standard:** Except as otherwise indicated, comply with the following standard:

**AWI Quality Standard:** "Architectural Woodwork Quality Standards" of the Architectural Woodwork Institute for grades of interior architectural woodwork, construction, finishes, and other requirements.

The Contract Documents contain selections chosen from options in the Quality Standard as well as additional requirements beyond those of the Quality Standard. Comply with such selections and requirements in addition to the Quality Standard.

**Fire-Test-Response Characteristics:** Provide materials with the following fire-test-response characteristics as determined by testing identical products per ASTM test method indicated below by ULI. Identify fire-retardant-treated material with appropriate markings of applicable testing and inspecting agency in the form of separable paper label or, where required by authorities having jurisdiction, imprint on surfaces of materials that will be concealed from view after installation.

**Surface-Burning Characteristics:** Not exceeding values indicated below, tested per ASTM E 84 for standard time period (10 minutes).

Flame Spread: 75.

Smoke Developed: 450.

#### DELIVERY, STORAGE, AND HANDLING

Protect furnishings, equipment and woodwork during transit, delivery, storage, and handling to prevent damage, soil age, and deterioration. .

Do not deliver furnishings, equipment and woodwork until painting and similar operations that could damage, soil, or deteriorate quality of furnishings, equipment and woodwork items have been completed in installation areas. If furnishings, equipment woodwork must be stored in other than installation areas, store only in areas whose environmental conditions meet requirements specified in the Conditions of the Contract and General Provisions.

#### PROJECT CONDITIONS

Environmental Limitations: Do not deliver or install furnishings, equipment and woodwork until building is enclosed, wet-work is completed, and HVAC system is operating and will maintain temperature and relative humidity at occupancy levels during the remainder of the construction period.

Environmental Limitations: Obtain and comply with furnishings, equipment and woodwork fabricator's and Installer's coordinated advice for optimum temperature and humidity conditions for furnishings, equipment and woodwork during its storage and installation. Do not install furnishings, equipment and woodwork until these conditions have been attained and stabilized so that furnishings, equipment and woodwork will be within plus or minus 1.0 percent of optimum moisture content from date of installation through remainder of construction period.

Field Measurements: Where furnishings, equipment and woodwork is indicated to be fitted to other construction, check actual dimensions of other construction by accurate field measurements before fabrication, and show recorded measurements on final shop drawings. Coordinate fabrication schedule with construction progress to avoid delaying the Work.

Verify locations of concealed framing, knocking, reinforcements, and furring that support woodwork by accurate field measurements before being enclosed. Record measurements on final shop drawings.

## **PART2-PRODUCTS**

### **PRODUCTS AND MANUFACTURERS**

Manufacturers and Products specified establish the minimum level of performance required, including interconnectivity of electrical components.

No substitutions.

Furnishings specified are selected from the following manufacturers (listed alphabetically).

Allimuir  
Ciprian 'Chip' Popa  
C.Popa@allermuir.com  
312-619-6008

Arcadia  
Level Reps  
Shea Uebelhor  
shea@levelreps.com  
312-504-2919

Cabot Wrenn  
Don Canty  
dcanty@sbcglobal.net  
312-961-3912

David Edward  
Level Reps  
Shea Uebelhor  
shea@levelreps.com  
312-504-2919

Enwork  
Level Reps  
Shea Uebelhor

shea@levelreps.com  
312-504-2919

Fleetwood  
Tom Hendrikse  
tom@fleetwoodgroup.com  
616-218-0389

Gressco  
Sickler Organization  
ssickler@sicklerorg.com  
312-661-1820

KI  
Brigette Baudhuin  
bridgettebandhuin@duetresourcegroup.com  
920-495-0136

Magnuson Group  
800-342-5725

National  
Jennifer Drake  
Jennifer.drake@nationalofficefurniture.com  
414-316-7727

Safco  
Midwest Resource Group  
info@midwestreps.com  
847-541-7790

SitOnIt  
Larry Fehrm  
lfehrm@wi.rr.com  
414-303-6050

Studio Q  
Larry Fehrm  
lfehrm@wi.rr.com  
414-303-6050

Surfaceworks  
Maria Cieslik  
Maria.cieskik@judithann.biz  
414-559-8965

TMC  
David Meyer  
608-249-3665  
OR  
Judy Yost  
judy@libraryfurniture-intl.com  
847-564-9497

VIA  
Kate Pertsch

kate@abovethelineinc.com  
414-242-0928

#### COM FABRICS AND MANUFACTURERS

Manufacturers and Products specified establish the minimum level of performance required.  
No substitutions.

#### Coatings

Fabric fire and stain protection application: Installer shall provide a fabric protective resin on all specified COM fabrics that have not already been pretreated by the manufacturer.

Manufacturer or field applied.

Provide microscopic impregnation and seal for man-made and natural fibers.

Non-toxic.

Application cannot affect fabric's hand or color.

If field applied: Use professional spray equipment by trained service personnel, after furnishings have been installed; drying time not to exceed twelve hours.

COM Fabrics specified are selected from the following manufacturers (listed alphabetically).

ArcCom  
Mary Venturino  
mventurino@arc-com.com  
c. 414-881-2656

Architex  
Richard Atlas  
richardatlas@architex-ljh.com  
c. 312-804-8585

DesignTex  
Trish Wollersheim  
414-507-4250

DL Couch  
Anne Grintjes  
414-531-4643

Maharam  
Stephanie Savage  
ssavage@maharam.com  
414-507-9862

Momentum  
Sandy Pochowski  
sandy@bevancer.com  
262-244-1272

Sina Pearson  
Christine Neil

773-332-9833

**PART 3 - EXECUTION**

INSTALLATION

Install all pieces in configurations shown on the drawings.

Install all pieces level and plumb.

SCHEDULE

Provide all work as described in the furniture schedule.

END OF SECTION

## SECTION 126010 - LIBRARY FURNISHINGS 2

### PART 1 - GENERAL

#### SUMMARY

All work is part of Bid Package 2.

Base Bid

Provide all labor, equipment and materials necessary for and incidental to the completion of delivery and installation of new furniture and movable equipment, in the quantities and configurations as shown on the documents. Items include, but are not limited to, the following:

- Lounge seating
- Occasional tables

See drawings and schedules for location and extent of work.

#### RELATED DOCUMENTS

Drawings and general provisions of Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to work of this Section.

#### QUALITY ASSURANCE

Only dealers authorized by the manufacturer with a minimum of three years documented experience in the installation of scheduled components shall be acceptable.

#### SUBMITTALS

Submit each item in this Article according to the Conditions of the Contract and General Provisions.

Product data for each type of product and process specified and incorporated into furnishings and equipment or architectural woodwork during fabrication, finishing, and installation.

Samples for verification of the following:

- Samples of plastic laminates.
- Samples of all upholstery fabrics.
- Samples of wood finishes.
- Samples of metal finishes.
- Samples of edge finishes.

Product certificates signed by woodwork fabricator certifying that products comply with specified requirements.

Qualification data for firms and persons specified in the "Quality Assurance" Article to demonstrate their capabilities and experience. Include lists of completed projects with project names and addresses, names and addresses of architects and owners, and other information specified.

Verify all C.O.M. yardage requirements.

Provide manufacturer's written instructions for proper maintenance of fabrics, finishes and furnishings.

#### WARRANTY

Provide three copies of manufacturer's written warranty.

Summit prior to final application for payment.

Warranty period shall commence on the date of substantial completion.

#### QUALITY ASSURANCE

**Fabricator Qualifications:** Firm experienced in providing furnishings, equipment and architectural woodwork similar to that indicated for this Project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units without delaying the Work.

**Quality Standard:** Except as otherwise indicated, comply with the following standard:

AWI Quality Standard: "Architectural Woodwork Quality Standards" of the Architectural Woodwork Institute for grades of interior architectural woodwork, construction, finishes, and other requirements.

The Contract Documents contain selections chosen from options in the Quality Standard as well as additional requirements beyond those of the Quality Standard. Comply with such selections and requirements in addition to the Quality Standard.

**Fire-Test-Response Characteristics:** Provide materials with the following fire-test-response characteristics as determined by testing identical products per ASTM test method indicated below by ULI. Identify fire-retardant-treated material with appropriate markings of applicable testing and inspecting agency in the form of separable paper label or, where required by authorities having jurisdiction, imprint on surfaces of materials that will be concealed from view after installation.

**Surface-Burning Characteristics:** Not exceeding values indicated below, tested per ASTM E 84 for standard time period (10 minutes).

Flame Spread: 75.

Smoke Developed: 450.

#### DELIVERY, STORAGE, AND HANDLING

Protect furnishings, equipment and woodwork during transit, delivery, storage, and handling to prevent damage, soil age, and deterioration.

Do not deliver furnishings, equipment and woodwork until painting and similar operations that could damage, soil, or deteriorate quality of furnishings, equipment and woodwork items have been completed in installation areas. If furnishings, equipment woodwork must be stored in other than installation areas, store only in areas whose environmental conditions meet requirements the Conditions of the Contract and General Provisions.

#### PROJECT CONDITIONS

**Environmental Limitations:** Do not deliver or install furnishings, equipment and woodwork until building is enclosed, wet-work is completed, and HVAC system is operating and will maintain temperature and relative humidity at occupancy levels during the remainder of the construction period.

**Environmental Limitations:** Obtain and comply with furnishings, equipment and woodwork fabricator's and Installer's coordinated advice for optimum temperature and humidity conditions for furnishings, equipment and woodwork during its storage and installation. Do not install furnishings, equipment and woodwork until these conditions have been attained and stabilized so that furnishings, equipment and woodwork will be within plus or minus 1.0 percent of optimum moisture content from date of installation through remainder of construction period.



Field Measurements: Where furnishings, equipment and woodwork is indicated to be fitted to other construction, check actual dimensions of other construction by accurate field measurements before fabrication, and show recorded measurements on final shop drawings. Coordinate fabrication schedule with construction progress to avoid delaying the Work.

Verify locations of concealed framing, knocking, reinforcements, and furring that support woodwork by accurate field measurements before being enclosed. Record measurements on final shop drawings.

## **PART2-PRODUCTS**

### **PRODUCTS AND MANUFACTURERS**

Manufacturers and Products specified establish the minimum level of performance required, including interconnectivity of electrical components.

No substitutions.

Furnishings specified are selected from the following manufacturer.

Kimball  
Janice Schroedel  
janice.schroedel@kimball.com  
262-523-0244

### **COM FABRICS AND MANUFACTURERS**

Manufacturers and Products specified establish the minimum level of performance required.

No substitutions.

Coatings - Fabric fire and stain protection application: Installer shall provide a fabric protective resin on all specified COM fabrics that have not already been pretreated by the manufacturer.

Manufacturer or field applied.

Provide microscopic impregnation and seal for man-made and natural fibers.

Non-toxic.

Application cannot affect fabric's hand or color.

If field applied: Use professional spray equipment by trained service personnel, after furnishings have been installed; drying time not to exceed twelve hours.

COM Fabrics specified are selected from the following manufacturers (listed alphabetically).

Architex  
Richard Atlas  
richardatlasBlarchitex-ljh.com  
c. 312-804-8585

DesignTex  
Trish Wollersheim  
414-507-4250

**PART 3 - EXECUTION****INSTALLATION**

Install all pieces in configurations shown on the drawings.

Install all pieces level and plumb.

**SCHEDULE**

Provide all work as described in the furniture schedule.

**END OF SECTION**

**SECTION 126020 - LIBRARY FURNISHINGS 3****PART 1 - GENERAL****SUMMARY**

All work is part of Contract No. 3.

Base Bid.

Provide all labor, equipment and materials necessary for and incidental to the completion of delivery and installation of new furniture and movable equipment, in the quantities and configurations as shown on the documents. Items include, but are not limited to, the following:

- Seating: Lounge, Benches, Stack, Study, Task, Ottomans, Conference
- Tables: Flip top, Cafe, Occasional, Height Adjustable
- Chair Dollies
- Trash Unit
- Youth Games
- Planters
- Pillows

See drawings and schedules for location and extent of work.

**RELATED DOCUMENTS**

Drawings and general provisions of Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to work of this Section.

**QUALITY ASSURANCE**

Only dealers authorized by the manufacturer with a minimum of three years documented experience in the installation of scheduled components shall be acceptable.

**SUBMITTALS**

Submit each item in this Article according to the Conditions of the Contract and General Provisions.

Product data for each type of product and process specified and incorporated into furnishings and equipment or architectural woodwork during fabrication, finishing, and installation.

Samples for verification of the following:

- Samples of plastic laminates.
- Samples of all upholstery fabrics.
- Samples of wood finishes.
- Samples of metal finishes.
- Samples of edge finishes.

Product certificates signed by woodwork fabricator certifying that products comply with specified requirements.

Qualification data for firms and persons specified in the "Quality Assurance" Article to demonstrate their capabilities and experience. Include lists of completed projects with project names and addresses, names and addresses of architects and owners, and other information specified.

Verify all C.O.M. yardage requirements.

Provide manufacturer's written instructions for proper maintenance of fabrics, finishes and furnishings.

#### WARRANTY

Provide three notarized copies of manufacturer's written warranty.

Submit prior to final application for payment.

For items of work delayed beyond date of substantial completion, provide updated submittal within ten days after acceptance, listing date of acceptance as start of warranty period.

#### QUALITY ASSURANCE

Fabricator Qualifications: Firm experienced in providing furnishings, equipment and architectural woodwork similar to that indicated for this Project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units without delaying the Work.

Quality Standard: Except as otherwise indicated, comply with the following standard:

AWI Quality Standard: "Architectural Woodwork Quality Standards" of the Architectural Woodwork Institute for grades of interior architectural woodwork, construction, finishes, and other requirements.

The Contract Documents contain selections chosen from options in the Quality Standard as well as additional requirements beyond those of the Quality Standard. Comply with such selections and requirements in addition to the Quality Standard.

Fire-Test-Response Characteristics: Provide materials with the following fire-test-response characteristics as determined by testing identical products per ASTM test method indicated below by ULI. Identify fire-retardant-treated material with appropriate markings of applicable testing and inspecting agency in the form of separable paper label or, where required by authorities having jurisdiction, imprint on surfaces of materials that will be concealed from view after installation.

Surface-Burning Characteristics: Not exceeding values indicated below, tested per ASTM E 84 for standard time period (10 minutes).

Flame Spread: 75.  
Smoke Developed: 450.

#### DELIVERY, STORAGE, AND HANDLING

Protect furnishings, equipment and woodwork during transit, delivery, storage, and handling to prevent damage, soil age, and deterioration. .

Do not deliver furnishings, equipment and woodwork until painting and similar operations that could damage, soil, or deteriorate quality of furnishings, equipment and woodwork items have been completed in installation areas. If furnishings, equipment woodwork must be stored in other than installation areas, store only in areas whose environmental conditions meet requirements specified in Conditions of the Contract and General Provisions.

#### PROJECT CONDITIONS

Environmental Limitations: Do not deliver or install furnishings, equipment and woodwork until building is enclosed, wet-work is completed, and HVAC system is operating and will maintain temperature and relative humidity at occupancy levels during the remainder of the construction period.

Environmental Limitations: Obtain and comply with furnishings, equipment and woodwork fabricator's and Installer's coordinated advice for optimum temperature and humidity conditions for furnishings, equipment and woodwork during its storage and installation. Do not install furnishings, equipment and woodwork until these conditions have been attained and stabilized so that furnishings, equipment and woodwork will be within plus or minus 1.0 percent of optimum moisture content from date of installation through remainder of construction period.

Field Measurements: Where furnishings, equipment and woodwork is indicated to be fitted to other construction, check actual dimensions of other construction by accurate field measurements before fabrication, and show recorded measurements on final shop drawings. Coordinate fabrication schedule with construction progress to avoid delaying the Work.

Verify locations of concealed framing, knocking, reinforcements, and furring that support woodwork by accurate field measurements before being enclosed. Record measurements on final shop drawings.

## **PART2-PRODUCTS**

### **PRODUCTS AND MANUFACTURERS**

Manufacturers and Products specified establish the minimum level of performance required, including interconnectivity of electrical components.

No substitutions.

Furnishings specified are selected from the following manufacturers.

Steelcase  
Jan Rechner  
jrechner@steelcase.com  
414-704-9150

### **COM FABRICS AND MANUFACTURERS**

Manufacturers and Products specified establish the minimum level of performance required.

No substitutions.

Coatings - Fabric fire and stain protection application: Installer shall provide a fabric protective resin on all specified COM fabrics that have not already been pretreated by the manufacturer.

Manufacturer or field applied.

Provide microscopic impregnation and seal for man-made and natural fibers.

Non-toxic.

Application cannot affect fabric's hand or color.

If field applied: Use professional spray equipment by trained service personnel, after furnishings have been installed; drying time not to exceed twelve hours.

COM Fabrics specified are selected from the following manufacturers (listed alphabetically).

ArcCom  
Mary Venturino  
mventurinoBarc-com.com  
c. 414-881-2656

DesignTex  
Trish Wollersheim  
414-507-4250

Maharam  
Stephanie Savage  
ssavage@maharam.com  
414-507-9862

Momentum  
Sandy Pochowski  
sandyBevancer.com  
262-244-1272

### **PART 3 - EXECUTION**

#### **INSTALLATION**

Install all pieces in configurations shown on the drawings.

Install all pieces level and plumb.

#### **SCHEDULE**

Provide all work as described in the furniture schedule.

### **END OF SECTION**

## **SECTION 127010 - SYSTEMS FURNISHINGS**

### **PART 1 - GENERAL**

#### **SUMMARY**

All work is part of Bid Package 4.

Provide all labor, equipment and materials necessary for and incidental to the completion of delivery and installation of new furniture and movable equipment, in the quantities and configurations as shown on the documents. Workstations include, but are not limited to, the following:

- Panels/structure and Components.
- Freestanding Tables and Desking Components.
- Mobile Pedestal Files
- Lateral Files

#### **RELATED DOCUMENTS**

Drawings and general provisions of Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to work of this Section.

#### **SYSTEM DESCRIPTION.**

Descriptions in the schedules are intended to describe basic configuration only.

Contractor to supply all parts, pieces, miscellaneous assemblies, braces, ties and labor to effect a complete, functional installation in the configurations described in the documents.

#### **SUBMITTALS**

Product data for each type of product and process specified and incorporated into items of architectural woodwork during fabrication, finishing, and installation.

Shop drawings showing location of each item, dimensioned plans and elevations, large-scale details, attachment devices, and other components.

Show details full size.

Show locations and sizes of cutouts and holes for electrical and communication services, and other items installed in furnishings and equipment.

Samples for verification of the following:

- Factory applied paint finishes.
- Plastic laminates.
- Fabrics.

Manufacturers shall certify test results for flammability, abrasion, static electricity, contribution for all upholstery fabrics.

Provide manufacturer's written instructions for proper maintenance of fabrics, finishes and furnishings.

#### **QUALITY ASSURANCE.**

Manufacturer shall have a minimum 10 years documented experience successfully manufacturing

products of similar scope and complexity in material, design, to that indicated for this Project.

Only dealers authorized by the manufacturer with a minimum of three years documented experience in the installation of scheduled components shall be acceptable.

Installer shall have a minimum 10 years documented experience successfully assembling, and installing work of similar scope and complexity in material, design, to that indicated for this Project. Installer shall be approved by manufacturer for installation of products specified.

Installer shall assign a lead staff member to the project with a minimum 3 years documented experience successfully completing work of similar scope and complexity in material, design, to that indicated for this

Fire-Test-Response Characteristics: Provide materials with the following fire-test- response characteristics as determined by testing identical products per ASTM test method indicated below by UL, Warnock Hersey, or another testing and inspecting agency acceptable to authorities having jurisdiction. Identify fire-retardant-treated material with appropriate markings of applicable testing and inspecting agency in the form of separable paper label or, where required by authorities having jurisdiction, imprint on surfaces of materials that will be concealed from view after installation.

Surface-Burning Characteristics: Not exceeding values indicated below, tested per ASTM E 84 for standard time period (10 minutes).

Flame Spread: 75.

Smoke Developed: 450.

Manufacturers shall certify test results for abrasion, static electricity, for all upholstery fabrics.

Testing: All products must meet or exceed the testing requirements for commercial grade products of:

BIFMA (Business & Institutional Furniture Manufacturers & Associates)  
ANSI (American National Standards Institute)

#### DELIVERY, STORAGE, AND HANDLING

Protect systems furniture during transit, delivery, storage, and handling to prevent damage, soiling, and deterioration.

Do not deliver systems furniture until painting and similar operations that could damage, soil, or deteriorate furniture have been completed in installation areas. Furniture must be stored in areas whose environmental conditions meet requirements specified General Conditions & General Provisions.

#### PROJECT CONDITIONS

Environmental Limitations: Do not deliver or install furniture until building is enclosed, wet-work is completed, and HVAC system is operating and will maintain temperature and relative humidity at occupancy levels during the remainder of the construction period.

Environmental Limitations: Obtain and comply with manufacturer's and installer's coordinated advice for optimum temperature and humidity conditions for furnishings, and equipment during its storage and installation. Do not install furnishings and equipment until these conditions have been attained and stabilized so that furnishings and equipment will be within plus



or minus 1.0 percent of optimum moisture content from date of installation through remainder of construction period.

Field Measurements: Where furnishings, equipment and millwork are indicated to be fitted to other construction, check actual dimensions of other construction by accurate field measurements before fabrication, and show recorded measurements on final shop drawings. Coordinate fabrication schedule with construction progress to avoid delaying the Work.

Verify locations of concealed framing, blocking, reinforcements, and furring that support furnishings and equipment by accurate field measurements before being enclosed. Record measurements on final shop drawings.

#### WARRANTY

Provide three copies of manufacturer's written warranty against all material and labor defects in the installed system furnishings and its components.

Submit prior to final application for payment.

Warranty period shall commence on the date of substantial completion.

### **PART 2-PRODUCTS**

#### MANUFACTURERS AND PRODUCTS

Manufacturers and Products specified establish the minimum level of performance required, including interconnectivity of electrical components.

Furnishings specified are selected from the following manufacturers:

HON  
Gary Bauer  
bauer.g@honcompany.com  
608-444-7284

No Substitutions.

### **PART 3-INSTALLATION**

#### INSTALLATION

Installers to be manufacturer approved and trained.

Components to be assembled following manufacturer's recommendations. Adjust for smooth operation of all components.

Installation to be leveled to floor and/or walls using least conspicuous method.

Components shall be true and plumb. Notify Architect of variations between construction (installation) and plan immediately.

#### SCHEDULE

Provide all items as described in the furniture schedule.

END OF SECTION

## **SECTION 126030 - LIBRARY EQUIPMENT**

### **PART 1 - GENERAL**

#### **SUMMARY**

All work is part of Bid Package 5.

Base Bid.

Provide all labor, equipment and materials necessary for and incidental to the completion of delivery and installation of new furniture and movable equipment, in the quantities and configurations as shown on the documents. Items include, but are not limited to, the following:

Book Drop Carts

See drawings and schedules for location and extent of work.

#### **RELATED DOCUMENTS**

Drawings and general provisions of Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to work of this Section.

#### **QUALITY ASSURANCE**

Only dealers authorized by the manufacturer with a minimum of three years documented experience in the installation of scheduled components shall be acceptable.

#### **SUBMITTALS**

Submit each item in this Article according to the Conditions of the Contract and General Provisions.

Product data for each type of product and process specified and incorporated into furnishings and equipment or architectural woodwork during fabrication, finishing, and installation.

Samples for verification of the following:

Samples of metal finishes.

Provide manufacturer's written instructions for proper maintenance of fabrics, finishes and furnishings.

#### **WARRANTY**

Provide three copies of manufacturer's written warranty against all material and labor defects in the installed furnishings and its components.

Submit prior to final application for payment.

Warranty period shall commence on the date of substantial completion.

#### **QUALITY ASSURANCE**

Fabricator Qualifications: Firm experienced in providing equipment similar to that indicated for this Project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units without delaying the Work.

Quality Standard: Except as otherwise indicated, comply with the following standard:

The Contract Documents contain selections chosen from options in the Quality Standard as well as additional requirements beyond those of the Quality Standard. Comply with such selections and requirements in addition to the Quality Standard.

#### DELIVERY, STORAGE, AND HANDLING

Protect equipment during transit, delivery, storage, and handling to prevent damage, soil age, and deterioration.

Do not deliver equipment until painting and similar operations that could damage, soil, or deteriorate quality of equipment items have been completed in installation areas. If equipment must be stored in other than installation areas, store only in areas whose environmental conditions meet requirements specified in Conditions of the Contract and General Provisions.

#### PROJECT CONDITIONS

Environmental Limitations: Do not deliver or install equipment until building is enclosed, wet-work is completed, and HVAC system is operating and will maintain temperature and relative humidity at occupancy levels during the remainder of the construction period.

Environmental Limitations: Obtain and comply with equipment fabricator's and Installer's coordinated advice for optimum temperature and humidity conditions for furnishings, equipment and woodwork during its storage and installation. Do not install equipment until these conditions have been attained and stabilized so that equipment will be within plus or minus 1.0 percent of optimum moisture content from date of installation through remainder of construction period.

Field Measurements: Where equipment is indicated to be fitted to other construction, check actual dimensions of other construction by accurate field measurements before fabrication, and show recorded measurements on final shop drawings. Coordinate fabrication schedule with construction progress to avoid delaying the Work.

Verify locations of concealed framing, knocking, reinforcements, and furring that support woodwork by accurate field measurements before being enclosed. Record measurements on final shop drawings.

#### PART 2-PRODUCTS

##### PRODUCTS AND MANUFACTURERS

Manufacturers and Products specified establish the minimum level of performance required, including interconnectivity of electrical components.

Furnishings specified are selected from the following manufacturers.

Kingsley Companies  
5525 East Gibraltar Street  
Ontario, CA 91764  
[www.kingsley.com](http://www.kingsley.com)

No substitutions.

**PART 3 - EXECUTION**

INSTALLATION

Install all pieces in configurations shown on the drawings.

Install all pieces level and plumb.

SCHEDULE

Provide all work as described in the furniture schedule.

**END OF SECTION**



## **SECTION 129000 – STEEL BOOKSTACKS**

### **PART 1 - GENERAL**

#### **SUMMARY**

All work is part of Bid Package 6.

##### Steel bookcases

Installation of the end panels and canopy tops provided under separate contract will follow installation of the steel bookstacks but should be coordinated regarding staging, arrangement, aisle widths and other particulars. It is required that the Contractors for these two systems coordinate their installations. The shelving supplier shall provide assistance to the end panel supplier for coordinating dimensions and details.

#### **RELATED DOCUMENTS**

Drawings and general provisions of Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to work of this Section.

#### **SYSTEM DESCRIPTION**

Steel bookstacks with adjustable shelves hung on a central upright in a cantilever manner.

Standard sections are thirty-six inches (36") wide. Heights of 42", 48", 66", and 84" will be utilized for this project as specified. See drawings for locations.

Provide all necessary floor levelers, gussets, of other reinforcing to install all heights of stacks and shelving arrangements required for the project to provide a stable free standing assembly without the need for floor anchors, canopy tops, end panels or overhead bracing.

#### **COORDINATION**

The Contractors shall:

- Coordinate sequence of Work for installation of materials and equipment in the same area and hookup of a particular piece of equipment.

- Inform the other trades of specific requirements for hookup that may be different from the Contract Documents or where requirements depended upon specific material or equipment selection.

- Bring to the Architect's attention all installation coordination conflicts as soon as possible to allow adequate time to make changes without delaying the construction schedule or require unnecessary cutting and patching of other completed work in the Project.

#### **SUBMITTALS**

Provide samples of each metal finish.

Provide Shop Drawings. Show location of each item, dimensioned plans and elevations, large-scale details, attachment devices, and other components.

Show details full size.

Provide field dimensions for all units shown as fitting between other surfaces or components.

Quality Control Submittals.

Qualification Data: For firms and persons specified in "Quality Assurance" Article to demonstrate their capabilities and experience. Include lists of completed projects with project names and addresses, names and addresses of architects and owners, and other information specified.

Contract Closeout Submittals.

Project Record Documents.

Operation and maintenance data.  
Warranty.

## QUALITY ASSURANCE

Installer Qualifications: Only dealers authorized by the manufacturer with a minimum of 3 years documented experience in the installation of scheduled components shall be acceptable.

In addition to the guarantees made by the manufacturer of the steel bookstacks, the Contractor shall also guarantee the material and components of the products installed to be in accordance with all requirements of these specifications. The Contractor shall agree upon written notice by the Architect, to make such changes, replacements and corrections which shall be required to make good all defects in material and workmanship that develop in the steel bookstacks under their intended use and with proper care, within twelve (12) months after acceptance of the installation.

Steel bookstacks that are found defective beyond feasible job repair at the time of final inspection by the Architect will be retained by the Library and used by the occupants, without payment, until the Contractor has replaced all such defective items with units that conform to the drawings and specifications.

## FIELD MEASUREMENT

It will be the successful Contractor's responsibility to review casework shop drawings and obtain and verify all field measurements that will ensure proper installation of the work. No additional charges to the Library shall occur for modification of steel bookstacks required to provide proper installation.

## WARRANTY

All steel bookstacks installed shall be warranted against defective workmanship and material for a minimum of five (5) years after the date of installation. During the five (5) year warranty period, the manufacturer will be responsible for the adjustment to or replacement of parts for reasons of ordinary wear and use. The manufacturer will not be held responsible for adjustment to or replacement of parts made necessary due to negligence, accident, fire or water damage or other conditions out of the control of the manufacturer.

Provide three copies of manufacturer's written warranty against all material and labor defects in the installed furnishings and its components.

Submit prior to final application for payment.

Warranty period shall commence on the date of substantial completion

## DELIVERY AND STORAGE

The construction dates will be revised as work progresses on the general construction contract. The Library reserves the right to change this schedule within reason for unforeseen events in the general construction schedule. The Contractor shall be responsible for coordination of delivery of the steel bookstacks to coincide with the completion of the building. The steel bookstacks may not be stored on-site prior to their installation. The Contractor is responsible for any storage prior to installation.



The Contractor shall complete the work required for the installation of the steel bookstacks within the contract time. If the Contractor is delayed at any time during the progress of the work due to labor disputes, fire, unusual delay in transportation, adverse weather conditions beyond the ordinary or any causes beyond the Contractor's control as deemed by the Architect, a time extension shall be issued by Change Order.

#### CLEANING AND DISPOSAL REQUIREMENTS

Conduct cleaning and disposal operations to comply with codes, ordinances, regulations, and anti-pollution laws.

Each contractor shall be responsible for cleaning his own installed materials and equipment, both during and at the completion of construction. Each contractor shall be responsible for removing and disposing of his own waste, rubbish, and debris.

If a contractor or contractors fail to clean exposed surfaces and/or remove debris from site, the Owner may clean up and charge the cost to the contractors as described in General Conditions.

### **PART 2 - PRODUCTS**

#### STEEL BOOKSTACKS

Basis of Design: MJ Industries, System 1000  
Bruce Deming  
608-846-0999 ex 12

No substitutions.

Steel bookstacks shall be of welded frame assembly. Welded frames on every other unit of starter and adder combinations are not accepted. Commercial or case-type shelving is not accepted. Each section shall be constructed such that each unit may be removed without effecting the adjacent unit.

#### MATERIALS

Only the finest materials and quality workmanship will be acceptable. Commercial grade or case-type shelving will not be considered. Sheet metal to be furniture stock, hot or cold rolled and full pickled. Gauge (ga.) thicknesses are U.S. standard with the following minimum requirements:

1. Shelves = 18 ga.
2. Web stiffeners = 13 ga.
3. Closed base brackets = 13 ga.
4. Top tie channel and bottom spreader = 16 ga.
5. Adjustable shelf brackets = 16 ga.
6. Upright columns = 16 ga.

Workmanship shall be of best quality throughout with all welding, fitting and flanging operations thoroughly finished.

Component parts shall be prepared for painting by washing and phosphate coating. Following a complete drying process, each part is to receive a finish coat of mar proof enamel and baked. The final finish must meet or exceed minimum requirements for ASTM (American Society for Testing Materials) Method D-968-S1.

COLOR AND FINISH: As indicated in Furniture Schedule.

#### CLEANING MATERIALS

Use only those cleaning materials which will not create hazards to health or property and which will not damage surfaces.

Use only those cleaning materials and methods recommended by manufacturer of the surface material to be cleaned.

Use cleaning materials only on surfaces recommended by cleaning material manufacturer.

#### FABRICATION

UPRIGHT COLUMNS: shall be formed of not less than 16 ga. into a channel shape with no less than 1/2" stiffening flanges measuring 2" in the web and 1 3/16" at front and rear surfaces. Uprights shall be perforated with a series of slots spaced at 1" on the vertical centers. Bottom and top spreader shall be a minimum 16 gauge tubular steel shape welded to upright columns.

HARDWARE: shall be rust proof, cadmium plated or equal and shall be completely concealed from view in finished assembly with no projections to harm material or users.

FRAME SUPPORT GUSSETS: Provide seismic type frame gussets on double faced units with range width greater than 9 feet/3 sections. Space gussets within the range as evenly as possible. See drawings for specific locations and show on shop drawings for review.

BASE SHELVES: One-piece construction designed to fit snugly around upright columns and base brackets. Sides shall have stiffening flanges, designed to inter-member with base brace slots. Provide cutouts or punched holes to allow passage of electrical service, as required.

ADJUSTABLE SHELF QUANTITIES: shall be as specified in the shelving schedule.

ADJUSTABLE FLAT BOOKSHELVES: shall be formed of 18 ga. steel with front edge box formed 13/16" and rear with integral low back approximately 1 1/2" high capable of receiving sliding wire books supports. Actual depth shall be within 1" of the nominal depth measured from the front of the shelf to the upturned back. Shelves shall support loads of 50 pounds per square foot without permanent deflection in excess of 3/16" per industry standard.

FLAT SHELVES AND FLAT BASES: shall have integral back unit and sliding book supports as specified in accessories below.

HINGED PERIODICAL DISPLAY SHELVES: Shall have a hinged sloping display shelf minimum 14" high display area with minimum of 7" of flat storage space behind / below the hinged shelf front. Storage shelf shall be minimum 14" nominal depth and have slots for dividers at 1" centers with full height slotted backstop integral with shelf or interlocking with shelf.

SLOTTED SHELVES: shall have slots for dividers at 1" centers with full height slotted backstop integral with shelf or interlocking with shelf. Depth shall be nominal depth as shown on schedule. Provide four 6" high dividers on each shelf.

FIXED DISPLAY SHELVES: shall be approximately 30° from vertical with minimum 11" display depth and 3" front lip or 1" retaining lip.

HANGING RODS & BRACKETS: with center supported rod or double rod. Provide integral back minimum 6" shelf. Shelf may be either integral with supported rod or in addition to double rod and bracket assembly but shall be considered as a unit on the schedule.

MEDIA BOXES: Fixed media boxes with non-slip floor mat 6" to 7" high with adjustable wire dividers. Front may have open slot. Provide 6 wire dividers per 36" wide media box adjustable at 1" increments.

ACCESSORIES:

1. Sliding Book Supports: shall be wire support and be attached to the back of the low backed shelf or provide sliding book supports and backstop. Wire supports attached to the shelf above are not approved. The support shall slide easily when force is applied near the rail but is self-locking against the book backs.
2. Sliding Support Backstops: shall be made of 18 gauge steel and at least 3 inches high and configured to accept the sliding book support.
3. Shelf Dividers: shall be designed for use on all divider-type shelves. Dividers shall be of not less than 18 gauge steel and have the same profile as base brackets and end brackets. Dividers shall be of one piece design with a hook and position tab formed into bottom edge of divider to match slots in divider shelves, and an additional hook on back edge that engages slot in back of divider shelves creating a rigid partition in shelf. Dividers shall be 6" high and depth shall vary according to the schedule.
4. Where wiring is scheduled to run up stack frames, provide closure plates on open column faces housing wiring.
5. Provide leveling feet to support and level frames and base shelves of all units.

CANOPY BRACKETS: Provide canopy brackets for the wood tops. The brackets shall consist of a top bracket of 14 gauge steel and an 8" canopy side angle of 20 gauge steel. The bracket shall be stamped of a single piece with one hook and one positioning tab along the back edge to engage in the frame slots. The brackets shall have a minimum of two (2) 1/4" diameter holes for attachment to the laminated top. Canopy brackets shall be complete with all necessary hardware. Provide canopy top brackets at each intermediate upright column and as required for type of end panel.

BRACKETS AND ANCHORS: Provide brackets, and anchors for attaching wood end panels at the ends of all ranges, except noted otherwise. Coordinate with other trades for installation requirements of wood end panels. Provide cutouts or punched holes to allow passage of electrical service, as required.

GUSSET TYPE END PANEL SUPPORT: For stacks scheduled to have no canopy top but have a millwork type end panel, provide gusset type end panel support. Provide cutouts or punched holes to allow passage of electrical service, as required.

FILLERS: provide intermediate fillers, corner fillers and canopy top fillers as required for stack layout. Intermediate fillers and corner fillers are required where wood or laminate end panels and fillers are not scheduled and canopy top fillers are required when metal canopy tops and metal fillers are scheduled.

### **PART 3 - EXECUTION**

#### **PREPARATION**

The site provided will be clean, carpeted and ready for the installation of steel bookstacks. As indicated in general conditions above, the Contractor may not store product on the site and must be responsible for coordinating all deliveries of product to the site after the site has been cleared for installation.

#### **INSTALLATION**

General: Position units level, plumb, secure, at proper height and location relative to adjoining units and other related work. Securely anchor units with proper clips, brackets and anchorages, suited to the installation.

Protect installed units to ensure their being in operating condition, without damage, blemishes or indication of use at completion of project. Repair or replace damaged units as directed by Architect.

The Contractor shall provide and pay for all labor and materials and equipment, tools, installation equipment and machinery, transportation and other facilities and services necessary to complete the installation of steel bookstacks.

All prices quoted by the Contractor shall include packing, shipping, freight, express charges, handling charges, unpacking, set-up and assembly and installation as indicated on the furniture plans.

The Contractor shall, prior to shipment, delivery and installation, visit and inspect the project premises in order to confirm the conditions under which the installation is being performed, verify the stage of completion of the project premises, determine the availability of facilities for access, delivery transportation and storage (if needed) and compare these observations with the requirements of the General Conditions.

The Contractor shall be solely responsible for all fabrication, shipment, delivery and installations methods and procedures. The Contractor will ensure that the installers are familiar with all elements of the steel bookstacks and accessories to be installed, with the furniture plans and with the specifications for this installation. It will be the sole responsibility of the Contractor to dismantle and re-install bookstacks that are incorrectly placed or are deficient according to the plans and specifications.

Install freestanding double-faced units using a minimum of 6 leveling feet per section.

Install single faced units using a minimum of 4 leveling feet per section. Anchor top of frame to wall at framing locations, into solid wall construction or into blocking between framing members installed for the purpose of anchoring shelving. Coordinate with the building general contractor for location and type required.

The Contractor shall be responsible for the conduct and actions of the employees on this project and shall be responsible for the acts and omissions of these employees and of anyone else performing work related to the Contractor's portion of this project.

## PROTECTION

All areas of the Library that are subject to damage by the Contractor's operations shall be covered or sufficiently protected during the installation of steel bookstacks. All forms of protection shall be constructed in such a manner that they will not cause damage to any part of the Library or to other Furnishings and so they can be easily removed following the bookstack installation.

The Contractor shall be required to provide protection on all finished floors in the Library and should be especially cautious of marring or staining floors during the delivery of the steel bookstacks. If necessary, all floors and pathways should be protected with plastic or other suitable material during the installation.

The Owner shall repair to original condition any damage that occurs to the Library as a result of the Contractor's installation of steel bookstacks, and shall deduct all associated costs of those repairs from the payment due to the Contractor.

The Contractor shall at all times keep the Library free from accumulation of waste materials caused by the installation. At the completion of the installation, the Contractor is responsible for the disposal of all packaging materials as well as any other materials used in or generated by the installation. The Contractor is also responsible for the packing and removal of all tools and machinery used in the installation.

All extra materials (shelves, picture book dividers, wire book supports, etc.) not used in the installation but purchased by the Library as part of this contract, should be packed in boxes, labeled and placed within the facility as directed by the Library Staff.

## CLEANING DURING CONSTRUCTION

Execute periodic cleaning to keep the Work, the site and adjacent properties free from accumulations of waste materials, rubbish and windblown debris, resulting from construction operations.

Remove waste materials, debris and rubbish from the site periodically and dispose of at legal disposal areas away from the site.

#### FINAL CLEANING

Remove grease, mastic, adhesives, dust, dirt, stains, fingerprints, labels, and other foreign materials from sight-exposed interior and exterior surfaces.

Polish glossy surfaces to a clear shine.

Prior to final completion, or Owner occupancy, Contractor shall conduct an inspection of sight-exposed interior and exterior surfaces, and all work areas, to verify that the entire work is clean.

The work area shall be kept free of boxes, packing, dirt stains, and other foreign materials. Final cleaning shall also include vacuuming the carpet.

END OF SECTION



**SECTION 129100 –A-FRAME BOOKSTACKS**

## PART 1 - GENERAL

## SUMMARY

All work is part of Bid Package 7.

## Base Bid:

Provide all labor, equipment and materials necessary for and incidental to the completion of delivery and installation of new furniture and moveable equipment in the quantities and configuration shown on the documents. Items include, but are not limited to, the following:

## A-frame Shelving

See drawings and schedules for location and extent of work.

## RELATED DOCUMENTS

Drawings and general provisions of Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to work of this Section.

## SYSTEM DESCRIPTION

Descriptions in the schedules are intended to describe basic configuration only.  
Contractor to supply all parts, pieces, miscellaneous assemblies, braces, ties and labor to elect a complete, functional installation in the configurations described on the drawings and schedules.

## SUBMITTALS

Provide samples of each metal finish.

Provide Shop Drawings. Show location of each item, dimensioned plans and elevations, large-scale details, attachment devices, and other components.

Show details full size.

Provide field dimensions for all units shown as fitting between other surfaces or components.

Quality Control Submittals.

Qualification Data: For firms and persons specified in "Quality Assurance" Article to demonstrate their capabilities and experience. Include lists of completed projects with project names and addresses, names and addresses of architects and owners, and other information specified.

Contract Closeout Submittals.

Project Record Documents.

Operation and maintenance data.  
Warranty.

## QUALITY ASSURANCE

Installer Qualifications: Only dealers authorized by the manufacturer with a minimum of 3 years

documented experience in the installation of scheduled components shall be acceptable.

#### WARRANTY

Provide three copies of manufacturer's written warranty against all material and labor defects in the installed furnishings and its components.

Summit prior to final application for payment.

Warranty period shall commence on the date of substantial completion.

## PART 2 - PRODUCTS

### MANUFACTURERS

Manufacturers and Products specified establish the minimum level of performance required. Furnishings specified are selected from the following manufacturers:

Biblomodel  
Scott Fairbanks  
847-564-9497

No substitutions.

### MATERIAL

Only the finest quality of materials and workmanship will be considered. Galvanized steel tubing is required for this work.

The paint finish shall be a powder epoxy/polyester baked on finish.  
Color: As scheduled in furniture schedule

Sheet steel is to be cold rolled, Class I steel. Gauges are U.S. standard.

The shelving finish shall be electrostatically applied, thermo hardened epoxy/ polyester powder with 60 - 80 microns thick.

It shall be smooth and uniform in appearance, without runs, wrinkles grit or "orange peel" effects.

Shelving system shall withstand at least 500 hrs. of salt spray chamber test.

### FABRICATION - GENERAL

Library furnishings shall be constructed as described in the following paragraphs in this section and in the schedule.

Shop Assembly. Components shall be shop assembled in largest components practicable. Test assemblies prior to shipping to verify alignment of surfaces and location of connecting devices. Verify modular fit of components scheduled below.

Trial fit assemblies at fabrication shop that cannot be shipped completely assembled. Install dowels, screws, bolted connectors, and other fastening devices that can be removed after trial fitting. Verify that various parts fit as intended and check measurements of assemblies against field measurements indicated on Shop Drawings before disassembling for shipment.



Shop assembles casework for delivery to site in units easily handled and to permit passage through building openings.

Tolerances: Per defined Quality Standards.

#### A-FRAME SHELVING

Galvanized steel frame with a double track system of slots, horizontal tiles to serve as the back panel, connector brackets and levelers.

Shelf options must be offered in different depths and types including sloped, CD/DVD browsing, and face-out display.

Other options to include casters and header brackets and signs.

The double track steel frame system of slots to allow for a "no-tools" assembly of the horizontal tile back panels and shelves after fixture is assembled with connector brackets.

Back panels must be offered in steel, laminate, fabric and slat wall. Back panels must be offered in horizontal tiles or one piece configurations.

All shelves to have built-in tabs and are of one-piece construction for easy vertical adjustment.

No multiple component shelves are acceptable.

All shelves and components must be offered in both 36" and 39" widths.

Gauges of steel: frame = 14 ga.; steel back panels = 18 ga.; connectors = 16 ga.; shelves = 18 ga.

Sign holders must fit into tracking and must be double sided for double faced fixtures.

Minimum slope of fixture to be 8 degrees.

Single and Double faced fixtures to be available in 42", 54" and 66" heights, 36" and 39" widths, 29", 32" and 36" depths (with 8' deep sloped shelves).

### **PART 3 - INSTALLATION**

#### INSTALLATION

Installers to be manufacturer approved and trained.

Components to be assembled following manufacturer's recommendations.

Installation to be leveled to floor and/or walls using least conspicuous method.

Components shall be true and plumb. Notify Architect of variations between construction (installation) and plan immediately.

END OF SECTION



**SECTION 127000-LIBRARY CASEGOODS****PART 1 - GENERAL**

## SUMMARY

All work is part of Bid Package 8.

Base Bid:

Provide all labor, equipment and materials necessary for and incidental to the completion of delivery and installation of new furniture and moveable equipment in the quantities and configuration shown on the documents. Items include, but are not limited to, the following:

Copy Area Island	Mircofilm Table
Circulation Desk & Service Desk	Storage Unit
OPAC Tables	Light Table
Computer Tables	
Study Tables	

## RELATED DOCUMENTS

Drawings and general provisions of Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to work of this Section.

## REFERENCES

Architectural Woodwork Institute

Architectural Woodwork Quality Standards. Current edition.

## SYSTEM DESCRIPTION

Descriptions in the schedules are intended to describe basic configuration only.  
Contractor to supply all parts, pieces, miscellaneous assemblies, braces, ties and labor to effect a complete, functional installation in the configurations described on the drawings *and* schedules.

## SUBMITTAL

Provide samples for approval by Architect:

- Provide samples of each metal finish.
- Provide samples of each plastic laminate.
- Provide samples of each solid surface.
- Provide samples of each acrylic finish.

Shop Drawings: Show location of each item, dimensioned plans and elevations, large-scale details, attachment devices, and other components.

- Show details full size.
- Show locations and sizes of furring, blocking, and hanging strips, including concealed blocking and reinforcement specified in other Sections.
- Show locations and sizes of cutouts and holes for electrical, and other items installed in

architectural millwork.

Indicate electrical and communication raceways to be installed in millwork and points of connection to building systems.

Provide field dimensions for all units shown as fitting between other surfaces or components.

#### Quality Control Submittals.

Manufacturers shall certify test results for flammability, abrasion, static electricity, contribution for all upholstery fabrics.

Qualification Data: For firms and persons specified in "Quality Assurance" Article to demonstrate their capabilities and experience. Include lists of completed projects with project names and addresses, names and addresses of architects and owners, and other information specified.

#### Contract Closeout Submittals.

Project Record Documents.

Operation and maintenance Data.

Warranty.

#### QUALITY ASSURANCE

Installer Qualifications: An experienced installer who has completed architectural woodwork similar in material, design, and extent to that indicated for this Project and whose work has resulted in construction with a record of successful in-service performance.

Fabricator Qualifications: A firm experienced in producing architectural woodwork similar to that indicated for this Project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units.

Quality Standard: Unless otherwise indicated, comply with AWI's "Architectural Woodwork Quality Standards" for grades of interior architectural woodwork, construction, finishes, and other requirements.

Provide AWI certification labels or compliance certificate indicating that woodwork complies with requirements of grades specified.

For items scheduled herein, perform work to premium quality in accordance with "Quality Standards" of the Architectural Woodwork Institute (AWI).

#### PROJECT/SITE CONDITIONS

Environmental Conditions: Do not deliver or install millwork until building is enclosed, wet work is complete, and HVAC system is operating and will maintaining temperature between 60 and 90 deg F and relative humidity between 25 and 55 percent during the remainder of the construction period.

Field Measurements: Where woodwork is indicated to fit to other construction, verify dimensions of other construction by field measurements before fabrication and indicate measurements on Shop Drawings. Coordinate fabrication schedule with construction progress to avoid delaying the Work.

Locate concealed framing, blocking, and reinforcements that support woodwork by field measurements before being enclosed and indicate measurements on Shop Drawings.

#### WARRANTY

General Warranty: Warranties specified in this Article shall not deprive Owner of other rights Owner may have under other provisions of the Contract Documents and shall be in addition to, and run concurrent with, other warranties made by Contractor under requirements of the Contract Documents.

Provide 3 copies of written warranty against all material and labor defects in the installed system and components.

Submit prior to final application for payment.

Warranty period shall commence on the date of substantial completion.

## **PART 2 - PRODUCTS**

### **MANUFACTURERS**

Manufacturers and Products specified establish the minimum level of performance required, including interconnectivity of electrical components.

Furnishings specified are selected from the following manufacturers:

3BRANCH  
Catherine Hazlitt  
[Catherine@3branch.com](mailto:Catherine@3branch.com)  
847-291-3900

No substitutions.

### **FABRICATION - GENERAL**

Fabrication Standards:

Fabricate all public area units to AWI Premium Quality Standards.

Library furnishings shall be constructed as described in the following paragraphs in this section and in the schedule.

Shop Assembly. Components shall be shop assembled in largest components practicable. Test assemble prior to shipping to verify alignment of surfaces and location of connecting devices. Verify modular fit of components scheduled below.

Trial fit assemblies at fabrication shop that cannot be shipped completely assembled. Install dowels, screws, bolted connectors, and other fastening devices that can be removed after trial fitting. Verify that various parts fit as intended and check measurements of assemblies against field measurements indicated on Shop Drawings before disassembling for shipment.

Shops assemble casework for delivery to site in units easily handled and to permit passage through building openings.

When necessary to cut and fit on site, provide materials with ample allowance for cutting. Provide trim for scribing and site cutting.

Shop cut openings, to maximum extent possible, to receive hardware, appliances, plumbing fixtures, electrical work, and similar items. Locate openings accurately and use templates or roughing-in diagrams to produce accurately sized and shaped openings. Sand edges of cutouts to remove splinters and burrs.

All countertops and work surfaces are to be 1-1/2" total thickness of substrate full depth and width of surface.

Apply plastic laminate finish in full, uninterrupted sheets consistent with manufactured sizes. Make comers and joints hairline. Slightly bevel arises. Locate counter butt joints minimum 2 feet from sink cut-outs.

Apply laminate backing sheet to reverse side of plastic laminate finished surfaces.

Tolerances: Per defined Quality Standards.

### **PART 3 - INSTALLATION**

#### **INSTALLATION**

Installers to i.e. manufacturer approved and trained.

Components to be assembled following manufacturer's recommendations.  
Installation to be level to floor and/or walls using least conspicuous method.

Components shall be true and plumb. Notify Architect of variations between construction (installation) and plan immediately.

#### **END OF SECTION**



## **SECTION 12 21 13 – HORIZONTAL LOUVER BLINDS**

### **SUMMARY**

All work is part of Bid Package 9.

Window Blinds

### **RELATED DOCUMENTS**

Drawings and general provisions of Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to work of this Section.

### **SUBMITTALS**

Product Data: Submit Manufacturer's specifications and installation. Include methods of installation for each type of opening and supporting structure.

Samples for Verification purposes: Submit samples of each component, material and finish that will be exposed to view.

### **MANUFACTURERS**

Basis of Design: Provide Bali, as scheduled.

Subject to compliance with requirements, approved alternate manufacturers:

Hunter Douglas Window Fashions.  
Levolor Contract; a Newell Company

### **COMPONENTS**

Head-rail: Formed steel or extruded aluminum fully enclosing operating mechanisms on three sides and ends.

Bottom Rail: Formed-steel or extruded-aluminum tube with capped ends.

Slats: Manufacturer's standard, spring-tempered aluminum slats, nominal 0.008-inch thick, rounded corners with forming burrs removed:

Nominal Slat Width: 1-inch.

Thickness: .008 gage.

Finish: Indicated in Materials Schedule.

Ladders: Braided polyester cord.

Tilting Mechanism: Wand Operation.

Lifting Mechanism: Include cord equalizers of self-aligning type designed to maintain horizontal blind position.

Installation Brackets: Manufacturer's standard brackets designed to facilitate removal of head channels.

Mounting: End mounting. Verify conditions in field.

END OF SECTION





**SECTION 127100 –END PANELS & CANOPY TOPS****PART 1 - GENERAL****SUMMARY**

All work is part of Bid Package 10.

**Base Bid:**

Provide all labor, equipment and materials necessary for and incidental to the completion of delivery and installation of new furniture and moveable equipment in the quantities and configuration shown on the documents. Items include, but are not limited to, the

End Panels  
Canopy Tops

**RELATED DOCUMENTS**

Drawings and general provisions of Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to work of this Section.

**REFERENCES.**

Architectural Woodwork Institute  
Architectural Woodwork Quality Standard's Current Edition.

**SYSTEM DESCRIPTION**

Descriptions in the schedules are intended to describe basic configuration only.  
Contractor to supply all parts, pieces, miscellaneous assemblies, braces, ties and labor to effect a complete, functional installation in the configurations described on the drawings and schedules.

**SUBMITTALS**

Provide samples for approval by Architect:

Provide samples of each plastic laminate.  
Provide samples of all metal finishes.  
Provide samples of all PVC edges.

Shop Drawings: Show location of each item, dimensioned plans and elevations, large-scale details, attachment devices, and other components.

End panels and canopy tops: Show sizes, configurations and locations of each type of end panel or canopy top. Indicate means of connection and provide anchoring details. Indicate location of signage and other accessory attachment point for items provided under this contract or supplied by others. Coordinate final dimensions and attachment brackets with the shelving manufacturer. Show details full size.

Show details full size.

Provide field dimensions for all units shown as fitting between other surfaces or components.

#### Quality Control Submittals.

Manufacturers shall certify test results for flammability, abrasion, static electricity, contribution for all upholstery fabrics.

Qualification Data: For firms and persons specified in "Quality Assurance" Article to demonstrate their capabilities and experience. Include lists of completed projects with project names and addresses, names and addresses of architects and owners, and other information specified.

#### Contract Closeout Submittals.

Project Record Documents.  
Operation and maintenance data.  
Warranty.

#### QUALITY ASSURANCE

Installer Qualifications: An experienced installer who has completed architectural woodwork similar in material, design, and extent to that indicated for this Project and whose work has resulted in construction with a record of successful in-service performance.

Fabricator Qualifications: A firm experienced in producing architectural woodwork similar to that indicated for this Project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units.

Quality Standard: Unless otherwise indicated, comply with AWI's "Architectural Woodwork Quality Standards" for grades of interior architectural woodwork, construction, finishes, and other requirements.

Provide AWI certification labels or compliance certificate indicating that woodwork complies with requirements of grades specified.

For items scheduled herein, perform work to premium quality in accordance with "Quality Standards" of the Architectural Woodwork Institute (AWI).

All components forming or associated with wood or wood veneer pieces.

#### PROJECT/SITE CONDITIONS.

Environmental Conditions: Do not deliver or install millwork until building is enclosed, wet work is complete, and I-IVAC system is operating and will maintaining temperature between 60 and 90 deg F and relative humidity between 25 and 55 percent during the remainder of the construction period.

Field Measurements: Where woodwork is indicated to fit to other construction, verify dimensions of other construction by field measurements before fabrication and indicate measurements on Shop Drawings. Coordinate fabrication schedule with construction progress to avoid delaying the Work.

Locate concealed framing, blocking, and reinforcements that support woodwork by field measurements before being enclosed and indicate measurements on Shop Drawings.

#### WARRANTY

Provide 3 copies of manufacturer's written warranty against all material and labor defects in the installed system and components.

Submit prior to final application for payment.

Warranty period shall commence on the date of substantial completion.

## **PART 2 - PRODUCTS**

### **MANUFACTURERS**

Manufacturers and Products specified establish the minimum level of performance required, including interconnectivity of electrical components.

Furnishings specified are approved from the following manufacturers

3Branch  
Catherine Hazlitt  
Catherine@3Branch.com  
847-291-3900

Agati  
Karma Gitlevitch  
312-404-5432

Demco Library Interiors  
Gary Stern  
608-332-7995

Substitutions per General Conditions. Substitutions must be approved by the Architect and adhere or exceed the following criteria.

Testing: All products must meet or exceed the testing requirements of:

BIFMA (Business & Institutional Furniture Manufacturers & Associates)  
ANSI (American National Standards Institute)

Warranty: Manufacturer warranty of at least 2 years.

Finish: All exposed finishes feature a high quality finish incorporating the latest technology.

### **MATERIAL.**

#### **Core materials:**

MDF, unless scheduled otherwise.

1/4", 1/2" and 3/4", 1" and 1-1/4" thickness.

#### **Plastic Laminate:**

Exposed surfaces shall be GP50.

All laminate shall be NEMA LD3 High Pressure Laminate, Matte finish.

Laminate Color, as scheduled in furniture schedule.

#### **Adhesives:**

Type recommended by AWI/AWMAC to suit application.

#### **Metals:**

Metal Edge

Anodized Aluminum, 1/4" thick, smooth edges  
Concealed attachment method.

Slatwall:

Aluminum laminate strip insert

#### FABRICATION - GENERAL

Fabricate all public area units to AWI Premium Quality Standards.

Library furnishings shall be constructed as described in the following paragraphs in this section and in the schedule.

Shop Assembly. Components shall be shop assembled in largest components practicable. Test assemblies prior to shipping to verify alignment of surfaces and location of connecting devices. Verify modular fit of components scheduled below.

Trial fit assemblies at fabrication shop that cannot be shipped completely assembled.

Install dowels, screws, bolted connectors, and other fastening devices that can be removed after trial fitting. Verify that various parts fit as intended and check measurements of assemblies against field measurements indicated on Shop Drawings before disassembling for shipment.

Shop assembles casework for delivery to site in units easily handled and to permit passage through building openings.

When necessary to cut and fit on site, provide materials with ample allowance for cutting.

Provide trim for scribing and site cutting.

Shop cut openings, to maximum extent possible, to receive hardware, appliances, plumbing fixtures, electrical work, and similar items. Locate openings accurately and use templates or roughing-in diagrams to produce accurately sized and shaped openings. Sand edges of cutouts to remove splinters and burrs.

Apply plastic laminate finish in full, uninterrupted sheets consistent with manufactured sizes. Run grain vertical. Make corners and joints hairline. Slightly bevel arises. Locate counter butt joints minimum 2 feet from sink cut-outs.

Apply laminate backing sheet to reverse side of plastic laminate finished surfaces.

Tolerances: Per defined Quality Standards.

#### CANOPY TOPS

Canopy tops shall be fabricated of 1" MDF with HDPL and a 1/8" hardwood edge as scheduled.

Fabricate tops in continuous lengths up to 108". Tops over 108" in total length shall be fabricated in two pieces. Joint between adjacent components shall be securely supported. Splice shall be constructed and fastened as a "tight joint", flush and seamless in appearance. Coordinate location of joint base on edge conditions and pattern of insets or reorders.

Anchor canopy top brackets per shelf manufacturer's recommended spacing.

END PANEL

1" thick MDF with scheduled plastic laminate, run grain vertical. Anodized aluminum edge banding.

Anchor to frames and base brackets, canopy brackets at shelf manufacturer's recommendations. Anchor with concealed fasteners from backs of end panels.

### **PART 3 -INSTALLATION**

#### **INSTALLATION**

Installers to be manufacturer approved and trained.

Components to be assembled following manufacturer's recommendations.

Installation to be leveled to floor and/or walls using least conspicuous method.

Components shall be true and plumb. Notify Architect of variations between construction (installation) and plan immediately.

#### **SCHEDULE**

Refer to furniture schedule for approximate sizes.

Panel Fabricator shall coordinate dimensions with shelf manufacturer's dimensions and reference plan.

**END OF SECTION**



## **SECTION 10440 - INTERIOR SIGNAGE**

### **PART 1 - GENERAL**

#### **SUMMARY**

All work is part of Bid Package 11:

- Paper Insert Sign
- Dimensional Letters
- Ceiling Hung Sign
- Room Sign
- End Panel Sign
- Pre-spaced Vinyl Copy
- Direct Print Sign

Refer to Drawings for locations and to Furniture Schedule.

#### **RELATED DOCUMENTS**

Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to the work of this Section.

#### **REFERENCES**

Publications listed below are a part of this specification to extent referenced. Publications are referenced in text by basic designation only.

- American National Standards Institute (ANSI)
- Uniform Sign Code
- Federal Specifications
- American Society for Testing & Materials

#### **SUBMITTALS**

Samples: Provide samples for approval by Architect of each finish and color.

Product Data: Submit manufacturer's printed specifications, mounting details, installation, and maintenance drawings.

Shop Drawings: Submit in compliance with Division 1 Specifications shop drawings, adequately scaled for manufacturer and fabrication of sign types. Identify materials, size, letter form, letter height, mounting, finishes, and accessory items.

#### **DELIVERY AND STORAGE**

Ship packaged to prevent damage or deterioration during shipment, handling, storage and installation. Maintain protective coverings in place and in good repair until removal is necessary. Store products in dry and secure condition inside enclosed facilities.

Coordinate, schedule and deliver signs when project conditions and mounting surfaces are ready for installation to proceed.

#### **WARRANTY**

Provide three copies of manufacturer's written warranty against all material and labor defects in the installed furnishings and its components.



Submit prior to final application for payment.

Warranty period shall commence on the date of substantial completion.

## PART 2 - PRODUCTS

### SIGN STANDARDS

#### Typography:

Copy shall be a true, clean, accurate reproduction. Fonts and sizes as indicated on drawings, and copy as indicated in Signage Schedule, or as required by applicable code requirements.

Letter spacing to be normal and interline spacing shall be set by manufacturer.

Arrows, Symbols, and Logo Art: Provide in manufacturers standard style and sizes.

Braille: Grade 2.

Translations: Grade 2 Braille copy as noted in Signage Schedule, is responsibility of the sign Manufacturer.

#### Braille:

Tactile letters, numbers, and Braille: To be permanently adhered. Copy and Braille shall be raised from background surface. The draft of copy and Braille to be sharp and clean.

Braille dots are to conform with standard dimensions for literary Braille: dot diameter: 0.059"; inter-dot spacing: 0.090"; horizontal separation between bells: 0.241"; vertical separation between cells: 0.395".

## MANUFACTURER

Provide sign and graphic components by a single Manufacturer, including necessary mounting options, fittings, and fastenings.

Basis of Design: 2/90 Sign Systems  
5350 Corporate Grove Blvd. S.E.,  
Grand Rapids, MI 49512,  
(800) 777-4310,  
Fax (616) 656-4300

Local Representative:  
Sandy Pochowski  
sandy@evancer.com  
Office (262)-244-1272

Substitute products may be considered, subject to compliance with requirements and approved by Architect.

## PAPER INSERT SIGN

### DIR-1

Overall Size: 28"H x 24"W

View Area: 24"W x 24"H

Header: 4" Header Copy: Building Directory

Header Copy Height: 1.5"  
Font: Midiet Sans Medium  
Frame: Standard Rail, 9/16" thickness, Anodized Aluminum  
End Caps: Square Corner, Anodized Aluminum  
Attachment Method: Screw Mounted

#### DIMENSIONAL LETTERS

Material: Expanded PVC Dimensional Letters  
Size of Letters: 6" H  
Font: Midiet Sans Medium  
Painted Finish: 150 Silver  
Thickness: 1/2"  
Attachment Method: Tape adhesive

DL-1A  
Mounting Height: Top of Copy at 8'-0" AFF  
2 rows  
Spacing between rows: 1'-0"  
Spacing between words: 2 character spaces  
Size of Letters in top row: 6" H  
Size of Letters in bottom row: 3.5" H  
Copy:

PLATTEVILLE  
PUBLIC LIBRARY

DL-1B  
Mounting Height: Mount bottom of copy 2" above door frame.  
Spacing between words: 2 character spaces  
Copy: community room

DL-1C  
Mounting Height: Mount bottom of copy 2" above door frame.  
Spacing between words: 2 character spaces  
Copy: children's space

Material: Acrylic Dimensional Letters  
Size of Letters: 5"  
Letters to be all lower case  
Font: Midiet Sans Medium  
Finish: 150 Silver  
Thickness: 1/4"  
Attachment Method: Tape adhesive

AL-1  
Copy: periodicals

AL-2  
Copy: media

#### CEILING HUNG SIGN

Size: 40"H x 18"W  
Font: Midiet Sans Bold  
Size of Copy: 5"  
2-Sided Sign  
Frame: Standard Rail  
End Caps: Slimline, Anodized Aluminum

Copy Color: 734 Dark Grey  
Sign Insert Color: 101 Satin Natural  
Copy all lower case  
Copy to have horizontal orientation  
Top Justified  
Attachment Method: Hang Lines to be adjusted in field to clear light fixtures and ceiling clouds.  
1<sup>st</sup> floor ceiling material: Precast Concrete  
2<sup>nd</sup> floor ceiling material: Metal Deck

HS-1A  
Copy: large print

HS-1B  
Copy: fiction

HS-1C  
Copy: nonfiction

HS-1D  
Copy: copy/print/scan

HS-1E  
Copy: kid's space

HS-1F  
Copy: media

HS-1G  
Copy: homework  
space

HS-1H  
Copy: teen space

## ROOM SIGNS

Overall Size: 6"x6"  
Font: Midiet Sans Medium  
Frame: Thinrail  
End Caps: Slimline, Anodized Aluminum  
3"x6" insert with raised copy and brail  
Insert Color: 101 Satin Natural  
Copy Color: 734 Dark Grey  
Copy Height: 1.5"  
2"x6" Blank Paper Insert, White Paper with 150 Silver Carrier  
1"x6" Blank Insert, 101 Satin Natural  
Attachment Method: Screw Mounted

RS-1A  
Copy: 101

RS-1B  
Copy: 103

RS-1C  
Copy: 203

RS-1D

Copy: 204

RS-1E  
Copy: 205

RS-1F  
Copy: 208

RS-1G  
Copy: 209

RS-1H  
Copy: 211

Overall Size: 6"x6"  
Font: Midiet Sans Medium  
Frame: Thinrail  
End Caps: Slimline, Anodized Aluminum  
3"x6" insert with raised copy and brail  
    Insert Color: 101 Satin Natural  
    Copy Color: 734 Dark Grey  
    Copy Height: 1.5"  
2"x6" Blank Paper Insert, White Paper with 150 Silver Carrier  
1"x6" Smart Strip, Anodized Aluminum  
Attachment Method: Screw Mounted

RS-2A  
Copy: 104

RS-2B  
Copy: 202

RS-2C  
Copy: 212

RS-2D  
Copy: 206

RS-2E  
Copy: 207

RS-2F  
Copy: 210

#### END PANEL SIGN

EPS-1  
Size: 4"H x 8.5"W  
Frame: Thinrail  
Notched End Caps: Slimline, Anodized Aluminum  
Blank paper insert, white paper  
Carrier: 150 Silver  
Attachment Method: Tape Adhesive  
Quantity: (2) per end panel  
Mounting Heights:  
    84" H End Panels: Mount top of sign at 60" AFF

66" H End Panels: Mount top of sign at 60" AFF  
 48" H End Panels: Mount top of sign at 42" AFF  
 42" H End Panels: Mount top of sign at 36" AFF

#### PRESPACED VINYL COPY

Reverse Cut  
 Color: Soft White 708  
 Font: Midiet Sans Bold

VL-1A  
 Copy Size: 1.5"H  
 Font: Midiet Sans Bold  
 Copy: Library Hours:

Copy Size: 1"H  
 Font: Midiet Sans Medium  
 Copy: Monday - Thursday: 9am - 8pm  
 Friday: 9am - 6pm  
 Saturday: 9am - 5pm  
 Sunday (Sept – May): 1pm - 5pm  
 No Smoking Symbol  
 No Firearms Symbol

Exterior Vinyl  
 Mounted on Glass  
 Color: Soft White 708  
 Font: Midiet Sans Medium

VL-1B  
 Copy Size: 1.5"H  
 Copy: Staff

Interior Vinyl (Children's Area Quote)  
 Mounted on Drywall  
 Font: Midiet Sans Medium  
 Color: White  
 Spacing: 2 character spacing between words, 6" spacing between rows.  
 Mounting Height: 6'-0" AFF

VL-2  
 Quote Copy Size: 3" H  
 Book/Author Credit Copy Size: 1.5" H  
 Copy:  
 "We are now about to visit the  
 most marvelous places and see  
 the most wonderful things."  
 - James and the Giant Peach, Roald Dahl

#### DIRECT PRINT

Size: 8"x8" Insert, 101 Satin  
 Frame: Thinrail  
 End Caps: Slimline, Anodized Aluminum  
 Copy Centered  
 Font: Midiet Sans Medium

Copy Color: 754 Dark Grey  
Attachment Method: Screw Mount

CAP-1A  
Copy: MAXIMUM CAPACITY  
68

CAP-1B  
Copy: MAXIMUM CAPACITY  
41

## FABRICATION

Fabricate components to allow for expansion and contraction for a minimum material temperature range of 56 deg. C (100 deg. F), without causing buckling, excessive opening of joints or over-stressing of adhesives and fasteners.

Form work to require shapes and sizes, with true curves, lines, and angles. Provide necessary rebates, lugs and brackets for assembly of units.

Contact surfaces of connected members shall be true. Assemble so joints will be tight and practically unnoticeable, without use of filling compound.

Signs shall have fine, even texture and be consistently formed and sound, lines and miters sharp, arises unbroken, profiles accurate and ornament true to pattern. Place surfaces shall be smooth flat and without oil-canning, free of rack and twist. Maximum variation from plane of surface: plus or minus 0.015". Restore texture to filed or cut areas.

Level and straighten wrought work. Members shall have sharp lines and angles and smooth surfaces.

Extruded members shall be free from extrusion marks, with square turns, sharp corners sharp, and true curves.

Conceal fastenings where possible. Mill exposed ends and edges smooth, with corners slightly rounded.

Prime all painted surfaces. Finish coating of paint to provide complete coverage with no light or thin applications allowing substrate or primer to show through. Finish surfaces smooth, free of scratches, gouges, drips, bubbles, thickness variations, foreign matter, and other imperfections.

Clean and adjust movable parts, including hardware, to operate as designed without binding or deformation of members. Center doors and covers in opening of frame. Fit all contact surfaces tight and even without forcing or warping components.

Shop fabricate so far as practicable and pre-assemble components to greatest extent possible to minimize field splicing and assembly. Disassemble units only as necessary for shipping and handling limitations. Clearly mark units for re-assembly and coordinated installation.

## PART 3 - EXECUTION

Prior to fabrication, verify field conditions to ensure sufficient wall space for mounting of sign.

## INSTALLATION

Protect products against damage during field handling and installation. Protect adjacent existing and newly placed construction as necessary to prevent damage during installation. Paint and touch up any exposed fasteners and connecting hardware to match color and finish of surrounding surface.

Mount signs in proper alignment, level, and plumb according to the Signage Plan and the dimensions given on elevation and sign location drawings. Where otherwise not dimensioned, signs shall be installed where best suited to provide a consistent appearance throughout the project. If ambiguities or contradictions regarding exact position, angle, height, or locations occur, contact Architect for clarification.

At completion of sign installation, clean exposed sign surfaces. Clean and repair any adjoining surfaces that became soiled or damaged as a result of installation of signs.

At completion of installation, turn over any additional stock of signs and sign components listed in Signage Schedule.

#### SCHEDULE

Refer to the Furniture Schedule and the Signage Plans on the Drawings. They represent location, types, and number of signs required.

Verify with Architect discrepancies or other irregularities in the Furniture Schedule.

END OF SECTION