

# SPECIFICATIONS

## SECTION 1: Scope and Project Description

### 1.1 PROJECT INFORMATION

The Franklin County Fiscal Court is accepting proposals for the design, construction and installation of ground and building mounted signage within the Public Safety Complex for properties addressed as 974 River Bend Road and 106 Darby Shire Circle in Franklin County, Kentucky.

- A. Project Identification: Franklin County Public Safety Complex Signage
  - 1. Project Location: 974 River Bend Road and 106 Darby Shire Circle Frankfort, Kentucky 40601 (River Bend Office Park Subdivision).
- B. Owner: Franklin County Fiscal Court, 321 W. Main St., Frankfort, Kentucky 40601.

Owner's Representative: Robert Hewitt, Director-Planning & Building Codes Department

Franklin County Fiscal Court  
321 W. Main St., Frankfort, Kentucky 40601  
[rhewitt@franklincountyky.com](mailto:rhewitt@franklincountyky.com) (502) 875-8701

- C. Architect: N/A
- D. Project Description: In general, the following scope of work is to be performed includes but is not limited to the following: Design, manufacture and installation of ground and building mounted signage to identify the complex and individual buildings.

### 1.2 BID SUBMITTAL AND OPENING

- A. Owner will receive sealed proposals until the specified time and date at the location given below. Owner will consider proposals prepared in compliance with the specifications and advertisement issued by Owner, and delivered as follows:
  - 1. Bid Date: **March 23, 2017.**
  - 2. Bid Time: **10:00 a.m. EST.**
  - 3. Location: Office of Franklin County Judge/Executive  
321 W. Main Street  
Frankfort, Kentucky 40601

- B. Proposals will be thereafter publicly opened and read aloud.

### 1.3 SECURITY

- A. No security is required.

### 1.4 PREBID MEETING

- A. Prebid Meeting: A Prebid meeting for all prospective proposers will be held at the Franklin County Public Safety building, 974 River Bend Road, Frankfort, Kentucky 40601 on **March 13, 2017 at 2:00 p.m. EST.**

### 1.5 TIME OF COMPLETION: 90 calendar days. Liquidated damages will be assessed against the firm in the amount of \$200.00 for every day in excess of the agreed to Final Completion date.

- A. Successful firm shall begin the Work on receipt of the Notice to Proceed and shall complete the Work within the Contract Time.

### 1.6 BIDDER'S QUALIFICATIONS

- A. Firms must be properly licensed and be able to provide a W-9 and Insurance in a form acceptable to Owner will be required of the successful firm before work may commence. Firms shall submit their Employer Identification Number (E.I.N.) to the Owner on the proposal form. In the absence of an E.I.N., firm must submit their Social Security Number. An out-of-state contractor and/or subcontractor will be obligated to show proof that they are registered to conduct business in the Commonwealth of Kentucky, County of Franklin and City of Frankfort.

### 1.7 AFFIDAVIT OF NON-COLLUSION

- A. Bid proposals, including non-collusion affidavit, shall be properly and completely executed and shall be in sealed envelope marked, "FRANKLIN COUNTY PUBLIC SAFETY COMPLEX SIGNAGE" together with all other documents required.

## SECTION 2: General

## 2.1 GENERAL

- A. It is the intent of these specifications to form a guide for complete installation. Therefore, any items not specifically noted, but reasonably necessary for a complete installation, shall be furnished under the contract.
- B. In general, limit work to normal business hours (8:00 a.m. – 4:30 p.m.), Monday through Friday. During the project period, the properties will be open to both the public and government personnel.
- C. It is not known whether any hazardous materials are present in any area(s) that might be disturbed. If hazardous materials are encountered, do not disturb and immediately notify the owner. Removal of the materials will be contracted by the owner.
- D. Coordinate all work with owner. Notify the owner of and special conditions that are present on any particular day.

## 2.2 CLEANLINESS

- A. Contractor shall keep the job site orderly and free from debris and accumulations of waste during construction. Collection and disposal of any waste generated by this project are the sole responsibility of the contractor.
- B. Upon completion of the project, all equipment and debris shall be removed from the site and the area shall be left in a neat and acceptable condition. Final payment shall not be issued until the owner's representative has completed a final inspection of the project site.

## 2.3 PROTECTION OF FACILITIES

- A. The contractor shall protect from damage all facilities within or adjacent to the project area. Any damage to these facilities that are a result of the contractors work or actions shall be repaired or replaced by the contractor. Facilities shall include but are not limited to curbs, sidewalks, parking lots, walls, ceilings, doors, pavement, landscaped areas, drainage, and utility lines.
- B. Existing Utility Interruptions: Do not interrupt utilities servicing the facility or unless permitted by notifying the owner at least two days in advance of the proposed utility interruption.

## 2.4 PAYMENT

- A. Pay applications may be submitted on a monthly basis for review and processing by the building committee and Fiscal Court. Invoices for any time and material work shall be

attached to the pay application. Final payment will not be issued until the scope of work and any punch list items are complete.

### SECTION 3: Contract Modification Procedures

#### 3.1 MINOR CHANGES IN THE WORK

- A. Owner will issue supplemental instructions authorizing minor changes in the work, not involving adjustment to the contract sum or contract time.

#### 3.2 PROPOSAL REQUESTS

- A. Owner-Initiated Proposal Requests: Owner will issue proposed changes in the work that may require adjustment to the contract sum or contract time. If necessary, the change may require revised drawings or specifications.

1. After issuance of the Proposal Request by the Owner, the contractor shall submit a quotation estimating cost estimates to the contract sum and contract time necessary to execute the change.

a. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made.

b. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.

c. Include costs of labor and supervision, if applicable, attributable to the change.

d. Include an updated contractor's construction schedule that indicates the effect of the change, including but not limited to, changes in activity duration, start and finish times, and activity relationship.

- B. Contractor Initiated Proposals: If unknown or changed conditions require modifications to the contract, the contractor may initiate a request for change to the owner.

1. Provide a written statement outlining reason for the change and the effect of the change on the work.

2. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made.

3. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.

4. Include costs of labor and supervision, if applicable, attributable to the change.
5. Include an updated contractor's construction schedule that indicates the effect of the change, including but not limited to, changes in activity duration, start and finish times, and activity relationship.

#### SECTION 4: Materials

##### A. Demolition

1. Any and all demolished materials are the property of the contractor. Remove demolished materials and legally dispose of off-site.

##### B. Re-Use of Existing Material

1. None anticipated.

#### SECTION 5: New work (see attachment "A" for site details)

## SCOPE OF WORK

### COMPLEX IDENTIFICATION SIGN

**Total:** one (1)

**Type:** ground mounted

**Face:** single sided

**Size:** generally 32-square feet (4' X 8')

**Material:** exterior grade material

**Illumination:** external

**Location:** Northeast corner of 974 River Bend Road (map provided in attachment "A")

**Contents:**

Title: Franklin County Fiscal Court, Public Safety Complex  
Sheriff's Office, Coroner's Office, Fire Administration Office-River Bend Fire Station

Graphics: Franklin County Fiscal Court, office of Sheriff, Coroner and Fire Dept.  
(see images in attachment "B")

FIRE DEPARTMENT IDENTIFICATION SIGN

**Total:** one (1)

**Type:** ground mounted

**Face:** single sided

**Size:** generally 32-square feet (4' X 8')

**Material:** exterior grade material

**Illumination:** external

**Location:** Northern portion of lot in front of building (map provided in attachment "A")

**Contents:**

Title: Franklin County Fire Department  
River Bend Station #10

Graphics: Franklin County Fiscal Court and Fire Department  
(see images in attachment "B")

PUBLIC SAFETY BUILDING IDENTIFICATION SIGN (ALTERNATE #1)

**Total:** two (2)

**Type:** fascia mounted

**Face:** single sided

**Size:** generally 32-square feet (4' X 8')

**Material:** exterior grade cabinet with polycarbonate face

**Illumination:** internal

**Location:** North and west building elevations (map provided in attachment "A")

**Contents:**

Title: Offices of Franklin County Sheriff and Coroner

Graphics: Sheriff and Coroner  
(see images in attachment "B")

PUBLIC SAFETY BUILDING ELECTRONIC MESSAGE BOARD (ALTERNATE #2)

**Comment:** Existing message board is existing but not operational. The purpose of this alternate is to have the sign fully functional and programmable.

**Total:** one (1) EXISTING

**Type:** fascia mounted

**Face:** single sided

**Size:** generally 12-square feet (2' X 6')

**Illumination:** internal

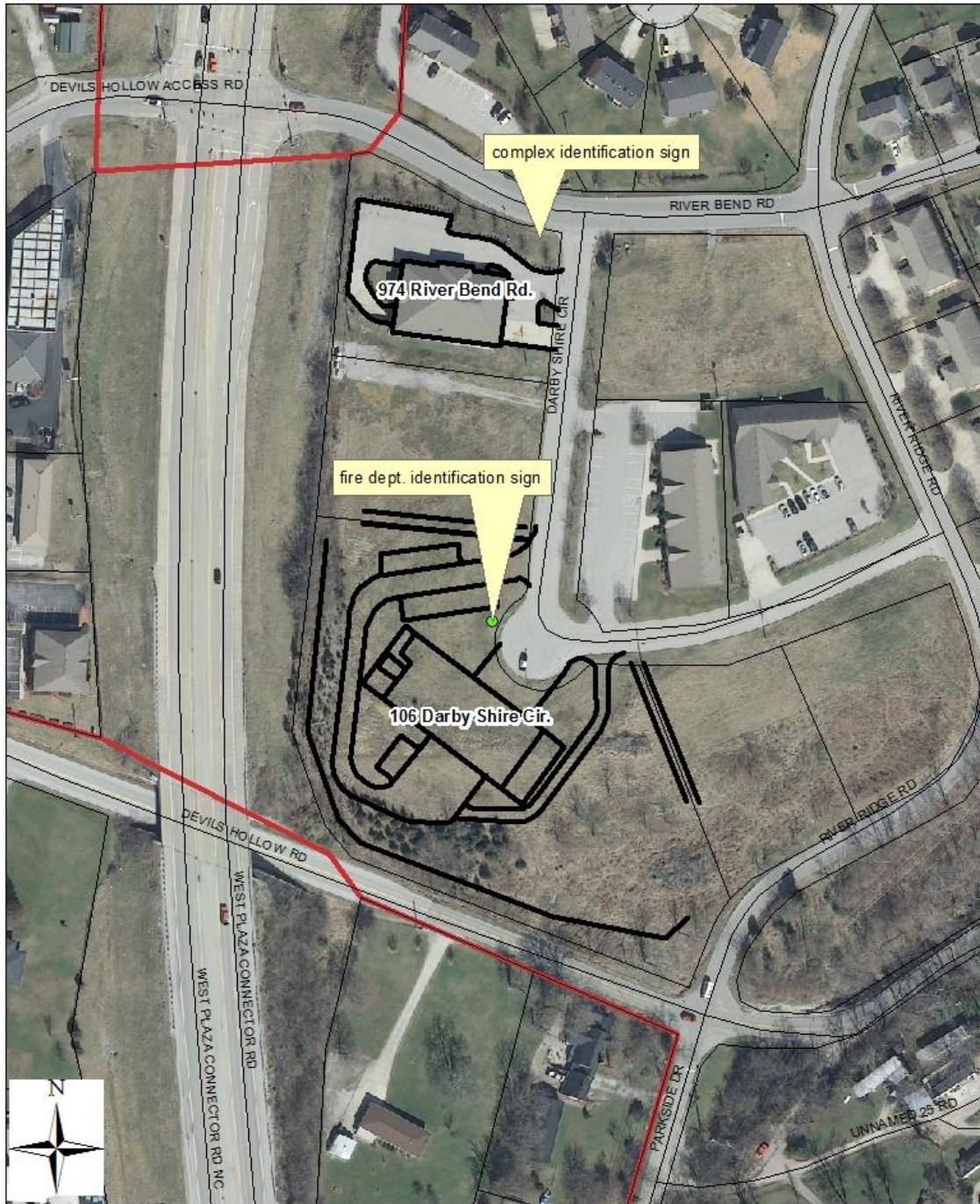
**Location:** west building elevation

SECTION 5: Inspection and Final Acceptance

- A. Final acceptance of the completed system shall not be granted until the following conditions are met:
  - 1. Completion of punch list.
  - 2. Final cleaning
  - 3. Owner receipt of all warranties and operation manuals.
  
- B. Warranty
  - 1. In addition to any material warranty, the contractor shall provide a labor warranty of one (1) year. The warranty period shall begin upon final acceptance by the owner.

# ATTACHMENT "A"

## Franklin County Public Safety Complex Site Map





ATTACHMENT "B"

