

City of Portsmouth  
Portsmouth, New Hampshire  
Portsmouth Public Library  
**Interior Signage**

**Sealed** bid proposals, **plainly marked** "PORTSMOUTH PUBLIC LIBRARY– INTERIOR SIGNAGE Bid #22-07" **on the outside of the envelope**, addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801, will be accepted until **December 4, 2006 @ 1:30 p.m.** at which time all bids will be publicly opened and read aloud.

**Scope:** The Portsmouth Public Library seeks **informational** and **directional** signage for the new facility located at 175 Parrott Avenue. All work including installation must be completed by January 3, 2007.

Specifications and bid proposal forms may be obtained from the City of Portsmouth, Purchasing Department 1 Junkins Ave., Portsmouth, NH 03801, on-line at **www.cityofportsmouth.com**, or by calling the Purchasing Clerk at 603-610-7227. **Continue below for the complete bid document.**

Each Bidder shall furnish a bid security in the amount of ten percent (10%) of the bid. The Bid Security may be in the form of a certified check or a bid bond executed by a surety company authorized to do business in the State of New Hampshire, made payable to the City of Portsmouth, N.H.

The City of Portsmouth reserves the right to reject any or all bids, to waive technical or legal deficiencies, and to accept any bid that it may deem to be in the best interest of the Owner.

If you have questions please contact Mary Ann List, Library Director at 603-427-1540 or Lori MacGinnis, Purchasing Clerk at 603-610-7227.

## INSTRUCTION TO BIDDERS

### I. Preparation of Bid Proposal

- A. The Bidder shall submit its proposal upon the form furnished by the Owner (attached). Prices shall be given in both in words and figures.
- B. Corrections made to amounts or information requested on the bid form should be made by crossing out the error and entering the new price or information above or below it. The correction must be initialed. In case of discrepancy between the prices written in words and those written in figures, the prices written in words shall govern.
- C. The bidder's proposal must be signed by the individual, by one or more members of the partnership, by one or more members or officers of each firm representing a joint venture; by one or more officers of a corporation, or by an agent of the contractor legally qualified and acceptable to the owner, If the proposal is made by an individual, his name and post office address must be shown, by a partnership the name and post office address if each partnership member must be shown; as a joint venture, the name and post office address of each must be shown; by a corporation, the name of the corporation and its business address must be shown, together with the name of the state in which it is incorporated, and the names, titles, and business addresses of the President, Secretary, and Treasurer.
- D. All words, figures, corrections shall be in ink or typed. All signatures shall be in ink.

### II. Proposal Guaranty

No proposal will be considered unless accompanied by a bid bond, surety, or similar guaranty of the type and in an amount not less than the amount indicated in the Invitation to Bid. All sureties shall be made payable to the "City of Portsmouth". If a bid bond is used by the bidder it shall be:

- In a form satisfactory to the Owner;
- With a surety company licensed, authorized to do business in, and subject to the jurisdiction of the courts of the State of New Hampshire; and
- Conditioned upon the faithful performance by the principal of the agreements contained in the sub-bid or the general bid.

In the event any irregularities are contained in the proposal guaranty, the bidder will have four business days (not counting the day of opening) to correct any irregularities. The corrected guaranty must be received by 4:00 p.m. If irregularities are not corrected to the satisfaction of the Owner, the Owner, in its sole discretion, may reject the bid.

### III. Delivery of Bid Proposals

When sent by mail, the sealed proposal shall be addressed to the Owner at the address and in the care of the official in whose office the bids are to be received. All proposals shall be filed prior to the time and at the place specified in the Invitation to bid.

Proposals received after the time for opening of the bids will be returned to the bidder, unopened. Faxed bid proposals are not acceptable.

IV. Withdrawal of Bid Proposals

A bidder is permitted to withdraw his proposal unopened after it has been deposited if such request is received in writing prior to the time specified for opening the proposals.

V. Public Opening of Bid Proposals

Proposals will be opened and read publicly at the time and place indicated in the Invitation to Bid. Bidders, their authorized agents, and other interested parties are invited to be present.

VI. Irregular Proposals and Disqualification of Bidders

Bid proposals that are irregular may be rejected. Irregular bid proposals include the following:

- A. Failure to use the bid form provided or alteration of the form.
- B. Unauthorized additions, unsupported substitutions, conditional or incomplete bids, or irregularities of any kind which may tend to make the proposal incomplete, indefinite or ambiguous as to its meaning.
- C. The addition of any provision reserving the right to accept or reject an award, or to enter into a contract pursuant to an award.

Bidders may be disqualified and the bid proposal rejected for the following reasons:

- D. More than one proposal for the same bid from an individual, firm, or corporation under the same or different name except to the extent that equivalents or alternates may be expressly permitted;
- E. Evidence of collusion among bidders;
- F. Failure to submit all required information requested in bid specifications;
- G. Bidder is not qualified or able to provide the services or product(s) described in the bid specifications; or
- H. Disqualification is in the best interest of the City of Portsmouth.

For purposes of this bid, a qualified bidder is further described as one that:

- I. Can provide all of the signage identified in the plans and specifications;
- J. Can provide delivery, assembly, placement and installation, of the signage and removal and disposal of packaging materials required as part of the scope of this purchase;
- K. Has a good reputation for timeliness;
- L. Has a good reputation for service and support;
- M. Has a good reputation for quality product;
- N. Provides product warranties acceptable to the Owner; and

- O. All qualifications set forth in the specifications are met.

## **AWARD**

### I. Consideration of Proposals and Award

After the proposals are opened and read, bid results will be available to the public. In case of discrepancy between the prices written in words and those written figures, the prices written in words shall govern.

Within four (4) calendar days after the opening of proposals, if an award is made, it will be made to the lowest, responsible, qualified bidder whose proposal complies with all the requirements prescribed. The successful bidder will be notified, in writing, mailed to the address on his or her proposal, that his or her bid has been accepted and that the bidder has been awarded the contract.

The successful bidder shall, within five days, execute the contract and provide proof of insurance.

### II. Reservation of Rights

The Owner reserves the right to reject any or all bids, to waive technical or legal deficiencies, and to accept any bid that it may deem to be in the best interest of the Owner.

The Owner further reserves the right to make such inquiries of the products bid and of the bidder's reputation to insure that the bidder is qualified to complete the work.

The Owner reserves the right to request information detailing the breakdown of costs in the bid proposal. Such information shall be treated confidentially upon request of the bidder.

### III. Return of Proposal Guaranty

All proposal guaranties, except those of the three lowest bidders, will be returned upon request following the opening and checking of the proposals. The proposal guaranties of the three lowest bidders will be returned within ten days following the award of the contract if requested.

GENERAL LIBRARY SIGNAGE  
Specifications

**PART 1 - GENERAL**

1.1 SECTION INCLUDES

- A. Furnish and install the following informational and directional signage
  - 1. Interior vinyl, acrylic and plexiglass signage

1.2 SUBMITTALS

- A. Manufacturer to submit the following:
  - 1. Literature: Manufacturer's product data sheets, specifications, physical properties and finishes for each item furnished hereunder.
  - 2. Schedule: The Architect will prepare and issue a schedule for all identification devices to be furnished hereunder, including character types and colors (Sheet F4.3b). After receipt of the architect's schedule, prepare and submit shop drawings and verification schedule.
  - 3. Shop drawings:
    - a. Plan drawing showing location of each interior sign. Coordinate plan with schedule. The successful bidder will be supplied with Autocad drawings of the contract documents.
    - b. Elevation drawings showing scale size elevations of each sign. Indicate for each sign: sign styles, lettering locations, and overall dimensions.
    - c. Large scale design details of signs, showing attachment clips and brackets, and complete installation details
  - 4. Selection Samples:
    - a. Provide samples indicating Manufacturer's full range of colors available, and as requested by Architect to facilitate initial selection of colors and finishes.
  - 5. Verification Samples:
    - a. Full size sample of each sign type; of style and color specified including method of attachment.

1.3 REGULATORY REQUIREMENTS

- A. Comply with all applicable federal, state and municipal codes, laws and regulations regarding signage, with special attention to ANSI-117 / ADA.

1.4 QUALITY ASSURANCE

- A. Sign fabricator specializing in the work of this Section with a minimum of 3 years experience.

1.5 DELIVERY, STORAGE AND HANDLING

- A. Deliver packaged signs, labeled in name groups.
- B. Store all materials in an elevated dry location, protected by waterproof coverings. Store adhesive tape at ambient room temperature.

**PART 2 - PRODUCTS**

2.1 MANUFACTURERS

- 1. Signs shall be dimensioned, manufactured and installed as indicated in the documents. Any manufacturer meeting qualifications and specifications may submit a proposal.

2.2 SIGNAGE - GENERAL

- A. General: Provide sign copy to comply with the requirements indicated in the drawings, for sizes, styles, spacing, content, positions, materials, finishes and colors of backgrounds and letters.
  - 1. Signs shall conform to the IBC2000 and ANSI-117 and ADA. In case of conflict, the more restrictive code shall apply.
  - 2. Final placing and sizing of lettering shall be done as part of the shop drawing approval process, at which time the manufacturer shall make recommendations for Architect's review. Lettering shall have stroke width to height ratio in accordance with ANSI-117.
- B. Installation of signs shall be done by vandal-proof method.

2.3 INTERIOR PLAQUE SIGNAGE (CALLED "ADHERED TO WALL / DOOR")

- A. Photopolymer plaque signage: Identification signs with raised tactile graphics, text, and Grade 2 braille. Signs shall consist of 1/32 inch thick light sensitive photo emulsion permanently bonded to a rigid phenolic substrate, acrylic plaque.
  - 1. Raised lettering, height, font, screenprinting, graphics, colors to match existing code required signage already designed for building. Verify in field and coordinate with manufacturer. All signs shall be 2 color signs.
  - 2. Mounting: Surface applied by means of silastic adhesive mounting.

2.4 INTERIOR PLAQUE SIGNAGE (CALLED "HUNG FROM CEILING" OR "MECHANICALLY FASTENED TO INTERIOR WALL")

- A. Plexiglass signage: Identification and Directional signage with 1/4" thick clear plexi sign board with polished edge all four sides, with white letters printed on colored background band. Text and banding style, colors and layout as described in Architectural drawings.
  - 1. Mounting: Hung from ceiling grids by means of metal clips, or surface applied by means of acrylic standoffs.

2.5 INTERIOR VINYL SIGNAGE (CALLED “TEXT ON GLASS”)

A. Vinyl signage: Identification signs with reverse die-cut vinyl letters, to be self-adhered to glass in doors.

1. Mounting: self-stick, surface applied.

2.6 INTERIOR STAIRWELL ACCESS LIMITATION SIGN (CALLED “BREAK AWAY SIGN”)

A. Signs shall be acrylic with applied red background color and white lettering, to be hung from lightweight chain between stair railings.

2.7 INTERIOR / EXTERIOR ACRYLIC SIGNAGE (CALLED “INDIVIDUAL LETTERS”)

A. Acrylic signage: Laser cut acrylic individual letters, painted all sides. Size & style as indicated on drawings, and to be selected by Architect from manufacturer’s line.

1. Mounting: installed on to walls on posts. Spacing to be determined in field based on individual location constraints.

2.8 ACCESSORIES

A. Exposed channels and angles shall be aluminum extrusions, and finished in semi-gloss pure white powder coat finish or spray applied urethane enhanced enamel.

B. Hanging and mounting clips shall be formed (cut) from aluminum extrusion stock or may be break formed from 18GA steel minimum. All to be finished white as in item A above.

C. For signs in exterior (wet) conditions, all mounting clips shall be formed from aluminum, finished as in item A above.

D. Screws, bolts, washers, nuts, rods and any similar fasteners shall be stainless steel (exposed). The heads of fasteners shall be tamper proof (spanner type). Where shown and practical, screw and bolt heads shall be flat, countersunk. Remaining heads to be pan or rounded head.

E. Threaded rods shall be threaded at ends only. The remaining portion of the rods shall be smooth (all fully threaded rods will be rejected).

F. Spacers when called for shall be clear acrylic, detailed as shown on the drawings. This applies to signs installed parallel and perpendicular to wall.

2.9 FINISHES

A. Colors and surface textures: For exposed sign material that requires selection of materials with integral or applied colors, surface textures, or other characteristics related to appearance, provide color matches indicated.

- B. Paints: Paint for signs is acrylic polyurethane enamel, eggshell finish. Paint for background of tactile photo-polymer signs is eggshell finish automotive grade lacquer. All surfaces shall be cleaned, primed and pre-treated according to the manufacturer's specifications and noted in shop drawings as part of the finished surface work.
- C. Inks:
  - 1. Inks for plastic signs are lacquer based inks.
  - 2. Inks for tactile graphics on photo-polymer signs are eggshell finish Low Odor Vinyl Ink.
  - 3. All inks and paints are evenly applied without pin-holes, scratches or application marks. Prime coats or other surface pre-treatments, where recommended by the manufacturer are included in the work and noted in the show drawings as part of the finished surface work.

### PART 3 - EXECUTION

#### 3.2 INSTALLATION - GENERAL

- A. Locate sign units and accessories where indicated, locations in accordance with the approved shop drawings. Use mounting methods of the type described and in compliance with the manufacturer's instructions.
- B. Install signs plumb, level and true to height indicated, with sign surfaces free from distortion or other defects in appearance.
- C. Shop fabricate signs where practical and deliver to site completely assembled. All joints of such fabricated work are completely smooth without apparent marks showing throughout the finish.
- D. Wall and door mounted signs: Attach to surface as follows:
  - 1. Vinyl tape mounting: use very high bond, double sided foam tape, of thickness indicated to mount signs to smooth nonporous surface. Use construction adhesive in conjunction with foam tape for very heavy signs.
  - 2. Silicone Adhesive Mounting: Use appropriate liquid silicone adhesive to attach sign units to irregular, porous, or vinyl covered surfaces. Use double sided vinyl tape to hold the sign in place until the adhesive has fully cured.
- E. Dimensional letters and numbers: Mount letters and numbers using threaded studs, foam tape and construction adhesive per manufacturer recommendations. Provide heavy paper template to establish letter spacing and to locate holes for fasteners.

#### 3.3 CLEANING

- A. Clean and polish installed signs.
- B. Upon completion of work of this section in any given area, remove tools and all rubbish and debris from the work area; leave area in vacuumed clean condition.



- C. Remove all names, stamps, and decals of sign manufacturers and installers. No visible advertising of any kind is permitted to remain on or near signs.

BID PROPOSAL FORM :

Total Base Bid in Figures: \$ \_\_\_\_\_

Total Base Bid as expressed in words as specified: \$ \_\_\_\_\_

**WARRANTY:**

Minimum one year warranty on all items. Copy of warranty documents to be submitted with the bid.

The undersigned agrees that he/she on behalf of Bidder has read the bid proposal documents including without limitation the Instruction to Bidders and Specifications, and agrees to the terms and conditions set forth herein. Bidder further agrees that this bid is not made jointly or in conjunction, cooperation or collusion with any person, firm, corporation or other legal entity. Bidder agrees no officer; agent or employee of the Owner is directly or indirectly interested in this Bid.

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**Submitted by Authorized Agent:**

\_\_\_\_\_  
(Print Name & Title)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

The Bidder has received and acknowledged Addenda No. \_\_\_\_\_ through \_\_\_\_\_.

All Bids are to be submitted on this form and in a sealed envelope, plainly marked on the outside with the Bidder's name and address and the Project name as it appears at the top of the Proposal Form.

**CONTRACT AGREEMENT**

THIS AGREEMENT made as of the \_\_\_\_ day of \_\_\_\_ in the year **2006** by and between the City of Portsmouth, New Hampshire (hereinafter call the Owner) and \_\_\_\_\_ (hereinafter called the Contractor),

WITNESSETH; that the Owner and Contractor, in consideration of the mutual covenants hereinafter set forth, agree as follows:

**ARTICLE I- WORK** - The Contractor shall procure all signage and perform all work as specified or indicated in the Contract Documents. Such work shall included at Contractor's expense, all labor, materials, equipment and incidentals as may be necessary for the expeditious and proper execution of Contract.

**ARTICLE II - COORDINATION** – Contractor's work under this Contract shall be coordinated by the Owner's Representative Mary Ann List, Director of the Portsmouth Public Library.

**ARTICLE III - TIME OF PERFORMANCE** - Contractor shall commence work immediately and complete all work including delivery, assembly, and installation no later than January 3, 2007. Contractor understands that time is of the essence as the dedication of the new library is scheduled for January 7, 2007.

**ARTICLE IV - CONTRACT PRICE AND PAYMENT** - Owner shall pay Contractor one-half of the bid proposal price upon the City executing the contract. The remaining one-half shall be paid upon Owner's final acceptance of all the work.

**ARTICLE V - LIQUIDATED DAMAGES** - In event the Contractor fails to complete the work within the specified time of performance, the Owner may assess the Contractor liquidated damages in the amount of **One Thousand Five Hundred Dollars (\$1,500.00)** for delay, such damages not otherwise being reasonably subject to calculation. Liquidated damages shall be deducted from the Contract Price prior to final payment of the Contractor.

**CONTRACT AGREEMENT** (continued)

**ARTICLE VI - CONTRACT DOCUMENTS** - The Contract Documents which comprise the contract between Owner and Contractor are attached hereto and made a part hereof and consist of the following:

- 6.1 This Agreement
- 6.2 Contractor's Bid Proposal Form
- 6.3 Invitation to Bid, Instruction to Bidders, and Award
- 6.4 Specifications
- 6.5 Attached Drawings and Detailed Specifications
- 6.6 Addenda numbers \_\_\_\_\_ to \_\_\_\_\_, inclusive
- 6.7 Any modifications, including change orders, duly delivered after execution of this Agreement.

**ARTICLE VII - TERMINATION FOR DEFAULT** - Should Contractor at any time refuse, neglect, or otherwise fail to supply a sufficient number or amount of properly skilled workers, materials, or equipment, or fail in any respect to prosecute the work with promptness and diligence, or fail to perform any of its obligations set forth in the Contract, Owner may, at its election, terminate the employment of Contractor, giving notice to Contractor in writing of such election, and enter on the premises and take possession, of any furnishings and materials delivered included under this Agreement, of all the materials, and to employ any other persons to finish the work and to provide the materials therefore at the expense of the Contractor.

**ARTICLE VIII - INDEMNIFICATION OF OWNER** - Contractor will indemnify Owner against all suits, claims, judgments, awards, loss, cost or expense (including without limitation attorneys' fees) arising in any way out of the Contractor's performance or non-performance of its obligations under this Contract. Contractor will defend all such actions with counsel satisfactory to Owner at its own expense, including attorneys' fees, and will satisfy any judgment rendered against Owner in such action.

**ARTICLE IX - PERMITS** - The Contractor will secure at its own expense, all permits and consents required by law as necessary to perform the work and will give all notices and pay all fees and otherwise comply with all applicable City, State, and Federal laws, ordinances, rules and regulations.

**ARTICLE X - INSURANCE** - The Contractor shall secure and maintain, until acceptance of the work, insurance in such form as will protect the Contractor from all claims and liabilities for damages for bodily injury, including accidental death, and for property damage, which may arise from operations under this contract whether such operation by himself or by anyone directly or indirectly employed by him. The limits of insurance are as follows:

Comprehensive General Liability:

Bodily injury or Property Damage - \$1,000,000/\$2,000,000  
Per occurrence and general aggregate

Automobile and Truck Liability:

Bodily Injury or Property Damage - \$1,000,000/\$2,000,000  
Per occurrence and general aggregate

In addition, contractor shall procure:

Full Workers Comprehensive Insurance coverage for all people employed by the Contractor to perform work on this project. This insurance shall at a minimum meet the requirements of the most current laws of the State of New Hampshire.

Contractual Liability Insurance coverage in the amounts specified above under Comprehensive General Liability.

Product and Completed Operations coverage to be included in the amounts specified above under Comprehensive General Liability.

The Owner shall be listed as an additional insured.

**ARTICLE XI - MISCELLANEOUS -**

11.1 Neither Owner nor Contractor shall, without the prior written consent of the other, assign, sublet or delegate, in whole or in part, any of its rights or obligations under any of the Contract Documents; and, specifically not assign any monies due, or to become due, without the prior written consent of Owner.

11.2 Owner and Contractor each binds himself, his partners, successors, assigns and legal representatives, to the other party hereto in respect to all covenants, agreements and obligations contained in the Contract Documents.

11.3 The Contract Documents constitute the entire Agreement between Owner and Contractor and may only be altered amended or repealed by a duly executed written instrument.

11.4 The Contract Documents shall be governed by New Hampshire law.

**ARTICLE XIII - OTHER PROVISIONS -**

IN WITNESS WHEREOF, the parties hereunto executed this

AGREEMENT the day and year first above written.

**NAME OF BUSINESS**

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

**CITY OF PORTSMOUTH, N.H.**

BY: \_\_\_\_\_

TITLE: John P. Bohenko  
City Manager

**BID SECURITY BOND**

(This format provided for convenience, actual Bid Bond is acceptable in lieu of, if compatible.)

KNOW ALL MEN BY THESE PRESENTS, that we the undersigned

\_\_\_\_\_, as Principal, and

\_\_\_\_\_, as Surety, are hereby

held and firmly bound unto \_\_\_\_\_

IN THE SUM OF \_\_\_\_\_

as liquidated damages for payment of which, well and truly to be made we hereby jointly and severally bind ourselves, our heirs, executors, administrators, successors and assigns.

The condition of this obligation is such that whereas the Principal has submitted to the

\_\_\_\_\_  
\_\_\_\_\_

A CERTAIN Bid attached hereto and hereby made a part hereof to enter into a contract in writing, hereinafter referred to as the "AGREEMENT" and or "CONTRACT", for

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOW THEREFORE,

- (a) If said Bid shall be rejected or withdrawn as provided in the INFORMATION FOR BIDDERS attached hereto or, in the alternative,
- (b) If said Bid shall be accepted and the Principal shall duly execute and deliver the form of AGREEMENT attached hereto and shall furnish the specified bonds for the faithful performance of the AGREEMENT and/or CONTRACT and for the payment for labor and materials furnished for the performance of the AGREEMENT and or CONTRACT,

then this obligation shall be void, otherwise it shall remain in full force and effect; it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder in no event shall exceed the amount of this obligation.

The Surety, for value received, hereby agrees that the obligation of said surety and its bond shall be in no way impaired or affected by any extensions of the time within such BID may be accepted, and said Surety does hereby waive notice of any such extension.

**BID SECURITY BOND** (continued)

IN WITNESS WHEREOF, the parties hereto have duly executed this bond on the

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(Name of Principal) L.S.

(SEAL)

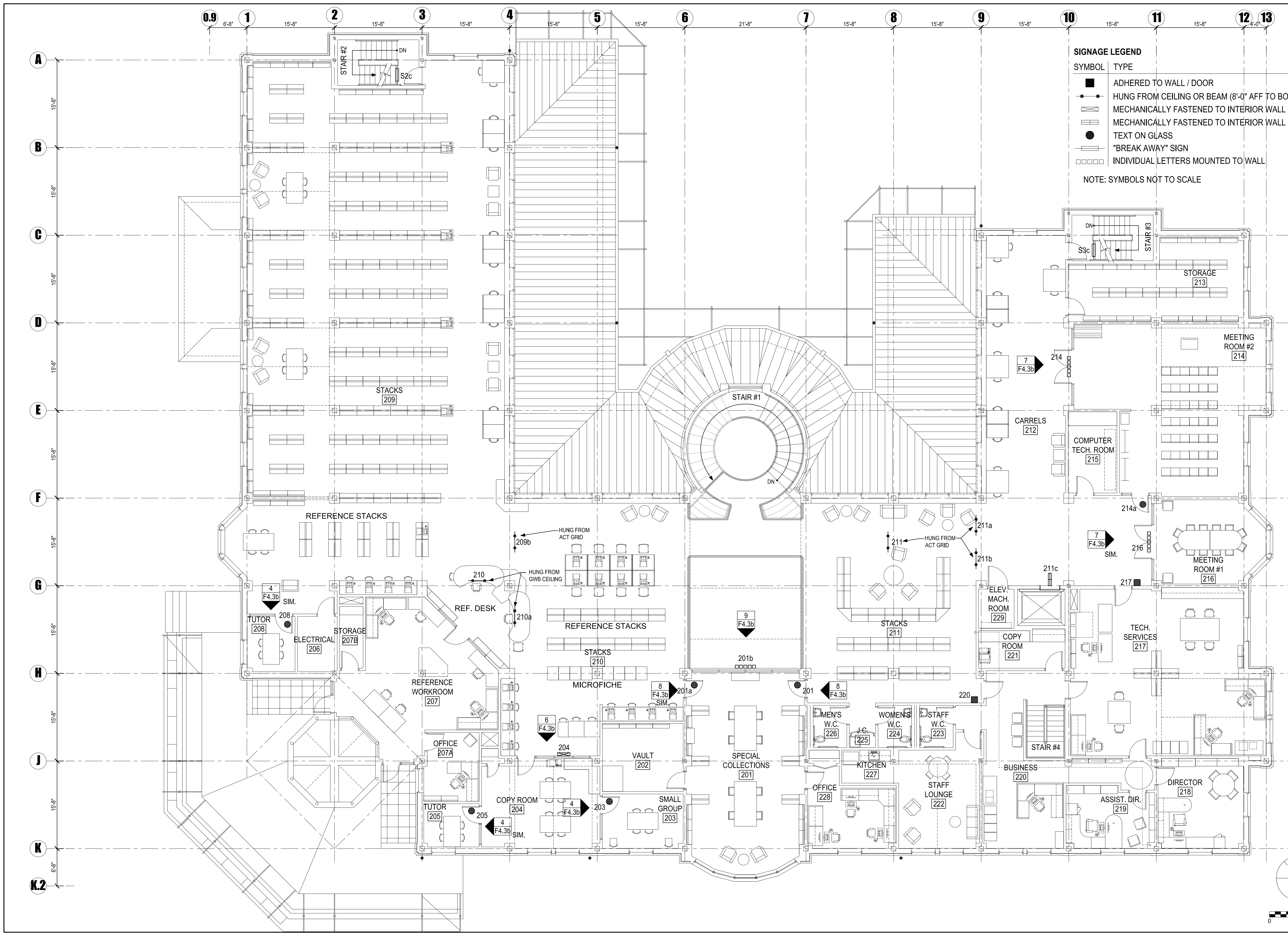
BY \_\_\_\_\_

\_\_\_\_\_  
(Name of Surety)

BY \_\_\_\_\_



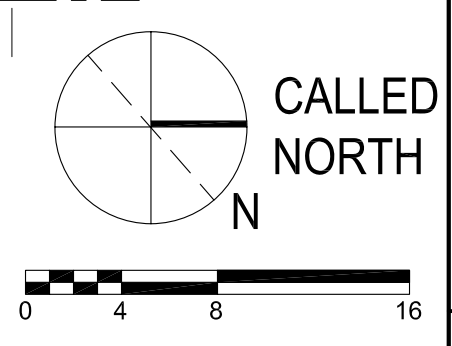




**SIGNAGE LEGEND**

SYMBOL	TYPE
■	ADHERED TO WALL / DOOR
●	HUNG FROM CEILING OR BEAM (8'-0" AFF TO BOTTOM OF SIGN)
▨	MECHANICALLY FASTENED TO INTERIOR WALL (PARALLEL)
▩	MECHANICALLY FASTENED TO INTERIOR WALL (PERPENDICULAR)
○	TEXT ON GLASS
⬮	"BREAK AWAY" SIGN
□□□□	INDIVIDUAL LETTERS MOUNTED TO WALL

NOTE: SYMBOLS NOT TO SCALE



**Portsmouth Public Library**  
 175 Parrott Avenue  
 Portsmouth, NH 03801

Amsler Mashek MacLean, Architects Inc.  
 65 Long Wharf  
 Boston, Massachusetts 02110  
 tel. 617-523-0442  
 fax 617-523-3452

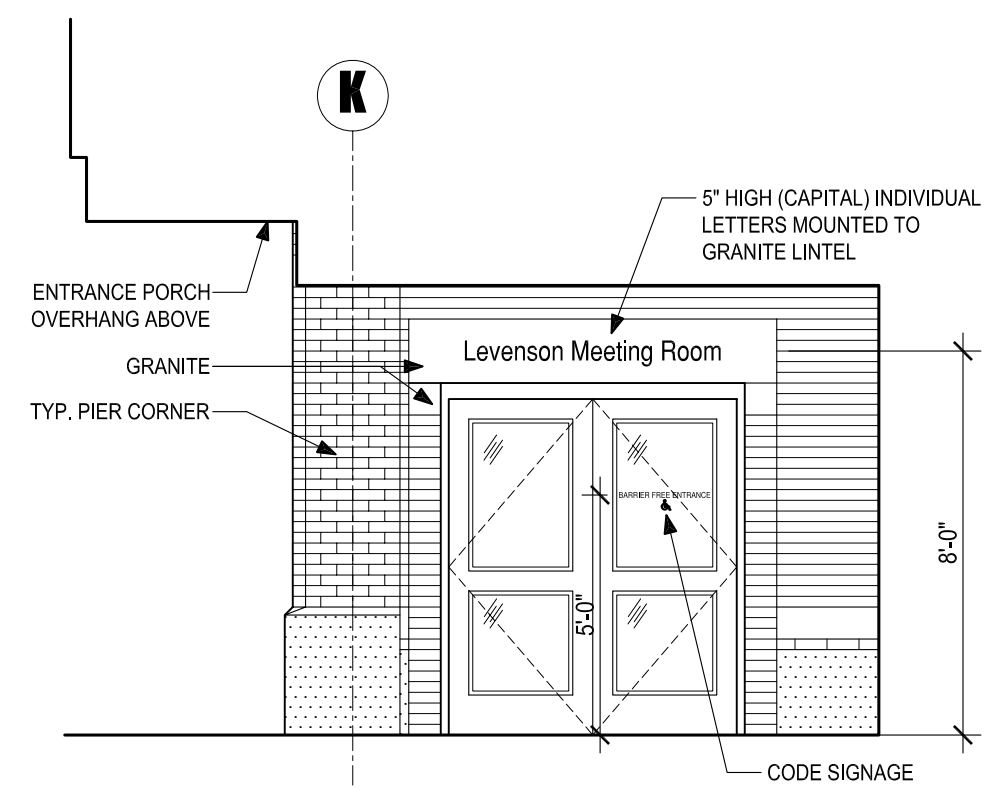
GENERAL LIBRARY SIGNAGE:  
 SECOND FLOOR PLAN

SCALE: 1/8" = 1'-0"  
 DATE: 11.9.06  
 PROJECT NO. 02256  
 DRAWN BY: JL

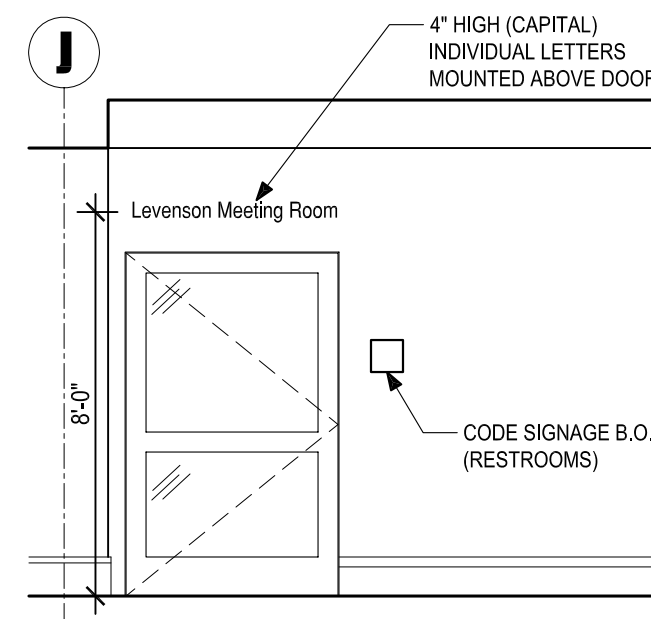
**GENERAL**  
**F4.2b**

ARCHITECTURAL SHEET

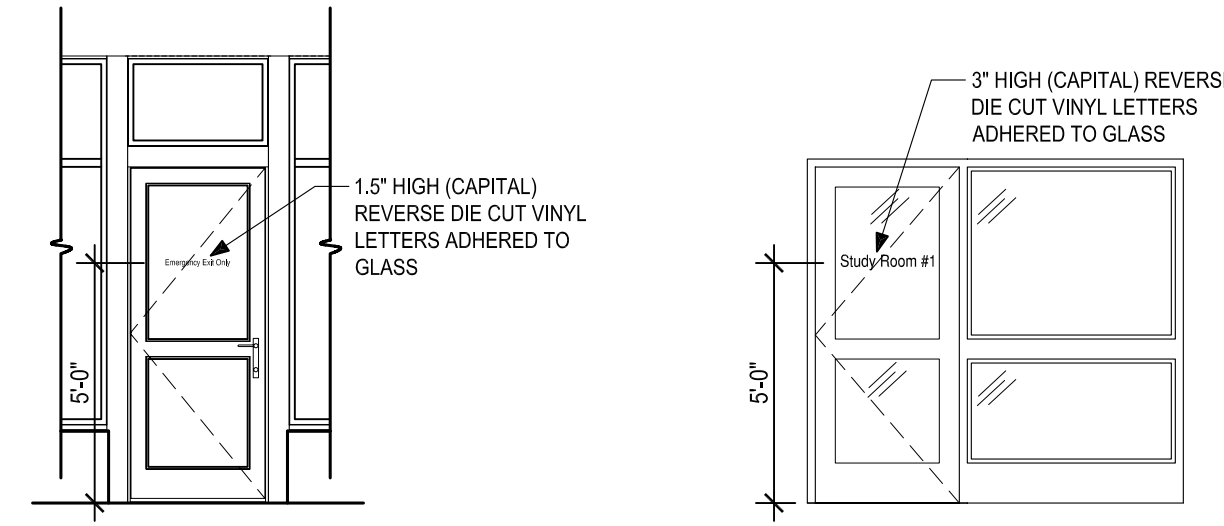
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1 SIGN 103b  
(MAIN ENTRANCE PORCH)

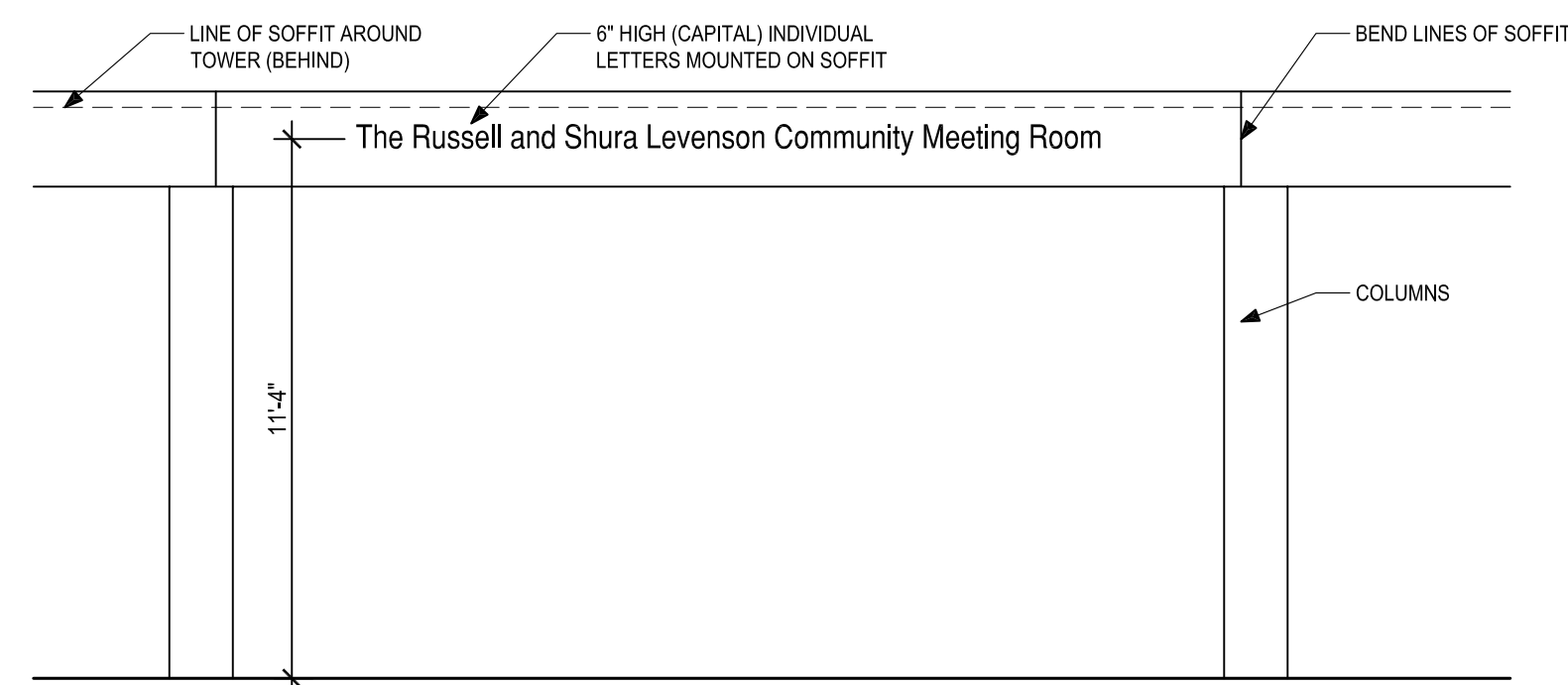


2 SIGN 102  
(MAIN LOBBY 102-SOUTH)

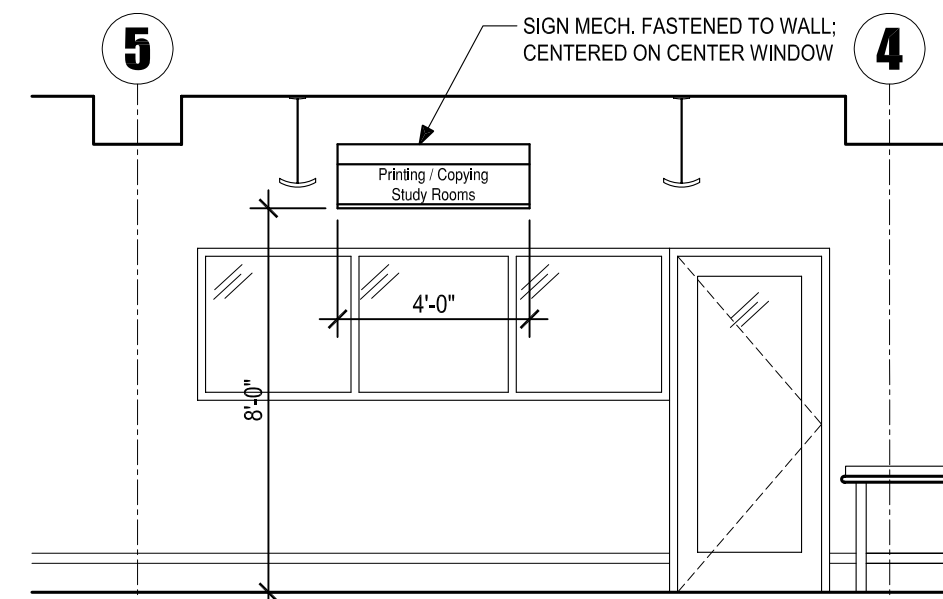


3 SIGN 121 & 125a  
(PORCH 121 & 125-WEST)

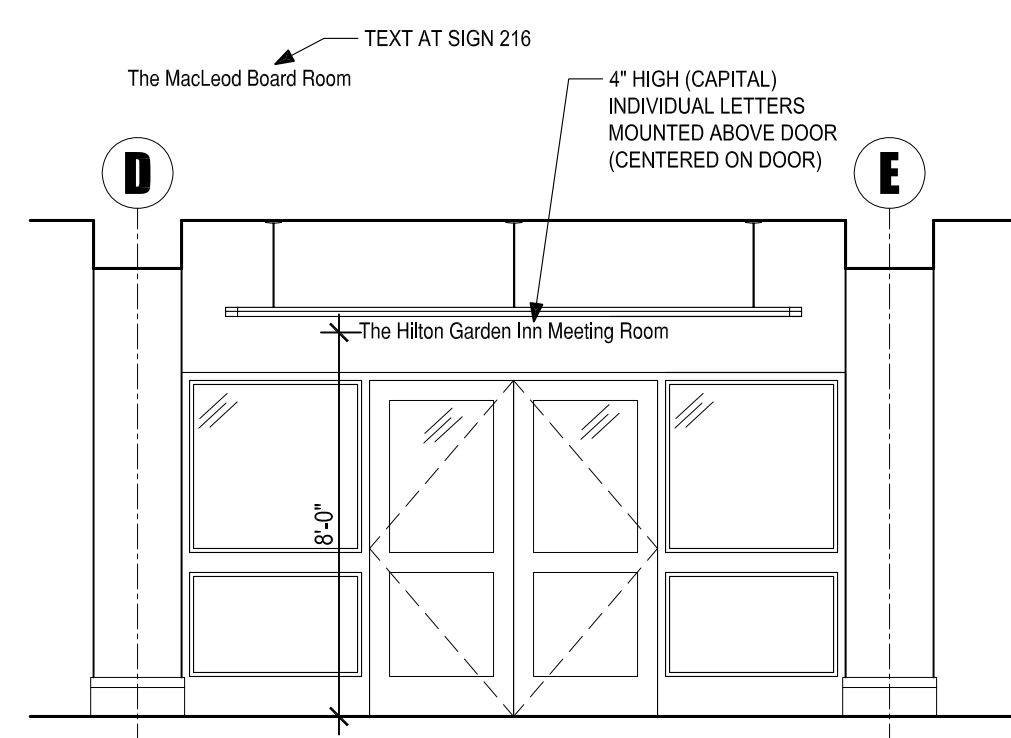
4 SIGN 203 (205 & 208 SIM.)  
(STUDY ROOMS)



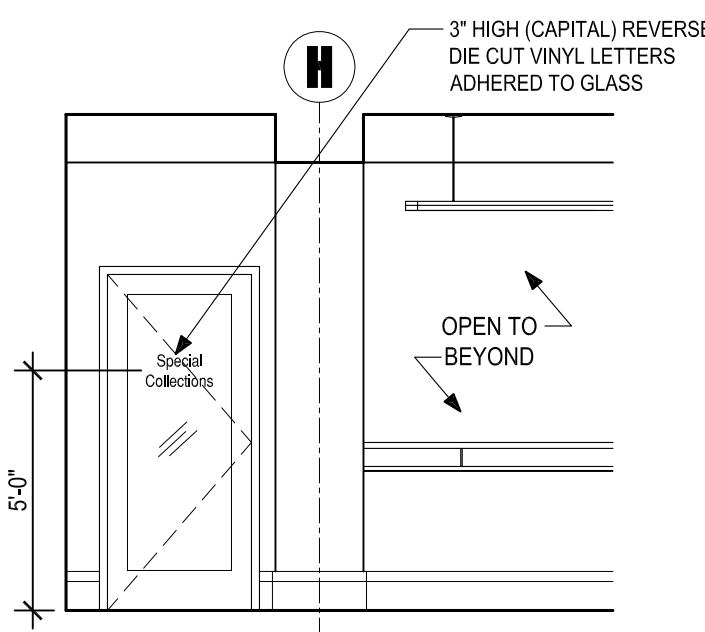
5 SIGN 113b  
(MEETING ROOM 113)



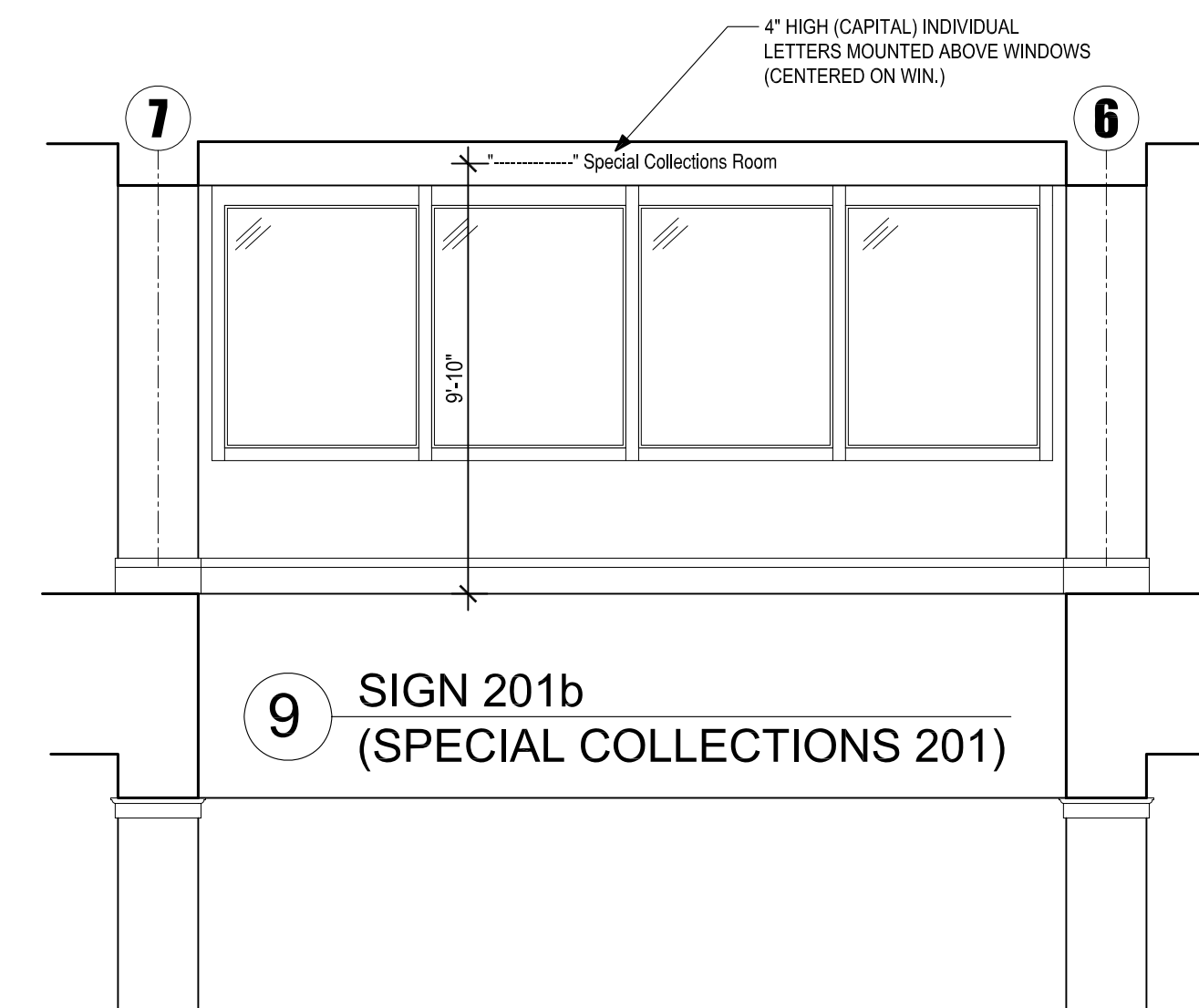
6 SIGN 204  
(COPY ROOM 204)



7 SIGN 214 (216 SIM.)  
(MEETING ROOM 214 & 216)



8 SIGN 201 (201a SIM.)  
(SPECIAL COLLECTIONS 201)



9 SIGN 201b  
(SPECIAL COLLECTIONS 201)

SIGNAGE SCHEDULE										
TAG #	TYPE	TEXT MESSAGE	BRAILLE (Y/N)	SIGN HT. / LENGTH	MOUNTING HT.	SIGN MATERIAL	TEXT ON SIDES: FRONT (1) / BACK (2)	LETTER TYPE	LETTER COLOR	REMARKS
<b>FIRST FLOOR</b>										
102	□□□	Levenson Meeting Room	N	N/A	8'-0" C.L.	L. C. ACRYLIC	N/A	SANSSERIF	T.B.D.	4" H. INDIVIDUAL LETTERS; SEE 2/F4.3b
102a	□□□	(DIRECTORY)	N	17" x 22"	5'-0" C.L.	PLEXI	1	SANSSERIF	WHITE	SEE DETAIL 8/F4.4b
102b	□□□	(DIRECTORY)	N	17" x 22"	5'-0" C.L.	PLEXI	1	SANSSERIF	WHITE	SEE DETAIL 8/F4.4b
102c	□□□	Information Nonfiction Special Collections	N	16" x 48"	11'-10" BOT.	PLEXI	1	SANSSERIF	WHITE	SEE 1/F4.4b
102d	□□□	Magazines Meeting Rooms Administration	N	16" x 48"	11'-10" BOT.	PLEXI	1	SANSSERIF	WHITE	SEE 1/F4.4b
102e	□□□	Welcome	N	16" x 48"	10'-6" BOT.	PLEXI	1	SANSSERIF	WHITE	SEE 1/F4.4b
103b	□□□	Levenson Meeting Room	N	N/A	8'-0" C.L.	L. C. ACRYLIC	N/A	SANSSERIF	T.B.D.	5" H. INDIVIDUAL LETTERS; SEE 1/F4.3b
113	■	Emergency Exit Only	Y	8" x 8"	5'-0" C.L.	E. S. PLASTIC	1	SANSSERIF	WHITE	
113a	■	Emergency Exit Only	Y	8" x 8"	5'-0" C.L.	E. S. PLASTIC	1	SANSSERIF	WHITE	
113b	□□□	The Russell and Shura Levenson Community Meeting Room	N	N/A	11'-4" C.L.	L. C. ACRYLIC	N/A	SANSSERIF	T.B.D.	6" H. INDIVIDUAL LETTERS; SEE 5/F4.3b
114	●	Teens	N	16" x 48"	8'-0" BOT.	PLEXI	1	SANSSERIF	WHITE	
119	●	Activity Room	N	16" x 30"	8'-0" BOT.	PLEXI	1	SANSSERIF	WHITE	
121	●	Emergency Exit Only	N	N/A	5'-0" C.L.	VINYL	1	SANSSERIF	WHITE	1.5" H. REVERSE DIE CUT VINYL; SEE 3/F4.3b
122	●	Youth Services	N	16" x 48"	9'-0" BOT.	PLEXI	1	SANSSERIF	WHITE	
123	●	Cafe	N	16" x 24"	8'-0" BOT.	PLEXI	1	SANSSERIF	WHITE	
123a	●	Cafe	N	16" x 24"	8'-0" BOT.	PLEXI	1	SANSSERIF	WHITE	
125	●	Today's Newspapers	N	16" x 30"	8'-0" BOT.	PLEXI	1/2	SANSSERIF	WHITE	
125a	●	Emergency Exit Only	N	N/A	5'-0" C.L.	VINYL	1	SANSSERIF	WHITE	1.5" H. REVERSE DIE CUT VINYL; SEE 3/F4.3b
126	●	Fiction / New Books Electronic Media Browsing	N	16" x 48"	9'-0" BOT.	PLEXI	1	SANSSERIF	WHITE	
127	●	Elevator	N	16" x 24"	8'-0" BOT.	PLEXI	1/2	SANSSERIF	WHITE	
129.1	●	Returns	N	16" x 48"	8'-0" BOT.	PLEXI	1	SANSSERIF	WHITE	SEE DETAIL 4/F4.4b
129.2	●	Check Out	N	16" x 48"	8'-0" BOT.	PLEXI	1	SANSSERIF	WHITE	SEE DETAIL 4/F4.4b
129.3	●	Registration	N	16" x 48"	8'-0" BOT.	PLEXI	1	SANSSERIF	WHITE	SEE DETAIL 4/F4.4b
129a	■	Staff Only	Y	8" x 8"	5'-0" C.L.	E. S. PLASTIC	1	SANSSERIF	WHITE	
<b>SECOND FLOOR</b>										
201	●	Special Collections	N	N/A	5'-0" C.L.	VINYL	1	SANSSERIF	WHITE	3" H. REVERSE DIE CUT VINYL; SEE 8/F4.3b
201a	●	Special Collections	N	N/A	5'-0" C.L.	VINYL	1	SANSSERIF	WHITE	DONOR INFO TOO?
201b	□□□	* Special Collections	N	N/A	9'-10" C.L.	L. C. ACRYLIC	N/A	SANSSERIF	T.B.D.	SEE 9/F4.3b
203	●	Study Room #1	N	N/A	5'-0" C.L.	VINYL	1	SANSSERIF	WHITE	3" H. REVERSE DIE CUT VINYL; SEE 4/F4.3b
204	●	Printing / Copying Study Rooms	N	16" x 48"	8'-0" BOT.	PLEXI	1	SANSSERIF	WHITE	SEE 6/F4.3b
205	●	Study Room #2	N	N/A	5'-0" C.L.	VINYL	1	SANSSERIF	WHITE	3" H. REVERSE DIE CUT VINYL; SEE 4/F4.3b
208	●	Study Room #3	N	N/A	5'-0" C.L.	VINYL	1	SANSSERIF	WHITE	3" H. REVERSE DIE CUT VINYL; SEE 4/F4.3b
209b	●	Nonfiction	N	16" x 48"	9'-0" BOT.	PLEXI	1	SANSSERIF	WHITE	
210	●	Information	N	16" x 48"	8'-0" BOT.	PLEXI	1	SANSSERIF	WHITE	
210a	●	Information	N	16" x 48"	8'-0" BOT.	PLEXI	1	SANSSERIF	WHITE	
211	●	Magazines	N	16" x 48"	9'-0" BOT.	PLEXI	1	SANSSERIF	WHITE	
211a	●	Meeting Rooms	N	16" x 48"	9'-0" BOT.	PLEXI	1	SANSSERIF	WHITE	
211b	●	Administration	N	16" x 48"	9'-0" BOT.	PLEXI	1	SANSSERIF	WHITE	
211c	●	Elevator	N	16" x 24"	8'-0" BOT.	PLEXI	1/2	SANSSERIF	WHITE	
214	□□□	The Hilton Garden Inn Meeting Room	N	N/A	8'-0" C.L.	L. C. ACRYLIC	N/A	SANSSERIF	T.B.D.	4" H. INDIVIDUAL LETTERS; SEE 7/F4.3b
214a	●	The Hilton Garden Inn Meeting Room	N	N/A	5'-0" C.L.	VINYL	1	SANSSERIF	WHITE	3" REVERSE DIE CUT VINYL
216	□□□	The MacLeod Board Room	N	N/A	8'-0" C.L.	L. C. ACRYLIC	N/A	SANSSERIF	T.B.D.	4" H. INDIVIDUAL LETTERS; SEE 7/F4.3b
217	■	Technical Services	Y	8" x 8"	5'-0" C.L.	E. S. PLASTIC	1	SANSSERIF	WHITE	
220	■	Administration	Y	8" x 8"	5'-0" C.L.	E. S. PLASTIC	1	SANSSERIF	WHITE	
S2c	□□□□	No Access	N	10" x 16"	N/A	ACRYLIC	1	SANSSERIF	WHITE	HUNG BETW. RAILINGS-RED BACKGROUND W/ WHITE TEXT
S3c	□□□□	No Access	N	10" x 16"	N/A	ACRYLIC	1	SANSSERIF	WHITE	HUNG BETW. RAILINGS-RED BACKGROUND W/ WHITE TEXT

(NOTE: NUMBERING SYSTEM IS AN ADDITION / CONTINUATION OF THE PREVIOUSLY ISSUED CODE REQUIRED SIGNAGE SET)

**SIGNAGE LEGEND**

SYMBOL	TYPE
■	ADHERED TO WALL / DOOR
●	HUNG FROM CEILING OR BEAM (8'-0" AFF TO BOTTOM OF SIGN)
□□□	MECHANICALLY FASTENED TO INTERIOR WALL (PARALLEL)
□□□□	MECHANICALLY FASTENED TO INTERIOR WALL (PERPENDICULAR)
●	TEXT ON GLASS
—	"BREAK AWAY" SIGN
□□□□	INDIVIDUAL LETTERS MOUNTED TO WALL

NOTE: SYMBOLS NOT TO SCALE

**NOTES:**

- 1) MOUNTING HT. - C.L. REFERS TO CENTER LINE ABOVE FINISH FLOOR. BOT. REFERS TO BOTTOM OF SIGN ABOVE FINISH FLOOR.
- 2) UNDER SIGN MATERIAL "ES PLASTIC" REFERS TO MOHAWK PRODUCT LINE, SCRATCH RESISTANT, NON STATIC MATERIAL, RESISTANT TO MOST COMMERCIAL SOLVENTS—COORDINATE TO MATCH WITH CODE REQ. SIGNAGE MATERIAL. L.S. ACRYLIC REFERS TO LASER CUT ACRYLIC LETTERS INSTALLED ONTO WALLS ON POSTS; PAINTED ALL SIDES. PLEXI REFERS TO 1/4" PLEXIGLASS SIGNBOARD. VINYL REFERS TO REVERSE DIE CUT LETTERS TO BE ADHERED TO GLASS.
- 3) LETTER COLOR TO BE WHITE, TYP. UNLESS NOTED OTHERWISE (T.B.D.); BACKGROUND TO BE A CONTRASTING COLOR AS SELECTED BY ARCHITECT.
- 4) FONT TO BE SANSSERIF OR APPROVED EQUAL.
- 5) LETTER SIZE / IMAGE / BRAILLE FOR ADA REQUIRED SIGNAGE TO MEET ALL APPLICABLE REGULATIONS, INCLUDING IBC 2000 AND ANSI 117.1-1998.
- 6) SPACING OF INDIVIDUAL LETTERS T.B.D. BY LETTER SIZE / STYLE IN FIELD.

Portsmouth Public Library  
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GENERAL LIBRARY SIGNAGE:  
SCHEDULE  
DETAILS

SCALE: 1/4" = 1'-0"

DATE: 11.9.06

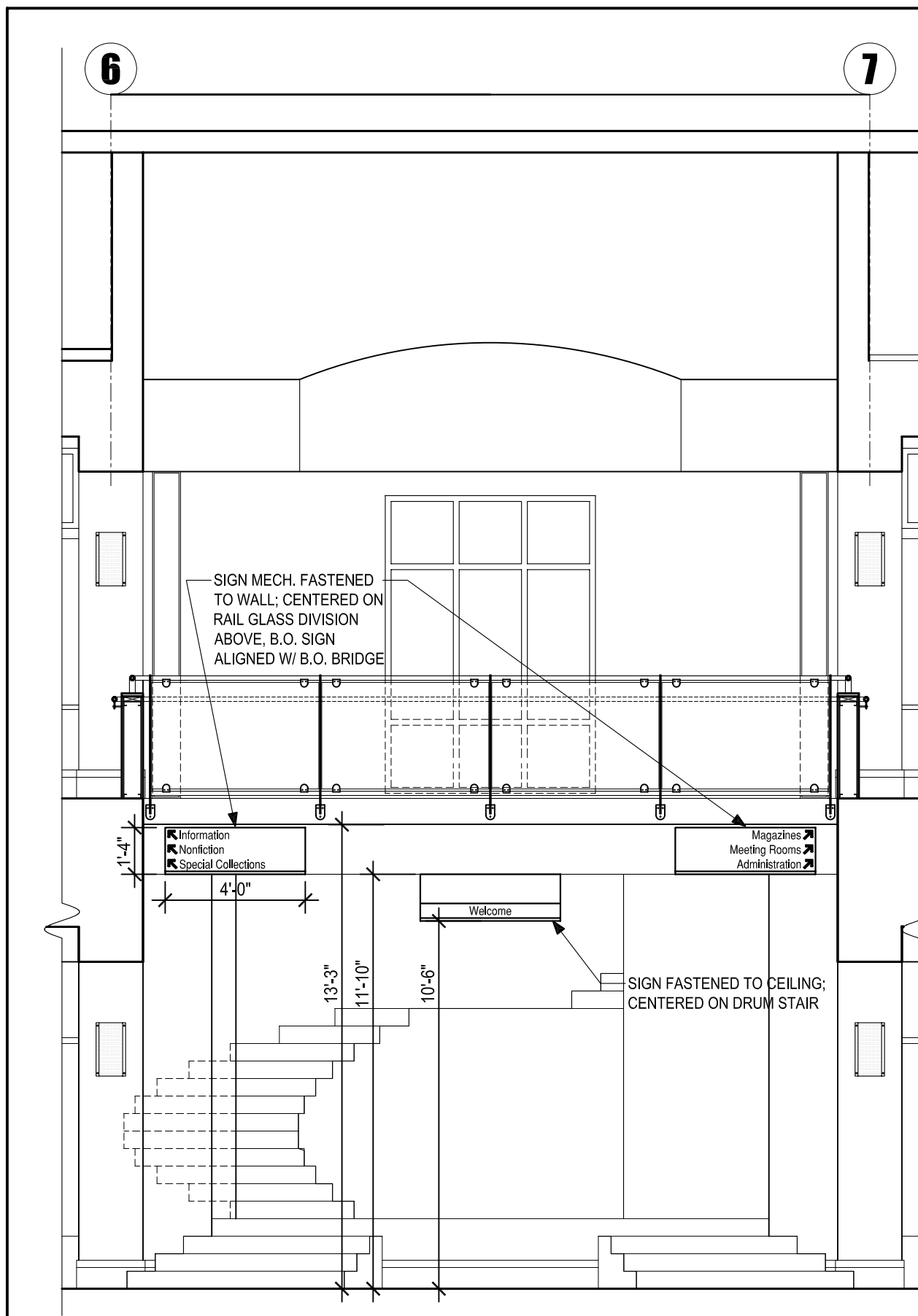
PROJECT NO. 02256

DRAWN BY: JL

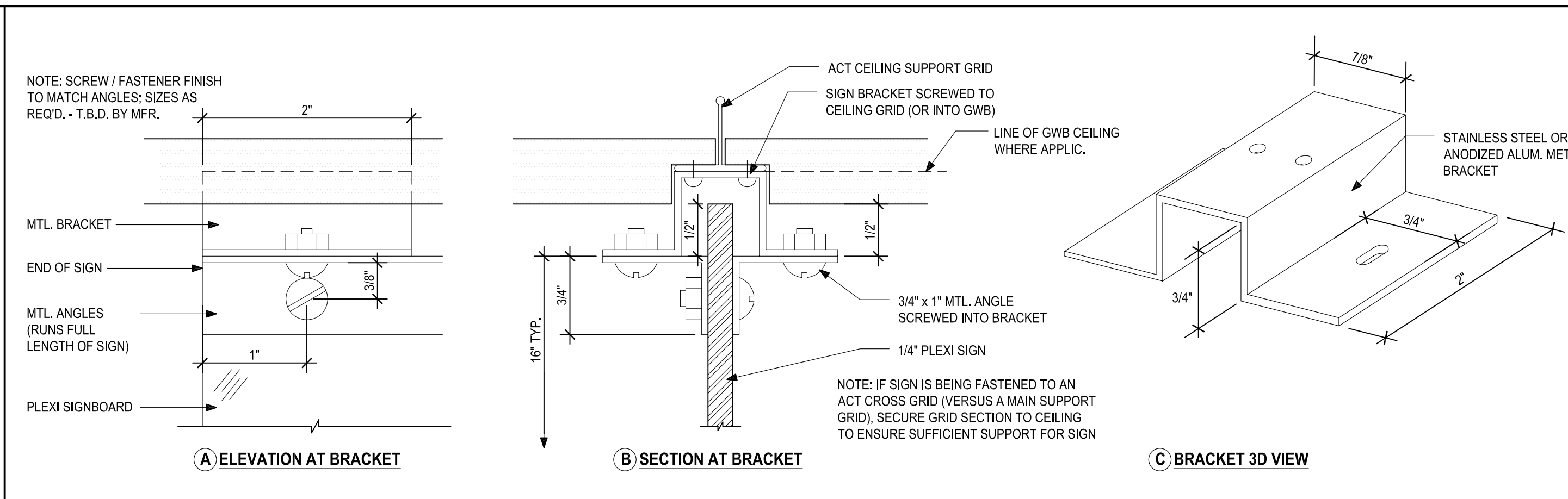
**GENERAL**

**F4.3b**

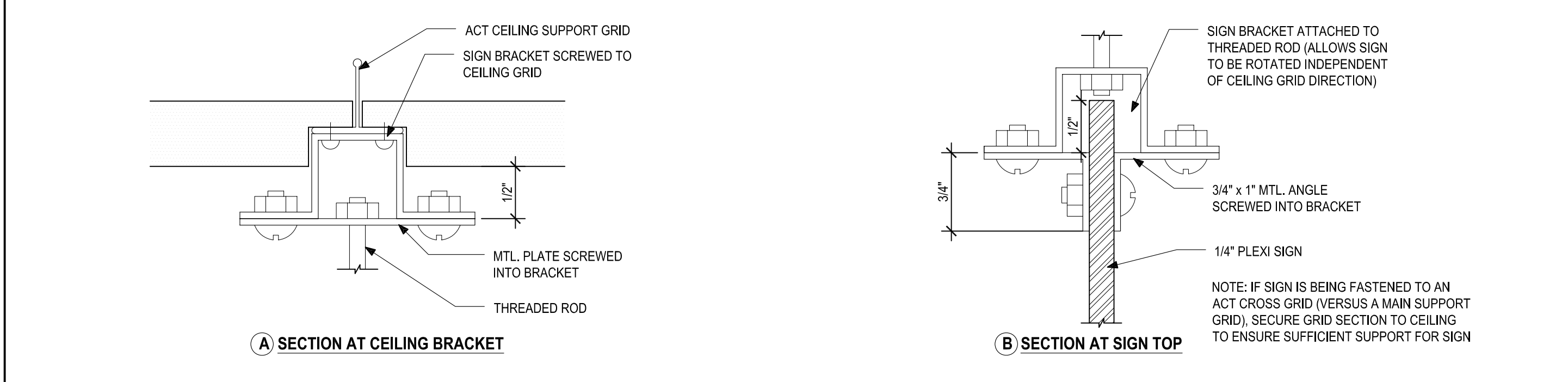
ARCHITECTURAL SHEET



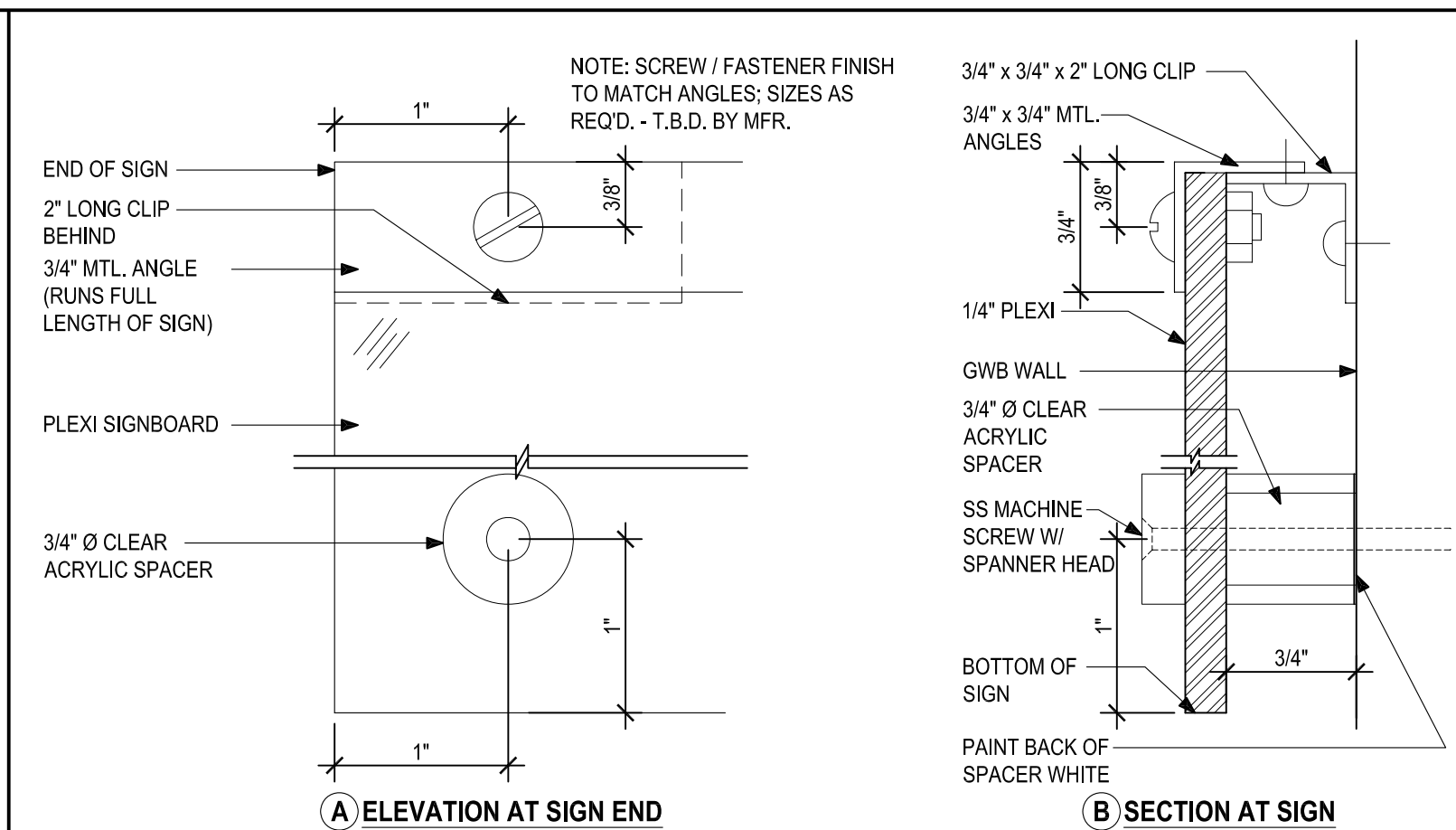
**1** SIGNS 102C, d, e (MAIN LOBBY 102)



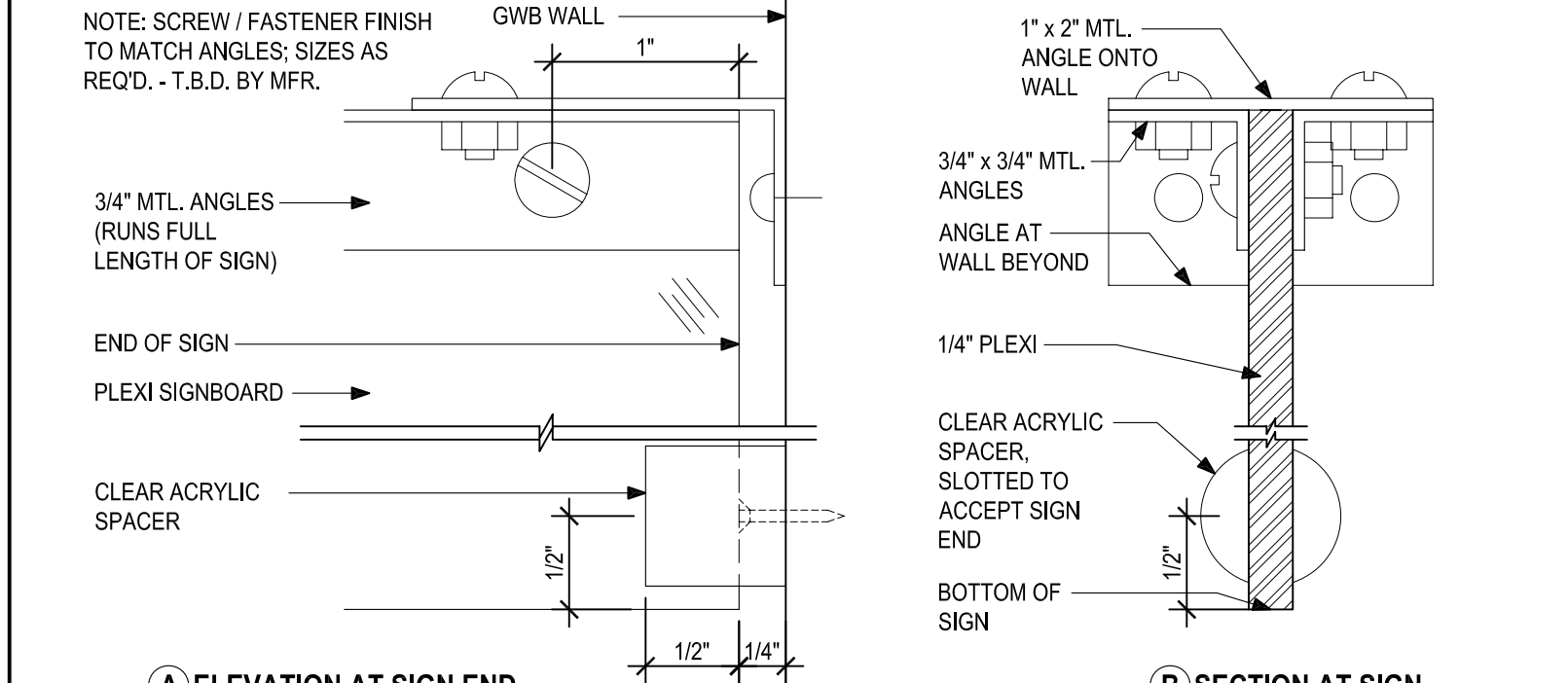
**2** CEILING HUNG SIGN DETAILS (FULL SIZE)



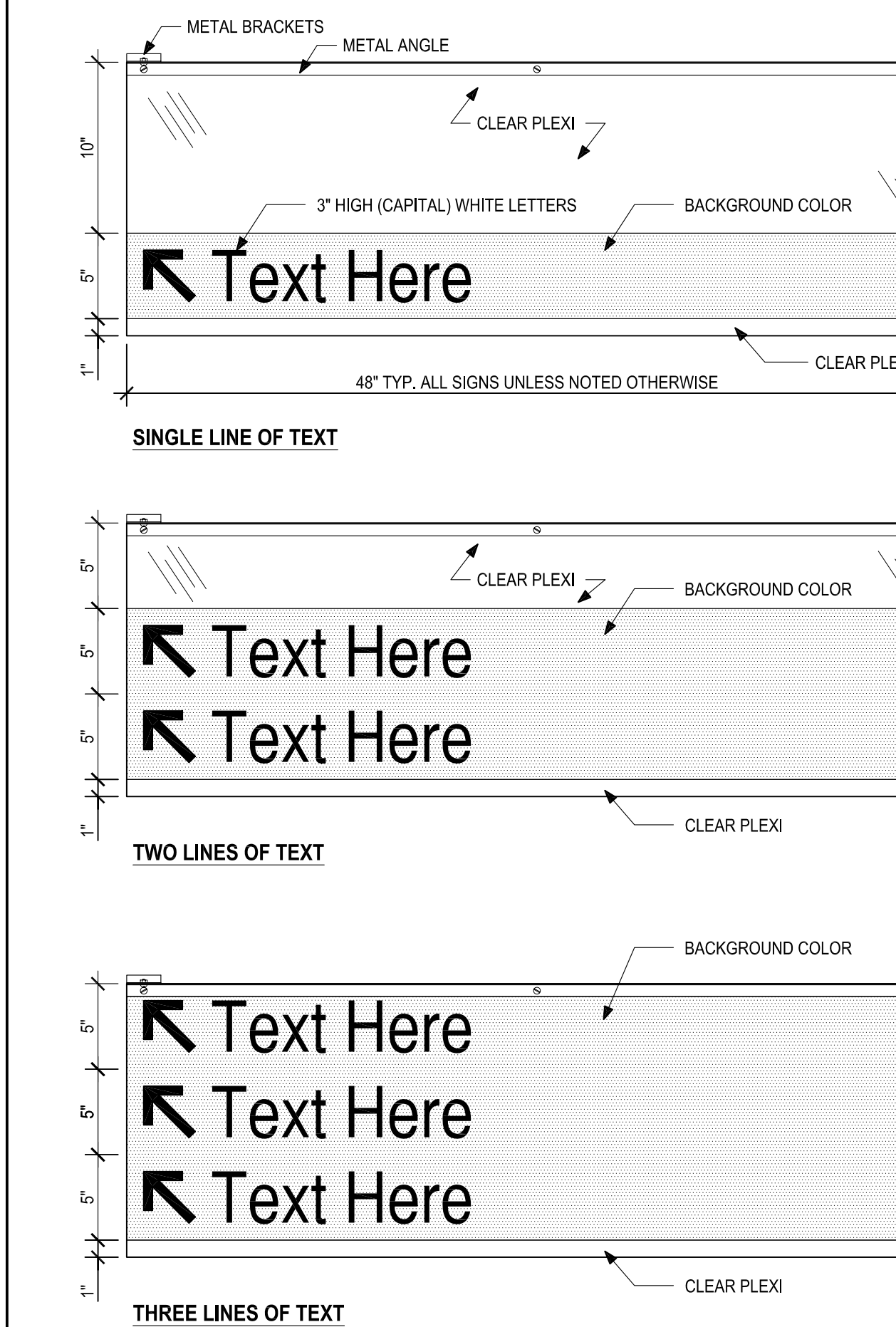
**4** CEILING HUNG SIGN DETAILS (FULL SIZE)



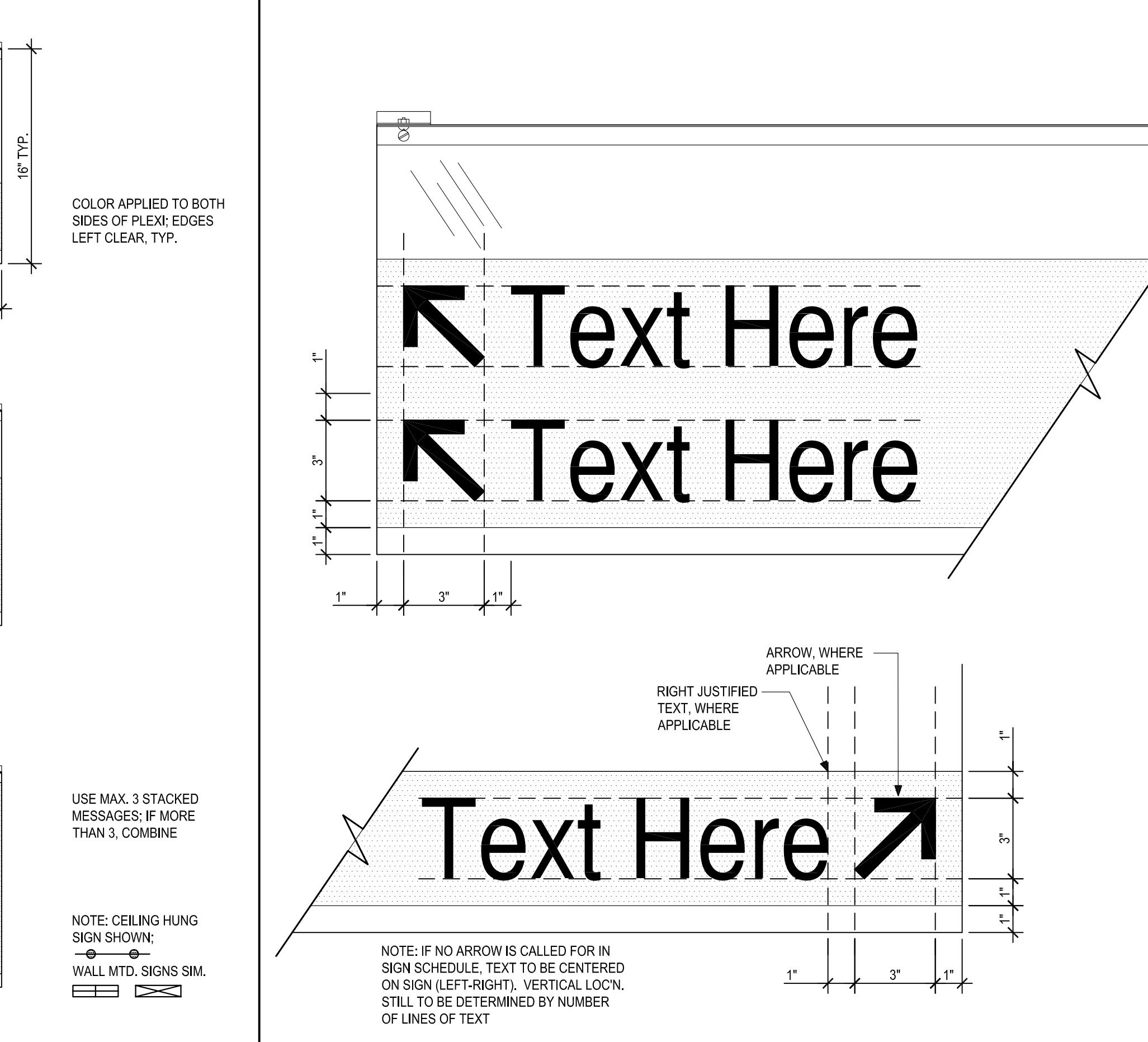
**3** WALL MOUNTED SIGN DETAILS (PARALLEL TO WALL) (FULL SIZE)



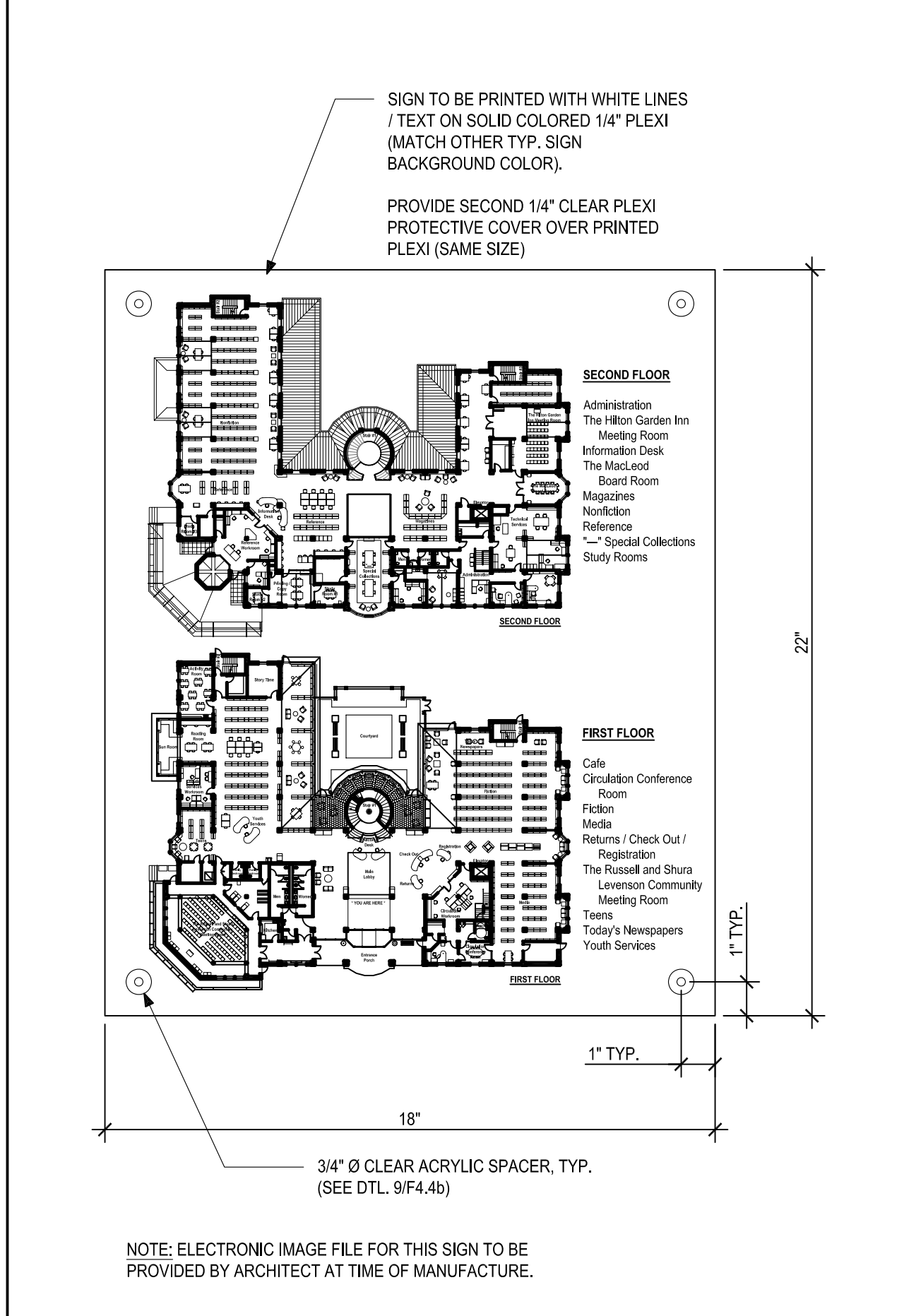
**5** WALL MOUNTED SIGN DETAILS (PERP. TO WALL) (FULL SIZE)



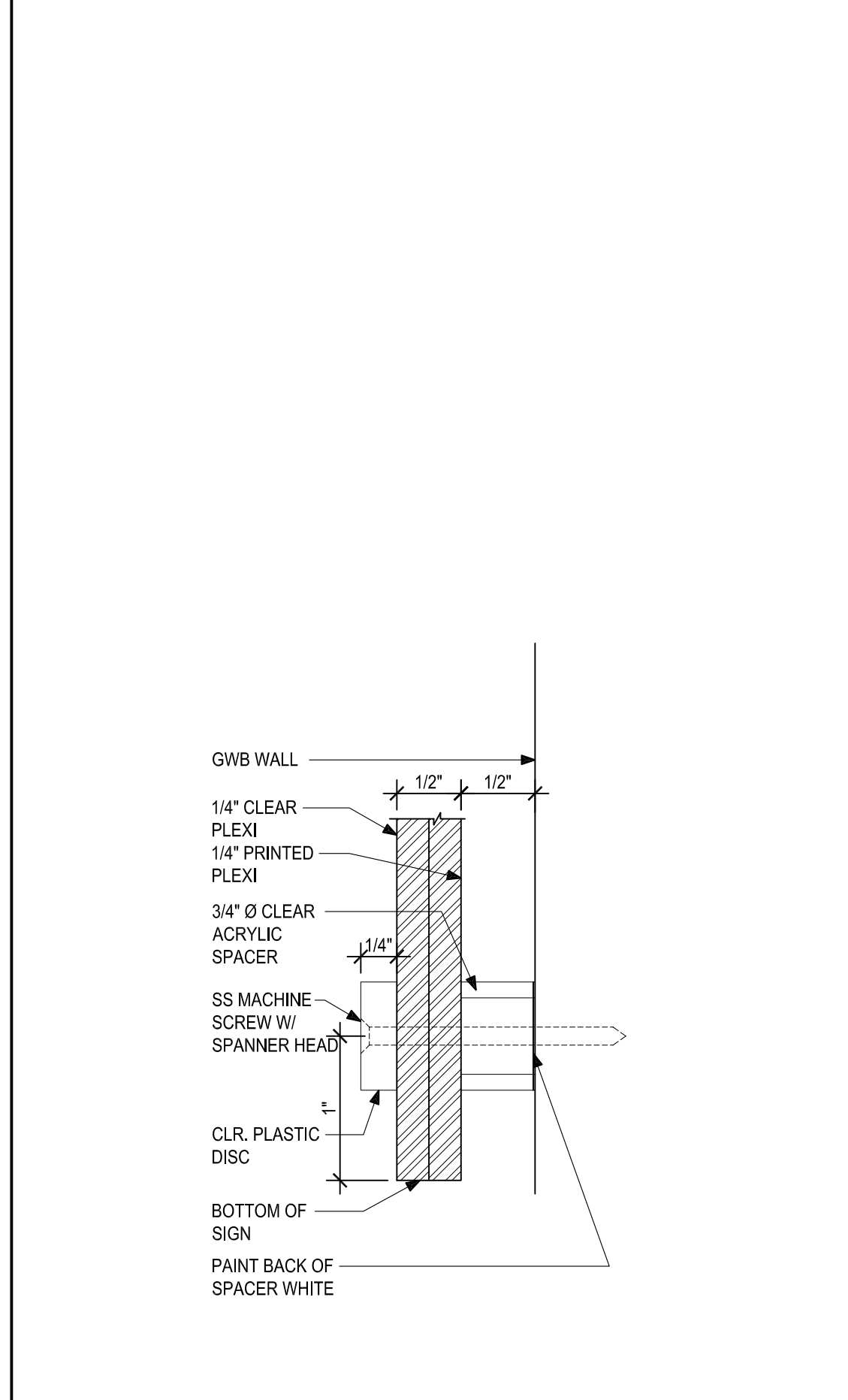
**6** GENERAL ARRANGEMENT OF TEXT (1 1/2" = 1'-0")



**7** SIGN TEXT LAYOUT DETAIL (3" = 1'-0")



**8** DIRECTORY SIGN (102a & b) (3" = 1'-0")



**9** DIRECTORY SIGN DETAIL SECT. (FULL SIZE)

**Portsmouth Public Library**  
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 65 Long Wharf  
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GENERAL LIBRARY SIGNAGE: DETAILS

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**GENERAL F4.4b**

ARCHITECTURAL SHEET

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