

**CITY of NOVI CITY COUNCIL**

**Agenda Item J  
June 1, 2009**

**SUBJECT:** Approval to rescind the award to Townsend Neon, Inc., which was approved on May 18, 2009 and award to Universal Sign Systems, the second low bidder, a contract for fabrication and installation of an interchangeable LED message sign on the north side of the Novi Civic Center near Ten Mile Road, for \$33,062.75.

**SUBMITTING DEPARTMENT:** Neighborhood and Business Relations

**CITY MANAGER APPROVAL:** 

<b>EXPENDITURE REQUIRED</b>	<b>\$ 33,062.75</b>
<b>AMOUNT BUDGETED</b>	<b>\$ 50,000</b>
<b>APPROPRIATION REQUIRED</b>	<b>N/A</b>
<b>LINE ITEM NUMBER</b>	<b>101-265.00-971.200</b>

**BACKGROUND INFORMATION:**

Approved in the FY 2008/2009 budget is the installation of an interchangeable LED message board sign in front of the Novi Civic Center. A RFP was placed on Bid Net and six firms submitted proposals.

Townsend Neon, Inc., the low bidder, was awarded the contract for \$27,332 on May 18, 2009. Since that time, Townsend Neon, Inc., has not been able to secure bonding and has withdrawn their proposal.

Universal Sign Systems was the second low bidder in the amount of \$33,062.75. Following a phone interview with Universal Sign Systems representatives to discuss the project and a timeline, we are confident they can fabricate, construct, and install the sign no later than July 22, 2009. (Time adjusted due to two week delay and holiday weekend)

Electrical connectivity and landscaping are not including in this contract. These components are being quoted by area electrical and landscaping contractors.

**RECOMMENDED ACTION:** Approval to rescind the award to Townsend Neon, Inc., which was approved on May 18, 2009 and award to Universal Sign Systems, the second low bidder, a contract for fabrication and installation of an interchangeable LED message sign on the north side of the Novi Civic Center near Ten Mile Road, for \$33,062.75.

	<b>1</b>	<b>2</b>	<b>Y</b>	<b>N</b>
<b>Mayor Landry</b>				
<b>Mayor Pro Tem Gatt</b>				
<b>Council Member Burke</b>				
<b>Council Member Crawford</b>				

	<b>1</b>	<b>2</b>	<b>Y</b>	<b>N</b>
<b>Council Member Margolis</b>				
<b>Council Member Mutch</b>				
<b>Council Member Staudt</b>				

**Walsh, Sheryl**

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**From:** Jennifer L. Townsend [jennifer@tnico.com]

**Sent:** Wednesday, May 27, 2009 4:37 PM

**To:** Walsh, Sheryl

Sheryl,

I regret to inform you that Townsend Neon Inc. will not be able to provide the specified bonding that the city requires at this time. Thank you for this opportunity but the contract should be awarded to the next lowest bidder.

Thanks,

Jennifer Townsend  
Townsend Neon Inc.

5/28/2009



**CITY OF NOVI  
LED SIGN – NOVI CIVIC CENTER  
MAY 12, 2009 10:00 A.M.**

<b>Company</b>	<b>Lump Sum</b>
Townsend Neon	\$27,332.00
Universal Sign Systems	\$33,062.75
Harmon Sign	\$39,009.00
MLS Signs	\$39,658.81
SignGraphix	\$41,258.00
Huron Sign	\$45,150.00

Townsend Neon unable to secure required bonds.

Bid awarded to Universal Sign Systems.



cityofnovi.org

CITY OF NOVI  
LED SIGN – FABRICATION & INSTALLATION

QUESTIONNAIRE FORM

Date: 5/11/09

Firm Name: Universal Sign Systems

Address: 5001 Falcon View SE

City: Grand Rapids State: MI Zip: 49512

Telephone Number: (616) 554-9999

Fax Number: (616) 554-9922

Email Address: rob.m@universal-sign-systems.com

Firm Established: 1997 Years in Business: 12

Type of Organization: (Circle One)

- a. Individual b. Partnership c. Corporation d. Joint Venture e. Other

How many full time employees? 20

How many part time employees? 4

Provide information relative to the experience your company has had working with municipalities. Please provide the names of municipalities where service was provided.

See attached

Provide information relative to the experience and financial capability of your company to carry out the terms of this contract.

See attached

Identify those in your firm who would be responsible, including on-site supervision for this project, and submit copies of their certifications. Include educational background of principals and those who will be working on the project.

Sales Manager - Rob McPherson MSCU 2005  
Mark Kostner - Installation Manager

How many clients does your company currently serve with the type of services described? Provide a list.

See attached

Please provide a list of client references (minimum of 5). Include name, address, phone number and contact person. Please include any municipalities (or other governmental agencies) that you worked for.

See attached

Provide an Equipment List that will be on site and available for use by the crew performing sign installation (including trucks, tractors, etc...).

Elliott E22 40 Boom Truck  
Welder  
Small Tandem axle Trailer

Based on your current resources, are you available to fabricate and install the signs identified within the timeframe allocated? *yes* Please explain.

*We have a full service fabrication facility that has the capability for multiple shifts if needed (24,000 sq. ft). We also have materials in stock which help with our lead times.*

Provide a description of your company's philosophy relative to entryway/welcome signage.

*We believe in working with our customers to help them convey their image to the public.*



*Original*

**CITY OF NOVI**  
**LED SIGN - FABRICATION & INSTALLATION**  
**PROPOSAL FORM**

**ITEM**

**LUMP SUM**

LED Sign (Fabrication & Installation)

\$ 33,062.75

We acknowledge receipt of the following Addendums:  
(please indicate numbers below)

#1

#2

Comments: \_\_\_\_\_

Alternate pricing additional

Galaxy Wireless Ethernet Bridge Communication Upgrade + \$686.00

Extend Platinum to 12 months Datronics on-site labor + \$1,040.00

**AUTHORIZATION:**

The undersigned herein submitted this proposal and agrees to enter into an agreement with the City of Novi in accordance with the bidding documents. In submitting this complete and signed proposal, it is understood that the right is reserved by the City of Novi to reject any or all bids and to make such award that, in the opinion of City Council, is in the best interest of the City of Novi.

Company Name: Universal Sign Systems

Name of Authorized Signer: Rob Muferson  
(please print)

Authorized Signature \_\_\_\_\_

Date 5/11/09



## **Universal Sign Systems**

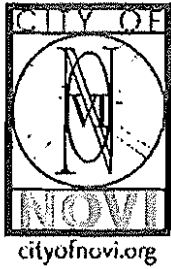
### **Company Overview**

Universal Sign is a regional industry leader providing value engineered architectural signs for the past twelve years. Our unique blend of seasoned and experienced sign professionals have joined together to combine over 200 years of knowledge and expertise in the sign and manufacturing industry. Our philosophy of empowering employees allows us to focus on customers. Universal Sign is a service oriented sign manufacturer providing interior and exterior wayfinding solutions. Universal Sign is the partner of choice to many exterior local, regional and national corporations, which includes extensive education and health care facilities.

Universal Sign has consistently provided clients with a unique approach in the sign industry. We value engineer the signs to be cost effective, while at the same time providing the highest quality available for the application required. The majority of our clients rely on our value engineering approach to simplify how they implement their signage needs. Universal Sign has over 75 years experience in effectively obtaining variances, planning commission approvals and sign permits for signs of all shapes and sizes.

Universal Sign has a large state of the art metal fabrication plant. Our skilled manufacturing and business development teams have completed projects from concept to design to manufacturing and installation. Our facility houses equipment to support a full range of custom interior and exterior products. Our manufacturing process allows us to create Federal, State of Michigan and local ordinance compliant products. Universal Sign is a State of Michigan licensed contractor and holds multiple State of Michigan sign specialist's licenses. In addition, Universal Sign is UL licensed. All manufactured illuminated signs comply with UL and National Electric Code (NEC) regulations and are UL labeled. Universal Sign also holds many local licenses for cities and townships throughout the Midwest. Universal Sign takes pride in producing quality value engineered products. Our products feature SignComp extrusions and Matthews Acrylic Polyurethane paint.





**NOTICE - CITY OF NOVI  
INVITATION TO BID**

**LED SIGN – FABRICATION & INSTALLATION**

The City of Novi will receive sealed bids for **LED Sign – Fabrication & Installation** according to the specifications of the City of Novi.

Sealed bids will be received until **10:00 A.M.** prevailing Eastern Time, **Tuesday, May 12, 2009** at which time bids will be opened and read. Bids shall be addressed as follows:

**City of Novi  
Office of the City Clerk  
45175 W. Ten Mile Rd.  
Novi, MI 48375-3024**

All bids must be signed by a legally authorized agent of the bidding firm.  
**ENVELOPES MUST BE PLAINLY MARKED**

**“LED SIGN – FABRICATION & INSTALLATION BID”**

**AND MUST BEAR THE NAME OF THE BIDDER.**

The City reserves the right to accept any or all alternative bids and award a contract to other than the lowest bidder, to waive any irregularities or informalities or both; to reject any or all bids; and in general to make the award of the contract in any manner deemed by the City, in its sole discretion, to be in the best interest of the City of Novi.

Sue Morianti  
Purchasing Manager  
smorianti@cityofnovi.org

Notice Dated: April 27, 2009



**CITY OF NOVI**  
**LED SIGN – FABRICATION & INSTALLATION**  
**SPECIFICATIONS**

**LOCATION OF SIGN**

This sign will be installed along Ten Mile Road in front of the Novi Civic Center at 45175 W. Ten Mile Rd., Novi, MI 48375. See map for proposed location.

**TIMELINE**

Bid Due	May 12, 2009
Council Award	May 18, 2009
PO Issued (notice to proceed)	May 19, 2009
Installation to be complete	June 30, 2009

**PART 1 - GENERAL**

**1.1 DESCRIPTION**

An LED sign is to be fabricated, according to specifications, and installed at the location specified by the City of Novi. Fabrication and installation is to be done by June 30, 2009.

**1.2 SUBMITTALS**

**The original and each copy of your proposal shall include:**

- A. Completed Questionnaire
- B. Complete Proposal Form

**Separately, you will provide:**

- C. Manufacturer's Literature: Submit a total of one (1) set of Manufacturer's printed specifications, mounting details, installation and drawings.
- D. Shop Drawings: Submit a total of three (3) sets of 8-1/2" x 11" drawings for each sign type. Scaled for manufacturer and fabrication of sign types. Identify materials, size, letterform, letter height, mounting, finishes and accessory items.
- E. Samples: Submit a total of two (2) 2" x 4" samples of each color represented in the project documentation.

### **1.3 DELIVERIES AND STORAGE**

- A. Package 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 condition inside enclosed facilities.
- B. Deliver signs according to project schedule. Storage provided by contractor.

### **1.4 REFERENCES**

- A. Publications listed below form a part of this specification to extent referenced. Publications are referenced in text by basic designation only.
1. American National Standards Institute (ANSI).
  2. Uniform Sign Code
  3. Federal Specifications
  4. American Society for Testing & Materials
  5. Novi City Code
  6. 2005 National Electric Code (NEC)
  7. 2003 Michigan Building Code

### **1.5 SIGNAGE LOCATION**

The City will stake the location of the sign.

### **1.6 PERMITS**

Permits and supporting documentation/calculations/drawings will be the responsibility of the contractor. City of Novi, Oakland County Road Commission and MDOT approval and permits as required. City of Novi permits must be obtained, but the fees will be waived.

Permits required include:

- Sign
- Building
- Right-of-Way
- Electrical for illuminated signage

### **1.7 PRIMARY ELECTRICAL**

Electrical supply will be provided by the City of Novi to a point within 10 feet of the sign location. Electrical connection from there to the sign will be provided by a licensed contractor and is the responsibility of the sign contractor.

### **1.8 WARRANTY**

Provide manufacturer's warranty against defect in materials. Warranty shall provide material and labor to replace defective materials.

## **1.9 ATTACHMENTS**

The following exhibits are included as part of this bid package:

EXHIBIT 1 – Sign design drawing

EXHIBIT 2 – Map showing proposed location for sign

## **PART 2 - PRODUCTS**

### **2.1 SIGN COMPONENTS**

A. Internal Structural Framing: Provide internal framing system, designed to withstand wind pressure specified by 2003 Michigan Building Code. Fabricate framing to profile indicated using structural angles, channels, plates and similar shapes. Provide welded construction using mitered joints. Prime and paint all structural steel welds. Cut, drill, and tap units to receive hardware, bolts and similar items.

1. Illuminated Units: Provide internal illumination as indicated on design drawings.
2. Electrical signs must be UL labeled.
3. Each internally illuminated sign must have a separate disconnect switch located on the sign.

### **2.2 SIGN MATERIALS**

A. Aluminum Extrusions: Provide alloy and temper recommended by the aluminum producer or finisher for the type of use and finish indicated and with not less than the strength and durability properties specified in ASTM B 221 for 6063-T5.

1. Provide extrusion by SignComp, 2925 Walkent Court, NW #A, Grand Rapids, MI. 877-784-0405. No exceptions allowed

B. Paints shall be made for the surface material on which they are to be applied and as recommended by the manufacturer of the paint. Identification of paint shall be noted on shop drawings with method of application.

1. Prime coats or other surface pre-treatments, where recommended, shall be included in the work. Coatings shall be even over the entire surface to be painted without voids, runs, sags, brush or roller marks.
2. Exterior paint finishes shall be acrylic polyurethane, satin finish.
3. Acrylic Polyurethane finish shall be applied at the rate of 2.5 mils per coat by air or airless spray. Required manufacturer: Matthew's Paint Company.
4. Colored Coatings for Acrylic Plastic sheet: Use paints for background colors. Required manufacturer: Matthew's Paint Company.
5. Sign colors as indicated on design drawings and shall be exactly as specified. Sign colors shall be consistent in chroma and in value, shall maintain even opacity or translucency and be free of any imperfections.

## **2.3 FABRICATION**

- A. General: Comply with requirements indicated for materials, thickness, finishes, colors, designs, shapes, sizes, and details of construction as indicated on design drawings.
- B. Allow for thermal movement resulting from a maximum ambient temperature change (range) of 100 degrees F (55.5 degrees C). Design, fabricate, and install sign assemblies to prevent buckling, opening of joints, and over stressing welds and fasteners. Base design on actual surface temperatures of metals due to both solar heat gain and nighttime sky heat loss.
- C. Welded Connections: Comply with AWS for recommended practices in shop welding. Provide welds behind finished surfaces without distortion or discoloration of the exposed side. Clean exposed welded surfaces of welding flux and dress on all exposed and contact surfaces.
- D. Mill joints to a tight, hairline fit. Form joints exposed to the weather to exclude water penetration.
- E. Pre-assemble signs in the shop to the greatest extent possible to minimize field assembly. Disassemble signs only as necessary for shipping and handling limitations. Clearly mark units for re-assembly and installation, in a location not exposed to view after final assembly.
- F. Conceal fasteners where possible; otherwise locate fasteners where they will be inconspicuous. Indicate all exposed fastener locations on Shop Drawings.
- G. Colors and Textures: For exposed sign material that requires selection of materials with integral or applied colors, textures, or other characteristics related to appearance, provide color matches as specified by the design drawings.
- H. Aluminum Finishes: Comply with Matthew Paint Company "Instruction Manual" for finish designations and application specifications.
  - 1. Color: Match Designer's specifications (as outlined on attached drawings).
  - 2. All scratches shall be re-primed prior to paint repair touch-ups.

## **PART 3 - EXECUTION**

### **3.1 INSTALLATION**

- A. Contractor is responsible for contacting Miss Dig 48 hours prior to work commencing.

B. Contractor is responsible for coordinating all work with the sub trades necessary to the successful installation of the project.

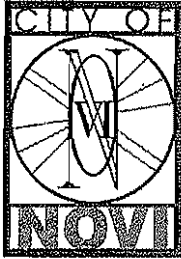
C. Installation of LED sign shall be completed by June 30, 2009.

### **3.2 SITE RESTORATION**

A. Remove all spoils and restore site grading and vegetation to pre-installation condition.

### **3.3 SAFETY STANDARDS**

A. Contractor is responsible for compliance with all applicable MIOSHA and Traffic Safety Standards during installation.



cityofnovi.org

## CITY OF NOVI

### LED SIGN – FABRICATION & INSTALLATION

#### Addendum #1

**INTENT:** This addendum has been issued to modify and/or interpret the original specifications for the Led Sign – Fabrication & Installation bid. Unless otherwise instructed, the information contained within this Addendum shall take precedence over anything contrary in the original specifications, and shall hereinafter be considered as part of the package.

**Response:** The Contractor shall verify receipt of this Addendum in the Bid Proposal Form.

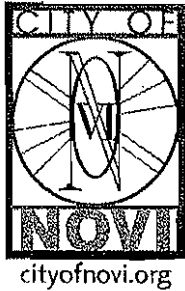
**Contents:** Included in this Addendum is one (1) page of written addenda description.

#### **Questions:**

1. Are you requesting a particular manufacturer for the LED message board?
  - A. We are requesting Hyperion or equivalent. Please indicate the make/model # you are quoting on the proposal form. If you would like to offer additional alternates, please use a separate proposal form for each alternate and indicate the model number for each one.
  
2. What color should the LED message board lettering be?
  - A. Amber (monochromatic)
  
3. What resolution do you want for the LED message board?
  - A. 16mm

Sue Morianti  
Purchasing Manager

Notice dated: April 28, 2009



**CITY OF NOVI**

**LED SIGN – FABRICATION & INSTALLATION**

**Addendum #2**

**INTENT:** This addendum has been issued to modify and/or interpret the original specifications for the Led Sign – Fabrication & Installation bid. Unless otherwise instructed, the information contained within this Addendum shall take precedence over anything contrary in the original specifications, and shall hereinafter be considered as part of the package.

**Response:** The Contractor shall verify receipt of this Addendum in the Bid Proposal Form.

**Contents:** Included in this Addendum is one (1) page of written addenda description.

**Questions:**

1. Note B on the drawing says the blue panel is mounted to a clear lexan backer for halo lighting around the perimeter, but the drawing does not show LEDs all the way around the perimeter of that unit, only behind the routed copy area.
  - A. The sign is to have halo lighting. Please include halo lighting in your bid. No new drawing will be issued.

Sue Morianti  
Purchasing Manager

Notice dated: May 8, 2009