

CITY OF ALBUQUERQUE

REQUEST FOR BID

THE CITY OF ALBUQUERQUE, PURCHASING OFFICE IS REQUESTING OFFERS FOR THE FOLLOWING GOODS OR

REQUEST NUMBER: RFB2007-067-JR
TITLE: NEIGHBORHOOD ASSOCIATION SIGNS
OPENING DATE: NOVEMBER 29, 2006 (1:30 PM)

FOR ADDITIONAL INFORMATION CONTACT:

JOE RAE, SENIOR BUYER, (505) 768-3344
CITY OF ALBUQUERQUE PURCHASING OFFICE
ALBUQUERQUE/BERNALILLO COUNTY GOVERNMENT CENTER
POST OFFICE BOX 1293
ONE CIVIC PLAZA
ALBUQUERQUE, NEW MEXICO 87103

THE CITY CLERK OF THE CITY OF ALBUQUERQUE WILL RECEIVE SEALED OFFERS FOR THE GOODS OR SERVICES DESCRIBED IN THIS REQUEST AT:

OFFICE OF THE CITY CLERK
CITY OF ALBUQUERQUE
POST OFFICE BOX 1293
ONE CIVIC PLAZA
ALBUQUERQUE, NEW MEXICO 87103

HAND CARRIED OFFERS WILL BE RECEIVED AT THE OFFICE OF THE CITY CLERK, ALBUQUERQUE/BERNALILLO COUNTY GOVERNMENT BUILDING, 11TH FLOOR, 1 CIVIC PLAZA, ALBUQUERQUE, NM.

OFFERS WILL BE RECEIVED UNTIL 1:30 PM NOVEMBER 29, 2006

NOTE: USE OF THE MAIL SERVICE IS AT YOUR OWN RISK FOR PROPER DELIVERY.

OFFERS WILL BE OPENED PROMPTLY AT 1:30 PM AT:

ALBUQUERQUE/BERNALILLO COUNTY GOVERNMENT CENTER
7TH FLOOR CONFERENCE ROOM
ONE CIVIC PLAZA
ALBUQUERQUE, NEW MEXICO

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GENERAL INFORMATION AND REQUIREMENTS
REQUEST NUMBER: RFB2007-067-JR

ALL OFFERORS ARE RESPONSIBLE FOR READING AND UNDERSTANDING ALL INFORMATION CONTAINED IN THIS REQUEST. OFFERORS ARE RESPONSIBLE FOR CHECKING TO ASSURE THAT NO PAGES ARE MISSING. PLEASE CHECK THIS PACKAGE UPON RECEIPT. IF ANY PAGES ARE MISSING PLEASE CONTACT THE BUYER NAMED ON THE COVER PAGE.

THE FOLLOWING INFORMATION AND FORMS ARE REQUIREMENTS FOR THIS REQUEST.

- _____ OFFEROR COMPLIANCE FORM
COMPLETE ALL APPLICABLE INFORMATION, INCLUDING YOUR FEDERAL TAX IDENTIFICATION NUMBER, AND RETURN IT WITH YOUR OFFER.
- _____ PRICING DETAIL FORM(S)
COMPLETE ALL PRICING DETAIL, INCLUDING UNIT AND EXTENDED PRICES (THIS IS VERY IMPORTANT).
- _____ OFFEROR COMMENTS FORM
IF APPLICABLE, COMPLETE, SIGN AND RETURN WITH YOUR OFFER.
- _____ LOCAL PREFERENCE CERTIFICATION FORM
IF APPLICABLE, COMPLETE, SIGN AND RETURN WITH YOUR OFFER. THIS FORM MUST ACCOMPANY YOUR OFFER TO BE CONSIDERED FOR THE PREFERENCE.
- _____ LICENSES AND CERTIFICATIONS
LICENSES AND/OR CERTIFICATIONS AS STATED IN THE BID SPECIFICATIONS ARE A REQUIREMENT OF THIS REQUEST.

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OFFEROR COMPLIANCE FORM

REQUEST NUMBER: RFB2007-067-JR
OPENING DATE: NOVEMBER 29, 2006

FOR FURTHER INFORMATION
CALL JOE RAEI
AT (505)768-3320

DELIVERY DATE: _____
(PLEASE SPECIFY)

FOB POINT:
DON MILLER
ONE CIVIC PLAZA
CITY COUNCIL OFFICE 9TH FLOOR
ALBUQUERQUE, NM 87102

REQUISITION

BID BOND AMOUNT: \$0.00
BID BOND PERCENT: 0%

PERFORM BOND AMOUNT: \$0.00
PERFORM BOND 0%

IF APPLICABLE, BID AND PERFORMANCE BOND INFORMATION CAN BE FOUND IN THE SUPPLEMENTAL TERMS AND CONDITIONS.

DISCOUNT: PLEASE INDICATE YOUR FIRM'S DISCOUNT FOR PROMPT PAYMENT:
(THE MINIMUM ACCEPTABLE PERIOD IS 20 CALENDAR DAYS)

20 CALENDAR DAYS: _____%

30 CALENDAR DAYS: _____%

OTHER: ____ CALENDAR DAYS: _____%

A 5% LOCAL PREFERENCE IS AVAILABLE FOR THIS BID. THE LOCAL PREFERENCE CERTIFICATION FORM MUST BE COMPLETED, CERTIFIED AND SUBMITTED WITH THE BID IN ORDER TO BE CONSIDERED.

LOCAL PREFERENCE REQUESTED: MFG? _____ BUSINESS? _____

A STATE RESIDENT PREFERENCE MAY BE AVAILABLE FOR THIS BID. A CURRENT STATE OF NEW MEXICO PURCHASING OFFICE ISSUED RESIDENT PREFERENCE NUMBER MUST BE SUBMITTED WITH THE BID IN ORDER TO QUALIFY FOR CONSIDERATION.

PLEASE ENTER THE STATE RESIDENT PREFERENCE NUMBER HERE: _____ MFG? _____
BUSINESS? _____

COMPLIANCE AGREEMENT

I, THE UNDERSIGNED, HAVE READ AND EXAMINED THE GENERAL TERMS, CONDITIONS, ANY SUPPLEMENTAL TERMS AND CONDITIONS, AND THE SPECIFICATIONS OF THIS REQUEST AND AGREE TO COMPLY WITH ALL OF THEM.

SIGNATURE: _____ DATE: ____/____/____

NAME: _____ TITLE: _____
(PRINT OR TYPE)

COMPANY NAME: _____ EIN: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: (____) ____-____ FAX: (____) ____-____

DIRECT DEPOSIT PAYMENT TRANSFERS ARE STRONGLY ENCOURAGED.
TO ACCESS FORMS VISIT WWW.CABQ.GOV/ONLINESVCS/VENDORS/VENDORACH.HTML.

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 PRICING DETAIL FORM
 REQUEST NUMBER: RFB2007-067-JR

GROUP NO.	ITEM NO.	QUANTITY/UNI	ITEM DESCRIPTION	UNIT PRICE	TOTAL PRICE
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IN ACCORDANCE WITH THE TERMS, CONDITIONS, AND SPECIFICATIONS, PROVIDE THE CITY WITH PRICING AS REQUESTED, FOR MATERIALS, LABOR, AND INSTALLATION OF NEIGHBORHOOD SIGNS AS DESIGNATED, MEETING ALL THE REQUIREMENTS OF CITY ZONING ORDINANCES AT VARIOUS LOCATIONS, MATERIALS, AND DESIGNS.

A MANDATORY PRE-BID CONFERENCE WILL BE HELD ON FRIDAY NOVEMBER 17TH, 2006 IN THE ALBUQUERQUE CITY COUNCIL COMMITTEE ROOM, 9TH FLOOR, ONE CIVIC PLAZA AT 1:30 PM.

MANDATORY PRE-BID CONFERENCE. THIS IS A MANDATORY PRE-BID CONFERENCE. FAILURE TO ATTEND BY AN AUTHORIZED REPRESENTATIVE OF THE BIDDER WILL RESULT IN THE REJECTION OF ANY SUBSEQUENT OFFER SUBMITTED. IN THE CASE OF A JOINT VENTURE, THE ATTENDANCE BY ANY AUTHORIZED REPRESENTATIVE OF ANY OF THE PARTIES TO THE JOINT VENTURE WILL SATISFY THIS REQUIREMENT.

IN PROVIDING THE SERVICES OUTLINED HEREIN, CONTRACTORS SHALL COMPLY WITH ALL APPLICABLE LAWS, ORDINANCES, AND CODES OF THE FEDERAL, STATE, AND LOCAL GOVERNMENTS, INCLUDING APPROPRIATE LICENSING AND PERMITTING PRIOR TO COMMENCING WITH WORK.

MULTIPLE VENDORS MAY BE AWARDED.

ITEMS WILL BE AWARDED BY GROUP AS INDICATED IN THE FAR LEFT COLUMN. FAILURE TO BID ITEM IN GROUP MAY CAUSE THE BID TO BE CONSIDERED NON-RESPONSIVE.

GROUPS ARE DESIGNATED AS FOLLOWS:
 GROUP 1 L-SHAPED MONUMENT SIGNS.
 GROUP 2 POST SIGNS.
 GROUP 3 LETTERS FOR ITEMS 1-26 OPTIONAL LETTER BOARDS.
 GROUP 4 SINGLE POST PARK SIGN AND STAND-ALONE LETTERBOX SIGN.
 GROUP 5 CARVED BOULDER MONUMENT SIGNS.

COA = CITY OF ALBUQUERQUE

THIS DOCUMENT IS FOR ESTIMATED AMOUNTS ONLY AND DOES NOT CONSTITUTE AN ORDER.

TERM OF CONTRACT WILL BE FOR 18 MONTHS WITH THE OPTION OF RENEWING FOR ONE 12 MONTH PERIOD OR ANY PART OF 12 MONTHS.

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 PRICING DETAIL FORM
 REQUEST NUMBER: RFB2007-067-JR

GROUP NO.	ITEM NO.	QUANTITY/UNI	ITEM DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	1	1.00 EA ESTIMATED	OPTION 1: L SHAPED STUCCO, FULL SIGN BOARD MUST BE AVAILABLE IN THE 4 APPROVED STUCCO COLORS, WITH FULL SIGN BOARD IN ALL COA COLOR OPTIONS WITH LOGO AS DETAILED ON PAGE 23 OF SUPPLEMENTAL	_____	_____
1	2	1.00 EA ESTIMATED	OPTION 1: L SHAPED STUCCO, FULL SIGN BOARD MUST BE AVAILABLE IN THE 4 APPROVED STUCCO COLORS, WITH FULL SIGN BOARD IN ALL COA COLOR OPTIONS WITHOUT LOGO AS DETAILED ON PAGE 23 OF SUPPLEMENTAL	_____	_____
1	3	1.00 EA ESTIMATED	OPTION 1: L SHAPED STUCCO, PARTIAL LETTER BOARD AVAILABLE IN ALL 4 COA APPROVED STUCCO COLOR OPTIONS WITH LOGO AS DETAILED ON PAGE 24 OF THE SUPPLEMENTAL SPECIFICATIONS.	_____	_____
1	4	1.00 EA ESTIMATED	OPTION 1: L SHAPED STUCCO, PARTIAL LETTER BOARD AVAILABLE IN ALL 4 COA APPROVED STUCCO COLOR OPTIONS WITHOUT LOGO AS DETAILED ON PAGE 24 OF THE SUPPLEMENTAL SPECIFICATIONS.	_____	_____
1	5	1.00 EA ESTIMATED	OPTION 1: L SHAPED STUCCO, FULL LETTER BOARD AVAILABLE IN ALL 4 COA APPROVED STUCCO COLORS, WITH FULL LETTER BOARD WITH ONE-SIDED CUSTOM LETTER BOX CABINET, LOCKABLE WITH DURABLE BLACK FINISH METAL FRAME AND 6" OR 8" FLAT CHANGEABLE LETTERS IN ALL COA COLOR OPTIONS WITH LOGO AS DETAILED ON PAGE 25 OF THE	_____	_____
1	6	1.00 EA ESTIMATED	OPTION 1: L SHAPED STUCCO, FULL LETTER BOARD AVAILABLE IN ALL 4 COA APPROVED STUCCO COLORS, WITH FULL LETTER BOARD WITH ONE-SIDED CUSTOM LETTER BOX CABINET, LOCKABLE WITH DURABLE BLACK FINISH METAL FRAME AND 6" OR 8" FLAT CHANGEABLE LETTERS IN ALL COA COLOR OPTIONS WITHOUT LOGO AS DETAILED ON PAGE 25 OF THE	_____	_____

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 PRICING DETAIL FORM
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GROUP NO.	ITEM NO.	QUANTITY/UNI	ITEM DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	7	1.00 EA ESTIMATED	OPTION 2: L SHAPED BRICK VENEER, FULL SIGN BOARD MUST BE AVAILABLE IN THE 3 APPROVED BRICK COLORS, WITH FULL SIGN BOARD IN ALL COA COLOR OPTIONS WITH LOGO AS DETAILED ON PAGE 26 OF THE SUPPLIMENTAL SPECIFICATIONS	_____	_____
1	8	1.00 EA ESTIMATED	OPTION 2: L SHAPED BRICK VENEER, FULL SIGN BOARD MUST BE AVAILABLE IN THE 3 APPROVED BRICK COLORS, WITH FULL SIGN BOARD IN ALL COA COLOR OPTIONS WITHOUT LOGO AS DETAILED ON PAGE 26 OF THE SUPPLIMENTAL SPECIFICATIONS	_____	_____
1	9	1.00 EA ESTIMATED	OPTION 2: L SHAPED BRICK VENEER, PARTIAL LETTER BOARD MUST BE AVAILABLE IN THE 3 APPROVED BRICK COLORS, WITH PARTIAL LETTER BOARD IN ALL COA COLOR OPTIONS WITH LOGO AS DETAILED ON PAGE 27 OF THE SUPPLIMENTAL SPECIFICATIONS	_____	_____
1	10	1.00 EA ESTIMATED	OPTION 2: L SHAPED BRICK VENEER, PARTIAL LETTER BOARD MUST BE AVAILABLE IN THE 3 APPROVED BRICK COLORS, WITH PARTIAL LETTER BOARD IN ALL COA COLOR OPTIONS WITHOUT LOGO AS DETAILED ON PAGE 27 OF THE SUPPLIMENTAL SPECIFICATIONS	_____	_____
1	11	1.00 EA ESTIMATED	OPTION 2: L SHAPED BRICK VENEER, FULL LETTER BOARD AVAILABLE IN ALL 3 COA APPROVED BRICK COLORS, WITH A FULL LETTER BOARD WITH ONE-SIDED CUSTOM LETTER BOX CABINET, LOCKABLE WITH DURABLE BLACK FINISH METAL FRAME AND 6" OR 8" FLAT CHANGEABLE LETTERS IN ALL COA COLOR OPTIONS WITH LOGO AS DETAILED ON PAGE 28 OF THE	_____	_____

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 PRICING DETAIL FORM
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GROUP NO.	ITEM NO.	QUANTITY/UNI	ITEM DESCRIPTION	UNIT PRICE	TOTAL PRICE

1	12	1.00 EA ESTIMATED	OPTION 2: L SHAPED BRICK VENEER, FULL LETTER BOARD AVAILABLE IN ALL 3 COA APPROVED BRICK COLORS, WITH A FULL LETTER BOARD WITH ONE-SIDED CUSTOM LETTER BOX CABINET, LOCKABLE WITH DURABLE BLACK FINISH METAL FRAME AND 6" OR 8" FLAT CHANGEABLE LETTERS IN ALL COA COLOR OPTIONS WITHOUT LOGO AS DETAILED ON PAGE 28 OF THE	_____	_____

1	13	1.00 EA ESTIMATED	OPTION 3: L SHAPED CULTURED STONE VENEER, FULL SIGN BOARD MUST BE AVAILABLE IN THE 3 APPROVED STONE COLORS, WITH A FULL SIGN BOARD IN ALL COA COLOR OPTIONS WITH LOGO AS DETAILED ON PAGE 29 OF THE SUPPLEMENTAL SPECIFICATIONS	_____	_____

1	14	1.00 EA ESTIMATED	OPTION 3: L SHAPED CULTURED STONE VENEER, FULL SIGN BOARD MUST BE AVAILABLE IN THE 3 APPROVED STONE COLORS, WITH A FULL SIGN BOARD IN ALL COA COLOR OPTIONS WITHOUT LOGO AS DETAILED ON PAGE 29 OF THE SUPPLEMENTAL SPECIFICATIONS	_____	_____

1	15	1.00 EA ESTIMATED	OPTION 3: L SHAPED CULTURED STONE VENEER PARTIAL LETTER BOARD AVAILABLE IN ALL 3 COA APPROVED STONE COLORS, WITH A PARTIAL LETTER BOARD IN ALL COA COLOR OPTIONS WITH LOGO AS DETAILED ON PAGE 30 OF THE SUPPLEMENTAL SPECIFICATIONS	_____	_____

1	16	1.00 EA ESTIMATED	OPTION 3: L SHAPED CULTURED STONE VENEER PARTIAL LETTER BOARD AVAILABLE IN ALL 3 COA APPROVED STONE COLORS, WITH A PARTIAL LETTER BOARD IN ALL COA COLOR OPTIONS WITHOUT LOGO AS DETAILED ON PAGE 30 OF THE SUPPLEMENTAL SPECIFICATIONS	_____	_____

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PRICING DETAIL FORM
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GROUP NO.	ITEM NO.	QUANTITY/UNI	ITEM DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	17	1.00 EA ESTIMATED	OPTION 3: L SHAPED CULTURED STONE VENEER, FULL LETTER BOARD AVAILABLE IN ALL 3 COA APPROVED STONE COLORS, WITH A FULL LETTER BOARD WITH ONE-SIDED CUSTOM LETTER BOX CABINET, LOCKABLE WITH DURABLE BLACK FINISH METAL FRAME AND 6" OR 8" FLAT CHANGEABLE LETTERS IN ALL COA COLOR OPTIONS WITH LOGO AS DETAILED ON PAGE 31 OF THE SUPPLEMENTAL SPECIFICATIONS	_____	_____
1	18	1.00 EA ESTIMATED	OPTION 3: L SHAPED CULTURED STONE VENEER, FULL LETTER BOARD AVAILABLE IN ALL 3 COA APPROVED STONE COLORS, WITH A FULL LETTER BOARD WITH ONE-SIDED CUSTOM LETTER BOX CABINET, LOCKABLE WITH DURABLE BLACK FINISH METAL FRAME AND 6" OR 8" FLAT CHANGEABLE LETTERS IN ALL COA COLOR OPTIONS WITHOUT LOGO AS DETAILED ON PAGE 31 OF THE SUPPLEMENTAL SPECIFICATIONS	_____	_____
GROUP TOTAL PRICE =====					
2	19	1.00 EA ESTIMATED	OPTION 4: POST SIGN STYLE SOUTHWEST WITH LETTER PANEL AVAILABLE IN 2" THICK SANDBLASTED AND PAINTED REDWOOD SIGN PANEL WITH LETTER PANEL IN ALL 3 COA APPROVED COLOR OPTIONS AS DETAILED ON PAGE 32 OF THE SUPPLEMENTAL SPECIFICATIONS	_____	_____
2	20	1.00 EA ESTIMATED	OPTION 4: POST SIGN STYLE SOUTHWEST WITHOUT LETTER PANEL AVAILABLE IN 2" THICK SANDBLASTED AND PAINTED REDWOOD SIGN PANEL WITHOUT LETTER PANEL IN ALL 3 COA APPROVED COLOR OPTIONS AS DETAILED ON PAGE 32 OF THE SUPPLEMENTAL SPECIFICATIONS	_____	_____

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PRICING DETAIL FORM
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GROUP NO.	ITEM NO.	QUANTITY/UNI	ITEM DESCRIPTION	UNIT PRICE	TOTAL PRICE
2	21	1.00 EA ESTIMATED	OPTION 5: POST SIGN STYLE AMERICANA WITH LETTER PANEL AVAILABLE IN SANDBLASTED REDWOOD PANEL WITH MINIMUM 2" THICKNESS WITH LETTER PANEL IN 2 COA APPROVED COLOR OPTIONS AS DETAILED ON PAGE 34 OF THE SUPPLEMENTAL SPECIFICATIONS	_____	_____
2	22	1.00 EA ESTIMATED	OPTION 5: POST SIGN STYLE AMERICANA WITHOUT LETTER PANEL AVAILABLE IN SANDBLASTED REDWOOD PANEL WITH MINIMUM 2" THICKNESS WITHOUT LETTER PANEL IN 2 COA APPROVED COLOR OPTIONS AS DETAILED ON PAGE 34 OF THE SUPPLEMENTAL SPECIFICATIONS	_____	_____
2	23	1.00 EA ESTIMATED	OPTION 6: POST SIGN STYLE MODERN WITH LETTER PANEL AVAILABLE IN EXTERIOR GRADE PLYWOOD CORE WITH FACTORY LAMINATED ALUMINUM OVERLAY OR FIBERGLASS SIGN PANEL WITH EXTERIOR FRAME IN 2 COA APPROVED COLOR OPTIONS WITH LOGO AS DETAILED ON PAGE 36 OF THE SUPPLEMENTAL SPECIFICATIONS	_____	_____
2	24	1.00 EA ESTIMATED	OPTION 6: POST SIGN STYLE MODERN WITHOUT LETTER PANEL AVAILABLE IN EXTERIOR GRADE PLYWOOD CORE WITH FACTORY LAMINATED ALUMINUM OVERLAY OR FIBERGLASS SIGN PANEL WITH EXTERIOR FRAME IN 2 COA APPROVED COLOR OPTIONS WITH LOGO AS DETAILED ON PAGE 36 OF THE SUPPLEMENTAL SPECIFICATIONS	_____	_____
2	25	1.00 EA ESTIMATED	OPTION 6: POST SIGN STYLE MODERN WITH LETTER PANEL AVAILABLE IN EXTERIOR GRADE PLYWOOD CORE WITH FACTORY LAMINATED ALUMINUM OVERLAY OR FIBERGLASS SIGN PANEL WITH EXTERIOR FRAME IN 2 COA APPROVED COLOR OPTIONS WITHOUT LOGO AS DETAILED ON PAGE 36 OF THE SUPPLEMENTAL SPECIFICATIONS	_____	_____

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 PRICING DETAIL FORM
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GROUP NO.	ITEM NO.	QUANTITY/UNI	ITEM DESCRIPTION	UNIT PRICE	TOTAL PRICE

2	26	1.00 EA ESTIMATED	OPTION 6: POST SIGN STYLE MODERN WITHOUT LETTER PANEL AVAILABLE IN EXTERIOR GRADE PLYWOOD CORE WITH FACTORY LAMINATED ALUMINUM OVERLAY OR FIBERGLASS SIGN PANEL WITH EXTERIOR FRAME IN 2 COA APPROVED COLOR OPTIONS WITHOUT LOGO AS DETAILED ON PAGE 36 OF THE SUPPLEMENTAL SPECIFICATIONS	_____	_____

					GROUP TOTAL PRICE =====
3	27	1.00 EA ESTIMATED	FOR LETTER BOARD OPTIONS FOR ITEMS 1-26 ADD ON: PLASTIC LETTER TRACK WITH 4 LETTER TRACKS, 6" INTERCHANGEABLE LETTERS.	_____	_____

3	28	1.00 EA ESTIMATED	FOR LETTER BOARD OPTIONS FOR ITEMS 1-26 ADD ON: PLASTIC LETTER TRACK WITH 3 LETTER TRACKS, 8" INTERCHANGEABLE LETTERS.	_____	_____

3	29	1.00 EA ESTIMATED	FOR LETTER BOARD OPTIONS FOR ITEMS 1-26 ADD ON: METAL LETTER TRACK WITH 4 LETTER TRACKS, 6" INTERCHAGEABLE LETTERS.	_____	_____

3	30	1.00 EA ESTIMATED	FOR LETTER BOARD OPTIONS FOR ITEMS 1-26 ADD ON: METAL LETTER TRACK WITH 3 LETTER TRACKS, 8" INTERCHANGEABLE LETTERS.	_____	_____

					GROUP TOTAL PRICE =====
4	31	1.00 EA ESTIMATED	OPTION 7: SINGLE POST PARK SIGN WITH 12' GALVANIZED STEEL POST AND SANDBLASTED REDWOOD SIGN PANEL AS DETAILED ON PAGE 38 OF THE SUPPLEMENTAL SPECIFICATIONS	_____	_____

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PRICING DETAIL FORM
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GROUP NO.	ITEM NO.	QUANTITY/UNI	ITEM DESCRIPTION	UNIT PRICE	TOTAL PRICE
4	32	1.00 EA ESTIMATED	OPTION 8: STAND ALONE LETTERBOX SIGN, 4' X 6' ONE-SIDED CABINET WITH LOCKABLE OPENING FRONT FACE WITH 4" FLAT CHANGEABLE LETTERS AND FIVE LETTER ROWS ON INNER FACE WITH LOGO OR NEIGHBORHOOD IDENTIFICATION AS DETAILED ON PAGE 39 OF THE SUPPLEMENTAL	_____	_____

GROUP TOTAL PRICE =====

5	33	1.00 EA ESTIMATED	OPTION 9: STONE BOULDER SIGNS ARE SAND BLASTED WITH THE 4 FONTS IDENTIFIED IN THE SPECIFICATIONS AS PER PAGE 19 WITH LOGO AND AS DETAILED ON PAGE 40 OF THE SUPPLEMENTAL SPECIFICATIONS	_____	_____
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GROUP TOTAL PRICE =====

THE CITY WILL DEAL ONLY WITH THE AWARDED PRIME CONTRACTORS. AWARDED BIDDERS WILL BE REQUIRED TO FURNISH THE NAMES, ADDRESSES, AND TELEPHONE NUMBERS, AS WELL AS ANY OTHER REQUESTED INFORMATION, OF ANY SUBCONTRACTORS WHICH THE PRIME CONTRACTOR PLANS TO USE ON ANY PROJECTS PERTAINING TO THIS CONTRACT. IT WILL BE THE PRIME CONTRACTORS' RESPONSIBILITY TO INSURE THAT ALL SUBCONTRACTORS USED ARE IN COMPLIANCE WITH ALL LAWS AND ORDINANCES WHICH GOVERN THIS CONTRACT. IT WILL BE THE RESPONSIBILITY OF THE PRIME CONTRACTOR TO ARRANGE SEPARATE PAYMENT FOR ANY SUB-CONTRACTORS. THE CITY WILL MAKE PAYMENT ONLY TO AWARDED PRIME CONTRACTORS.

THOSE NOT REPRESENTED AT THE MADATORY PRE-BID CONFERENCE WILL NOT HAVE THEIR BIDS CONSIDERED FOR EVALUATION.

*****LAST ITEM REQUESTED*****



CITY OF ALBUQUERQUE
NEIGHBORHOOD SIGN
DESIGN GUIDELINES
SEPTEMBER 2006

PREPARED BY: SITES SOUTHWEST, LLC



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INTRODUCTION

Albuquerque is a distinctive place of unmatched beauty, characterized by lush parks, abundant history, and exquisite architecture. Its eclectic and vibrant beauty derives from a rich array of cultures and backgrounds. In this spirit, the City of Albuquerque has put together guidelines to assist local neighborhoods in developing neighborhood identification signage which helps provide neighborhood associations with identification markers while enhancing and contributing to Albuquerque's unique charm and beauty.



The guidelines provided herein are intended to assist in the design, construction and permitting of neighborhood identification signs while remaining in accordance with the City Zoning Ordinance and other requirements. They are intended to encourage both sign design quality and creativity while complimenting the overall character of the Albuquerque community. By providing these guidelines, this document will help facilitate a speedy review and approval by assisting citizens to better understand the city's approval process while meeting each neighborhood's design expectations.

DEFINITIONS

Definitions are for the purpose of this document only and are intended to help facilitate the general understanding of the reader.

Arterial Street - A major road designed to be a through street and to handle a large volume of traffic.

Bungalow - Common house form of the early 20th century. Known mostly for its horizontal appearance, wide eaves, and large porches.

Easement- A right of way giving individuals other than the owner permission to use a property for a specific purpose.

Facade- The face of a structure, applies especially to the principle face.

Font- A design for a set of characters. A font is the combination of qualities, such as size, pitch, and spacing that form a letter. For example, Arial is a typeface that defines the shape of each character. Within Arial, however, there are many fonts to choose from -- different sizes, italic, bold, and so on.

Indirect Lighting- Illumination by reflected or diffused light using a concealed light fixture.

Intersections with Stop/Signal Control- An intersection controlled by the use of a two way or four way stop sign, signal, or yield.

Letterbox- A cabinet containing an interchangeable letter system for the purposes of displaying messages to the public.

Median- The dividing area, either paved or landscaped, between opposing lanes of traffic on some highways.

Neighborhood Identification Sign- A street sign located within the public right of way or other appropriate easement, used exclusively for the identification of a neighborhood association.

Pueblo Revival- inspired by a mixture of Spanish Colonial and Indian Pueblo architectural forms, features of this style include flat roofs with parapeted wall, irregular/rounded edges to walls, stucco surface and often vigas (round roof beams) extending through walls to the exterior.

Ranch- A building of 20th century architecture characterized by low gables or a hipped roof and long, low proportions. Ranch style buildings tend to be L- or T-shaped.

Right of Way– The limit of public property used for public purposes. The strip of land over which facilities such as city streets, highways, or power lines are built.

Sight Distance– Sight distance is the length of highway visible to a driver. A safe sight distance is the distance needed to drive on a through road or exit a driveway or street safely by being able to verify that the road is clear and thereby avoiding conflicts. Sight lines must be kept free of objects which might interfere with the ability of drivers to see other vehicles. These interfering objects may include landscaping, sign, buildings, or features, such as berms and landscaping.

Veneer- A thin decorative facing, such as brick.

Victorian- A highly ornamented, massive style of architecture, decor, and furnishings popular in 19th-century England.

GENERAL DESIGN GUIDELINES

1.1 ARCHITECTURAL CONSIDERATIONS

The most important consideration when selecting a sign for a residential neighborhood is to bear in mind the community's architectural character. All signs should compliment their surrounding neighborhood.

Sign decisions, including the type of exterior material, style, and color should be similar or complimentary to those of the buildings or structures within the neighborhood. For example, if your community is primarily composed of brick bungalows, you may wish to consider the L-Shaped design (see the sign style chapter of this document) with the brick finish. The L-shaped sign is reminiscent of bungalow architecture with its low profile and the material type ties into the brick of the homes in the community.

As most of Albuquerque's neighborhoods are rich and diverse, including many examples of architectural styles and details, it is important to remember that the best sign for your neighborhood may not be an exact match stylistically. Rather, the signs may be more complimentary in form. For example, a Victorian neighborhood will find there are no "Victorian" sign styles included in the approved sign list. There are, however, many signs which will compliment Victorian architecture. These include the versatile contemporary post style or the Americana post style (see the sign style portion of this document.) These styles are less stylistic and will fit well in most all architectural neighborhoods, including a Victorian one.

1.2 CLARITY

The following fonts have been approved and are acceptable for use on your neighborhood identification sign (except for stone signs which have separate font requirements):

Arial

Bodoni MT Bold

Eras Bold ITC

Monotype Corsiva

TRAJAN PRO BOLD

Forte

Minion Std

Script MT Bold

COPPERPLATE GOTHIC BOLD

Rockwell Bold

Tahoma Bold

Lucida Calligraphy Bold

Bernhard MT Condensed Bold

Bookman Old Style Bold

Pristina



These fonts were chosen for their clarity and simplicity. Delicate typefaces and symbols (such as those provided on the example on the right) should not be used as they are difficult to read.

Colors shall be dark on white or white on dark. The overall readability of a sign is easily muddled by the lack of contrast between the color and materials of the background and the letter symbol.

The following color schemes are approved for use on neighborhood identification signs. Not all color options are available for all signs. See Chapter 2 for a detail explanation of the color options available for each sign style as well as Appendix F for exact color specifications.



Black Background, White or Light Beige Font



Dark Brown Background, White or Light Beige Font



Sienna Background, Black font (only color option available for Stucco, not to be used with other sign types)



Light Beige Background, Black Font or Brown Font



Adequate contrast should be incorporated into the sign design so that the sign can be read both day and night. Light letters on a dark background are usually the easiest to read. See example at left. The contrast provided on the top sign is much easier to read than the sign on the bottom.

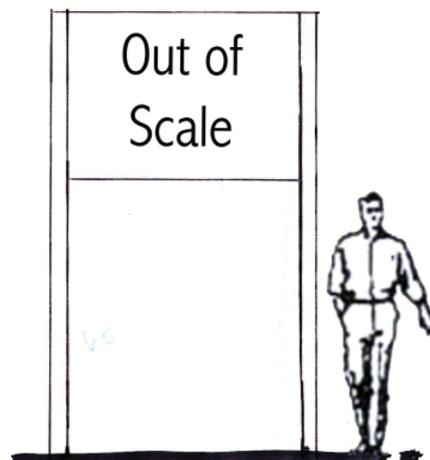
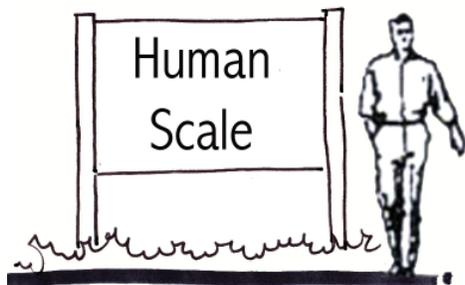


1.3 SIZE AND PROPORTION

Careful consideration of the proportion of the letter area to the overall sign background area is important. The letters should not appear to occupy more than 75 percent of the sign panel area as this also reduces readability. See the example provided at the left.

Though the letters are larger on the bottom sign, the lack of space around the letters make it difficult to read. For this reason font sizes are available at 6 inches and 9 inches only.

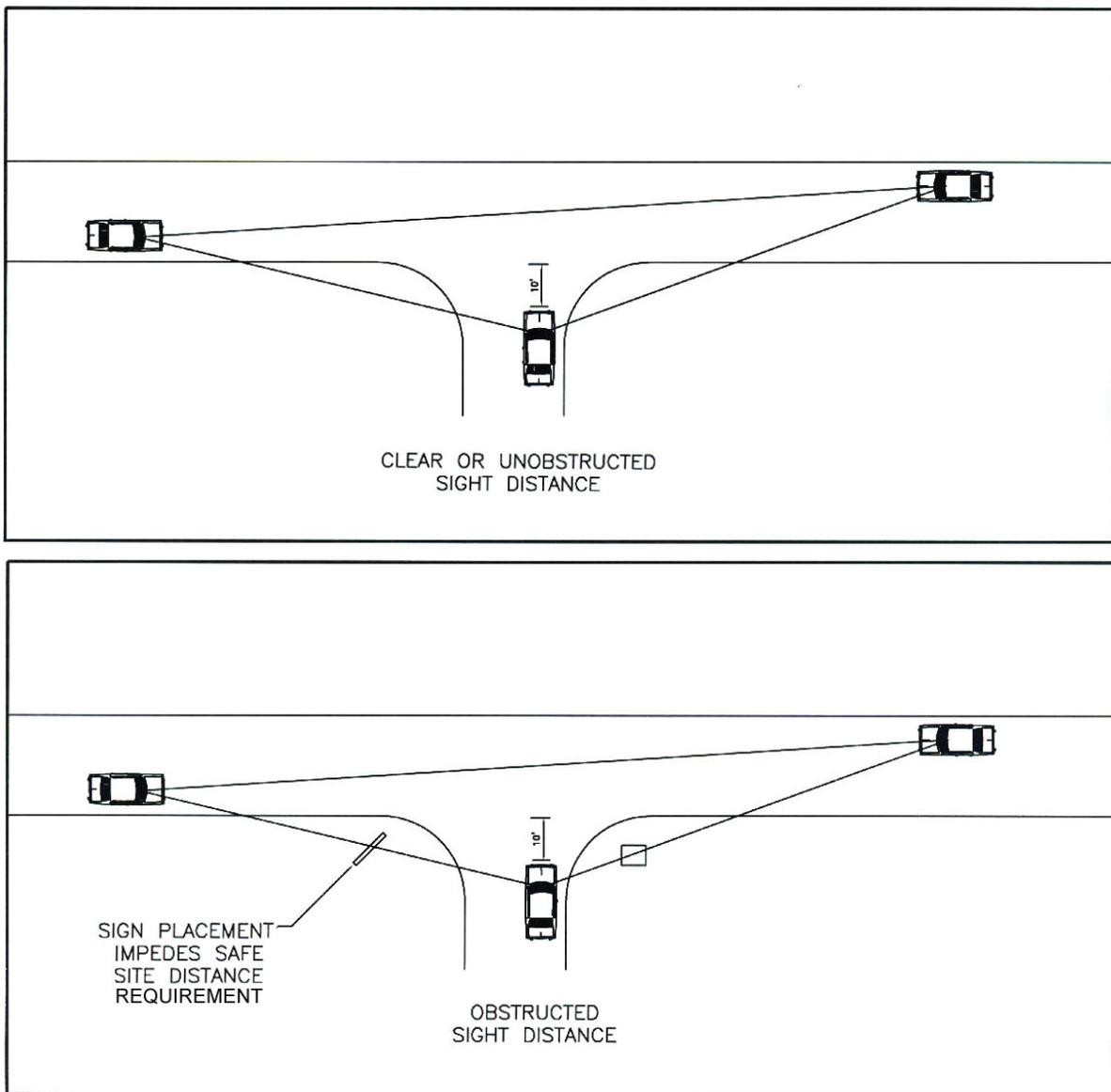
The height of all signs shall be sized to both human and vehicular scales. See examples provided below.



1.4 SIGHT DISTANCE

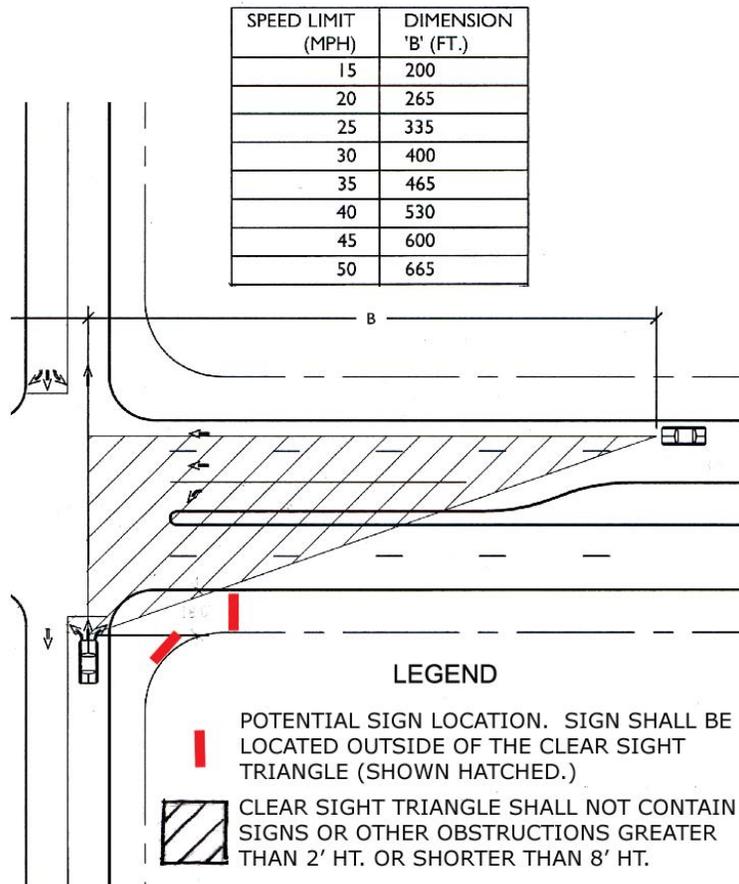
Sight distance is the length of highway visible to a driver. A safe sight distance is the distance needed to drive on a through road or exit a driveway or street safely by being able to verify that the road is clear and thereby avoiding conflicts. Sight lines must be kept free of objects which might interfere with the ability of drivers to see other vehicles. See the diagrams provided below.

The upper diagram shows an unobstructed sight distance triangle (i.e. there are no obstructions within the vehicles line of sight.) The lower diagram shows an obstructed or unsafe sight distance triangle.



In order to maintain the safety of our roads, all neighborhood identification signs must comply with City and State sight distance requirements. Included below is a detail illustration designed to help you meet the safety criteria when determining where to place your sign.

The required sight distance will depend heavily upon the speed limit for your road. See the table provided in the diagram below. Per the table, a road with a speed limit of 25 MPH (miles per hour), will have a minimum sight distance requirement of 265 feet. Once you have obtained a plan/map of your site (provided by the City), and determined the minimum sight distance requirement per the table below, you will need to draw the sight triangle to scale on your plan (as shown below). The City staff will assist you in this process.

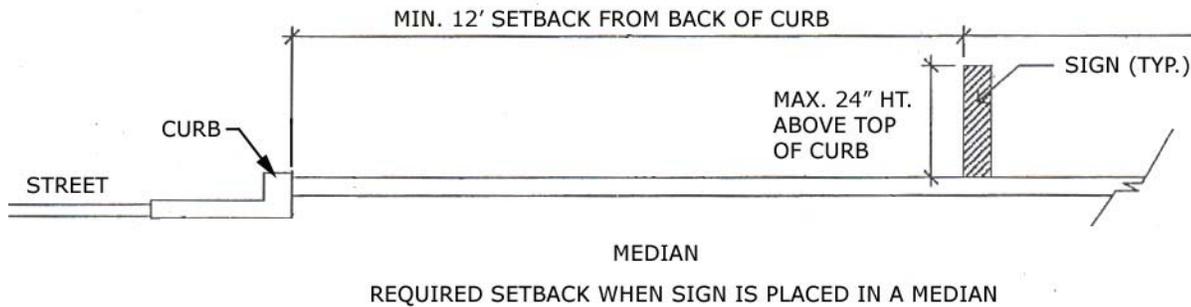


***NOTE-** The diagram above is intended to inform the applicant of general sight distance requirements which may impact the placement of their proposed sign. It is not intended to be used for actual sign location purposes. Please see City staff for further assistance in this process.

The resulting triangle will determine where potential signs should not be placed. Signs shall never be located within

the clear sight triangle (shown hatched in the example.) Areas outside of the sight triangle are potential sign locations and shown in red on the above diagram.

Should you wish to put your sign within a median, it is important to keep in mind that there are several strict requirements for placing signs within a median. See the illustration below.



All signs must be setback at least 12 feet from the back of the curb and can not be taller than 24 inches. You will not be able to place a sign in a median that is less than 25 feet wide (if placed parallel to the median.) You may not disturb existing landscape nor underground utilities. See also Appendix B for landscaping restrictions within the median.

CHAPTER 2

SIGN STYLES

There are nine standard design types or styles for use as Neighborhood Identification Signage approved by the City of Albuquerque. Detailed explanations and graphics of the approved design types are provided for you in this chapter. The sign types chosen were selected for their ability to compliment Albuquerque's unique regional and architectural character.

Among the nine types you will find there are several available variations and options. These variations are intended to allow you the opportunity to choose a sign unique to your own neighborhood community within the design and budget constraints established. Please reference the Sign Order Form in Appendix D for an abbreviated list of design options.

Please note, any dimensions or material representations mentioned in this section are approximate and intended for conceptual purposes only. Please refer to Appendix A, Construction Details, for exact dimensions and specifications as well as Appendix E, Color Specifications.

2.1 L-SHAPED MONUMENT SIGN

The L-shaped monument design is a versatile design that can be customized as shown in this section to go well with a number of architectural styles and details. It is among the most durable design provided.

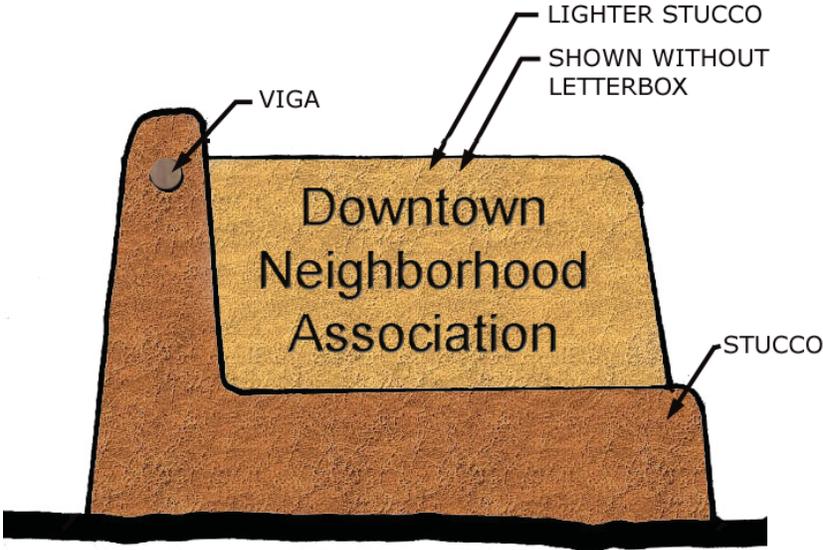
Letter boxes are optional with the L-shaped monument sign. You may choose a traditional sign panel (as shown in the Pueblo Revival model) or you may choose to have a full size letter box (3 feet x 5 feet as shown in the brick

facade option). A partial letter box is also available (16 inches x 5 feet as shown in the stone facade option.) See Section 2.1.2 for a detailed explanation of letterbox color and material options.

A small logo (see construction details for maximum size and locations) may be incorporated. The logo may not contain intricate or ornate detail as this will not show up well from a distance. The logo should be simple and crisp. The applicant must provide a black and white or color JPEG or EPS computer file of the logo at the time of their sign application.

2.1.1 MATERIAL OPTIONS/VARIATIONS

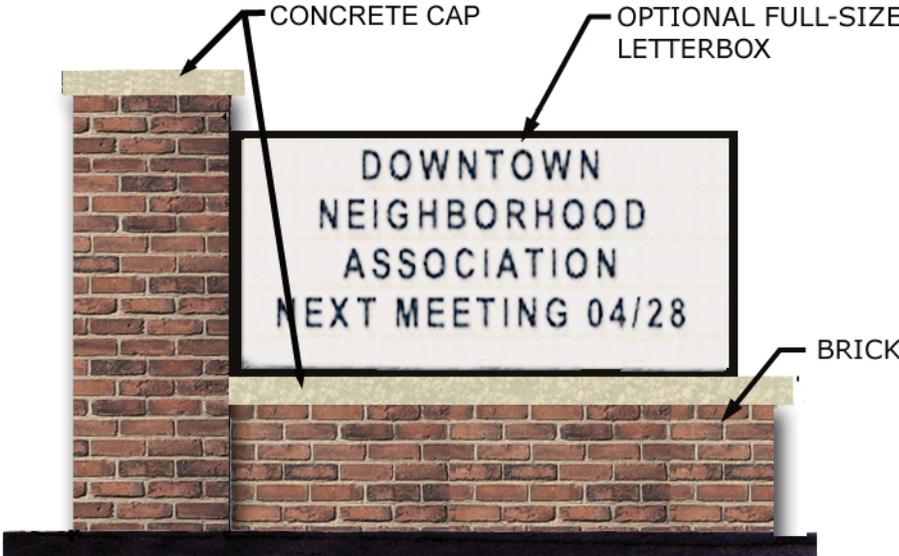
2.1.1.1 Stucco (Pueblo Revival)



A composite of Spanish and American styles, this sign will compliment traditional pueblo revival communities. See illustration above. Stucco color options for this sign include tan, sienna, brown and purple.

2.1.1.2 Brick Façade

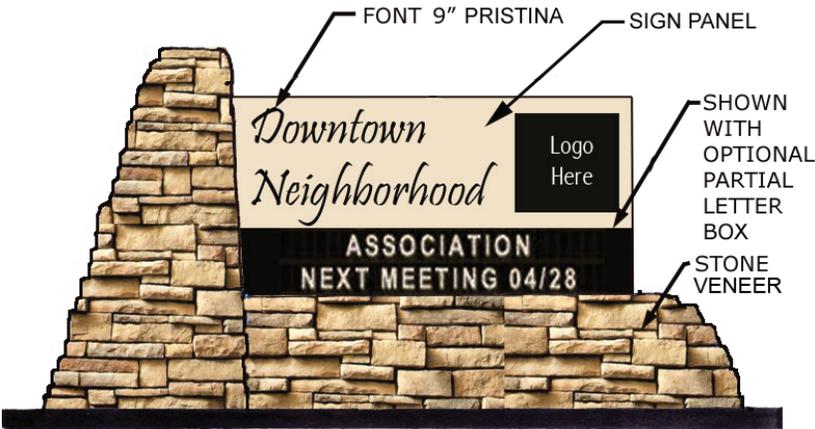
The smooth lines and low profile of this design make it appropriate for both ranch and bungalow neighborhoods, as well as many contemporary homes. See illustration on the following page.



Brick color options include brown, red, or tan. When considering color options for either the letterbox or the sign background be sure to consider the brick type used in the design.

The chosen color of your sign panel should compliment the brick. Color options for the sign panel (should either a partial letterbox or no letterbox be used) include light beige, black or brown. See Section 2.1.2 for color options for the letterbox.

2.1.1.3 Stone Façade



The smooth lines and low profile of this design make it appropriate for both ranch and bungalow neighborhoods, as well as

many contemporary homes. See illustration on previous page.

Color options for the sign panel (should either a partial letterbox or no letter box be used) include light beige, black or brown. See Section 2.1.2 for color options for the letterbox.

2.1.2 DESIGN OPTIONS AND REQUIREMENTS

You may choose from two letterbox colors. You may choose a white background and black interchangeable letters for your letterbox or you may choose a black background with white interchangeable letters. When choosing the color, it is important to note that darker backgrounds are more difficult to notice at night when using an interchangeable marquee system. Also, the signs can be difficult to change because the black “fill” letters will all need to be inserted into place.

The letter board (background within the letterbox) will be made of lexan in lieu of Plexiglas. Lexan is the more expensive backing material, however, it is more durable and will not shatter like Plexiglas.

You may choose to have a clear plastic or metal letter track (the track on which the interchangeable letters hook and slide.)

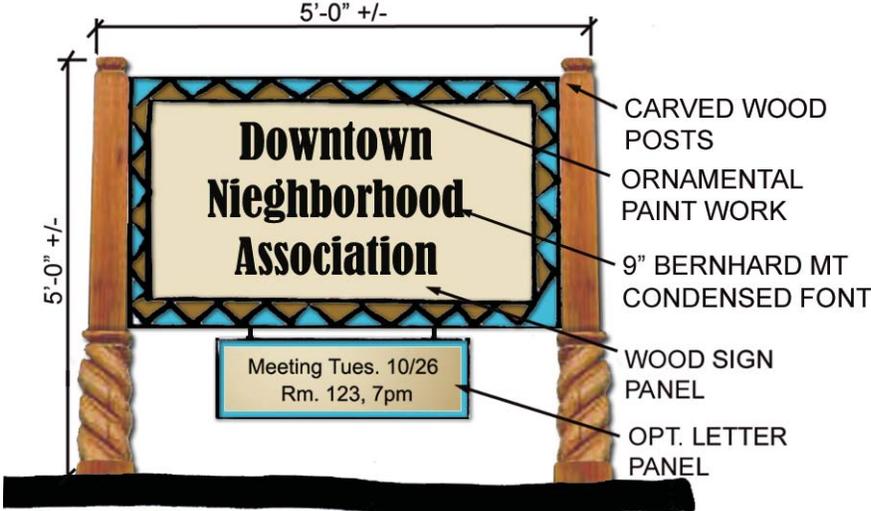
It is important to keep in mind that the letterboxes are prone to vandalism. Letter boxes must be kept within a cabinet under lock and key.

2.2 POST SIGN

The post sign design is both functional and highly decorative. We have provided simple and ornate designs so that you may choose a design that best fits the unique characteristics of your community.

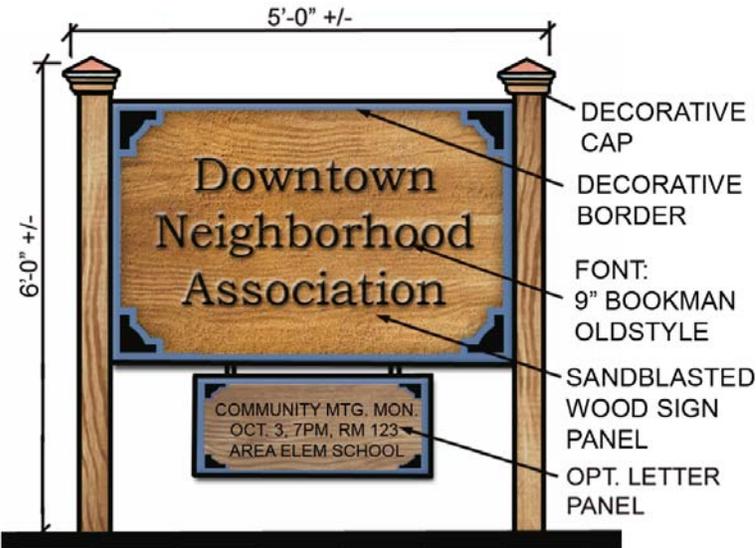
2.2.1 MATERIAL OPTIONS/VARIATIONS

2.2.1.1 Southwest Style



Characterized by a distressed wood look, decorative carved wood, and traditional painted patterns, this style would fit well in traditional southwest architectural neighborhoods. Colors are available as shown (sienna and turquoise) or brown and turquoise. See illustration above.

2.2.1.2 Americana Style

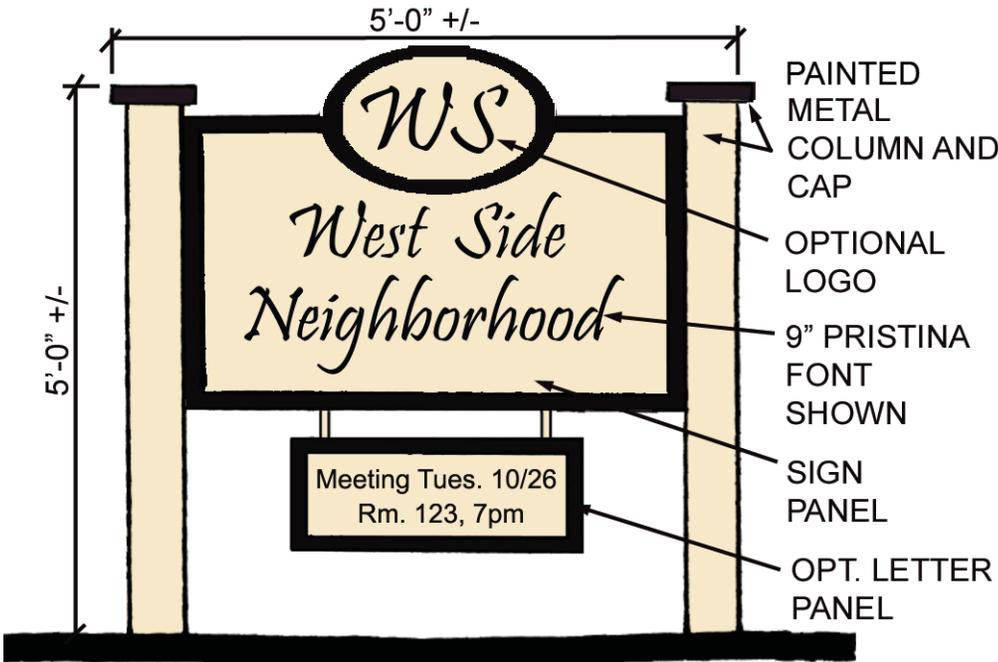


Americana Style is characterized by a sandblasted wood look, simple elegant wood columns and decorative southwestern

wood trim. This style is ideal for a mix of neighborhoods. See the illustration on the following page.

The only color options available for this option include a sanblasted wood finish with an accent color in blue (as shown), beige, or light turquoise. The font is available in black only.

2.2.1.3 Contemporary Style



This style is simple and elegant and will compliment modern or well established Victorian communities. Metal columns and simple lines are minimal but elegant. Powder coated metal signs are ideal for the New Mexico climate and are longer lasting than wood, requiring less maintenance. See illustration on the following page.

Color options for the sign panel include light beige with black accents (as shown) or beige with dark brown accents.

A small logo (maximum 10 inches x 18 inches in size) may be incorporated into this post style sign. The logo should not

contain intricate or ornate detail as this will not show up well from a distance. The logo should be simple and crisp. The applicant must provide a black and white or color JPEG or EPS computer file of the logo at the time of their sign application. Should you choose not to provide a logo, the decorative oval will be removed to reveal a straight square panel.

2.2.1.4 Single Post Park Sign



This style is simple but stately. It is ideal for neighborhoods with limited right of way for sign placement. The sign consists of a sandblasted hardwood sign with minimal lettering attached to an ornate metal post. An additional decorative rail is provided for optional use if an additional sign is desired. Note: optional smaller sign graphics shall be provided by the applicant. See the illustration above.

2.2.1.5 Stand Alone Letter Box Sign



This simple metal post sign is ideal for communities wishing to change out messages to the community frequently. This sign will work with any architectural neighborhood. Please note, a logo or neighborhood identification name is required for this design. See illustration below.

2.2.2 GENERAL POST SIGN REQUIREMENTS

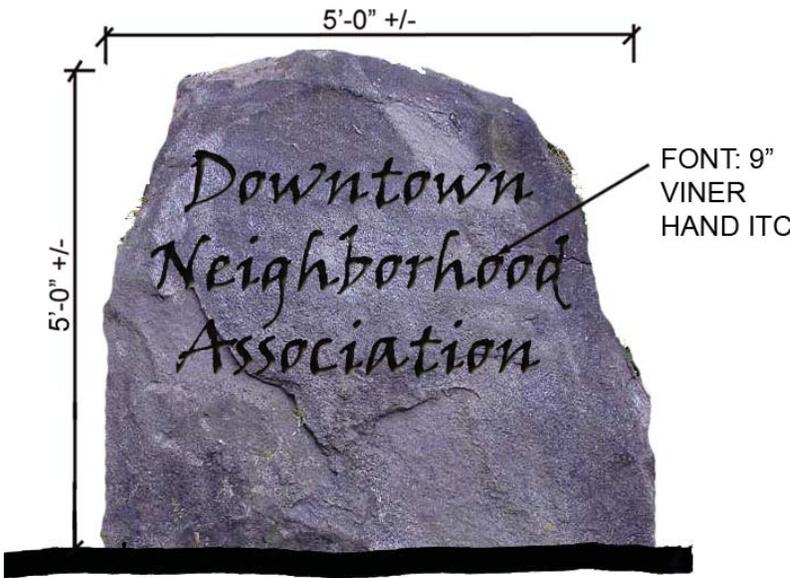
The text boxes are optional but should be kept in a plastic cabinet under lock and key and firmly affixed to the sign so vandals can not access the text. Text boxes shall coordinate with the design as shown in the illustrations (see Appendix A, Construction Details.)

Wood signs will require yearly maintenance to ensure their longevity.

2.3 SANDBLASTED STONE SIGN

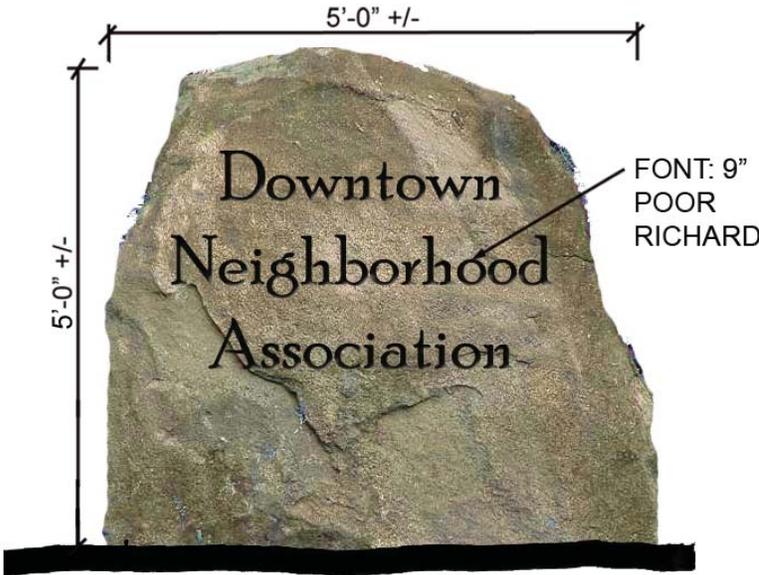
Sandblasted stone is a natural, rustic compliment to most all residential neighborhoods. Exceptions to this rule are Victorian or similar ornate architectural neighborhoods. These neighborhoods would not be well suited with a rustic stone monument sign.

2.3.1 MATERIAL OPTIONS



FONT: 9"
VINER
HAND ITC

There are many choices of stone available for you to choose from. The examples provided are only a few of the many available materials. See illustrations above and below.



FONT: 9"
POOR
RICHARD

When choosing a stone, it is important to consider the stone's durability, strength and cost. Stones such as basalt do not work well for stone monument signs as they are porous. Marble and granite on the other hand, are very durable but also very expensive and are not allowed within the scope of this project. Neighborhoods must select a stone within the indicated budget.

2.3.2 GENERAL STONE SIGN REQUIREMENTS

A stone must be selected and purchased at the stone retail company and then shipped for engraving.

The following list of font types are available for use with the stone signs:

Arial Bold

Viner Hand ITC

Poor Richard

Lucida Calligraphy Bold

A logo (maximum 9 inches x 18 inches in size) may be incorporated into the sign. The logo should not contain intricate or ornate detail as this will not show up well on the engraved rock. The logo should be simple and crisp. The applicant must provide a black and white JPEG or EPS computer file of the logo at the time of their sign application.

Marquee signs or letterboxes are not available with this type of signage. Should you decide you need an additional marquee sign, it will be up to the neighborhood to cover the additional costs associated with the marquee sign.

PROCESS

3.1 SUBMIT A SIGN ORDER FORM

Once your neighborhood has decided on the look and style of your sign, the neighborhood representative must submit the sign order form to the City along with any requested attachments (i.e. hard and electronic copies of the logo design, if applicable, etc.) You should submit the document to Councilor Staff at City Hall at the City Council Office, located at One Civic Plaza, NW, on the 9th floor. A copy of the sign form may be found in Appendix D.

3.2 INITIAL ON SITE MEETING WITH THE CONTRACTOR AND COUNCILOR STAFF

Once submitted, the order form will be forwarded to the designated City Councilor or City Council Representative who will coordinate a meeting on site with you and the sign contractor. At the meeting, the exact location of the sign will be discussed and finalized.

Please note, however, that should your neighborhood decide to place the sign outside of the right of way (i.e. on private property) the neighborhood will have to obtain an easement from the owner of the property on which they would like to place the sign. The easement is a legal agreement entered into between the neighborhood association and the property owner. Filing of an easement with the City will require the services of a surveyor and will need to be completed and approved by the City prior to proceeding to construction. For further information on obtaining an easement, go to Development Review Division located on the third level of

the Plaza del Sol building. They will assist you with any necessary procedures and forms.

Upon finalization of the sign location, and the agreement of all parties on an installation schedule and particulars, the City Councilor or City Council Representative will give the sign form to the contractor for his signature and implementation. No construction may commence until the neighborhood sign revocable permit and the sign order form have been signed by the contractor.

3.3 FINAL APPROVAL AND CONSTRUCTION

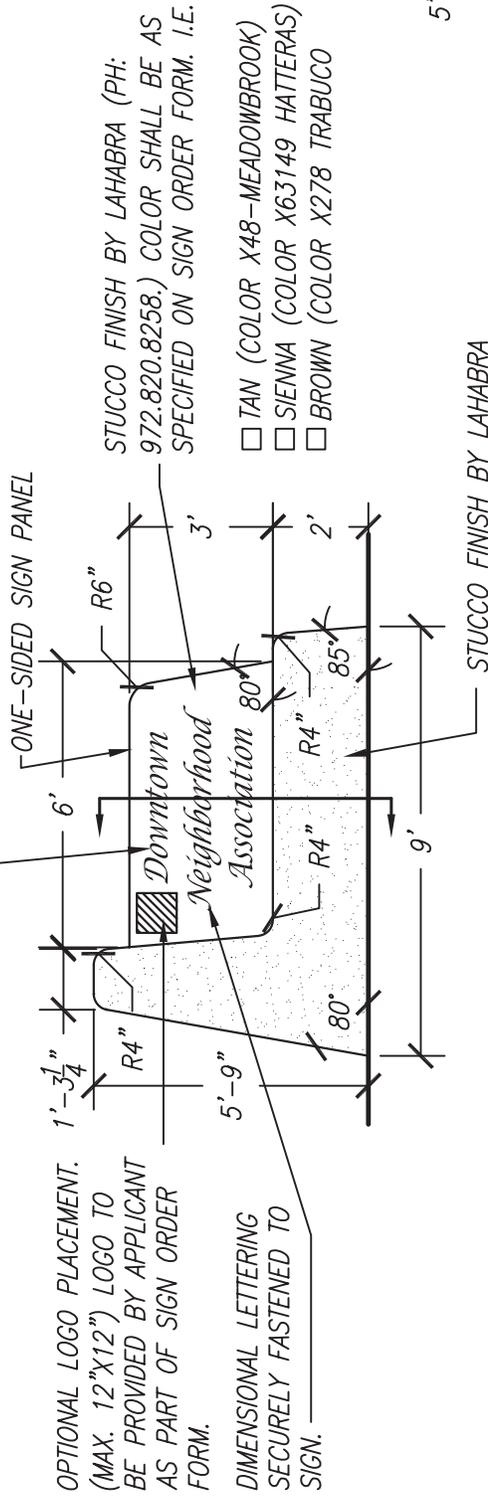
Upon final approval by the City, construction of the sign may commence. The contractor shall proceed with construction per the agreed upon installation schedule.

APPENDIX A

DETAILS

Construction details for the design options presented in Chapter Two may be found in this section.

FONT HEIGHT AND TYPE TO BE DETERMINED BY APPLICANT. SEE THE SIGN ORDER FORM FOR FONT HEIGHT AND TYPE INFORMATION. THE FONT SHALL BE CENTERED ON THE SIGN AS SHOWN PER THIS DETAIL.



STUCCO FINISH BY LAHABRA (PH: 972.820.8258.) COLOR SHALL BE AS SPECIFIED ON SIGN ORDER FORM. I.E.

- TAN (COLOR X48-MEADOWBROOK)
- SIENNA (COLOR X63149 HATTERAS)
- BROWN (COLOR X278 TRABUCO)

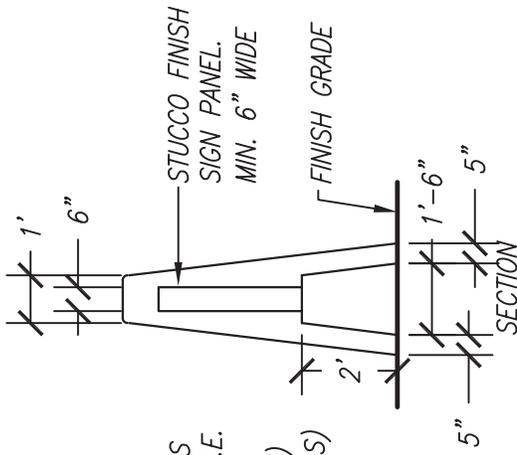
STUCCO FINISH BY LAHABRA (PH:972.820.8258). COLOR SHALL BE AS SPECIFIED ON SIGN ORDER FORM. I.E.

- SIENNA (COLOR X63149 HATTERAS)
- BROWN (COLOR X278 TRABUCO)
- PURPLE (COLOR X81594 SUWANEE)

GENERAL NOTES:

SIGN CONTRACTOR IS RESPONSIBLE FOR SIGN ENGINEERING. SIGN SHALL BE OF DURABLE CONSTRUCTION WITH AN APPROPRIATE FOOTING. SIGN SHALL ALSO REMAIN IN ACCORDANCE WITH THE SIGN PERFORMANCE SPECIFICATIONS, APPENDIX E, OF THE ALBUQUERQUE NEIGHBORHOOD SIGN DESIGN GUIDELINES.

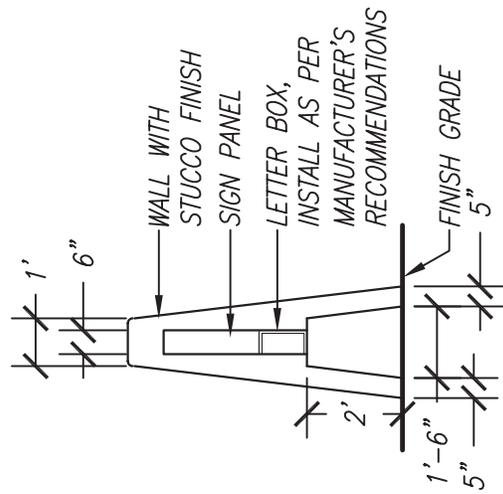
SITE SPECIFIC ORIENTATION TO BE FIELD VERIFIED BY SIGN CONTRACTOR UPON CONSULTATION WITH NEIGHBORHOOD ASSOCIATION REPRESENTATIVE AND AS APPROVED BY THE CITY OF ALBUQUERQUE. SIGN CONTRACTOR ASSUMES ALL LIABILITY FOR SITE LOCATION AND SIGN CONSTRUCTION.



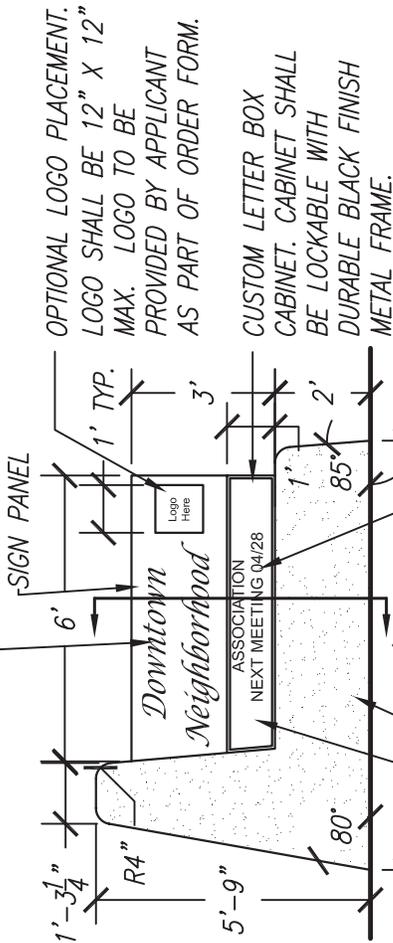
— **OPTION 1 – L-SHAPED STUCCO**
(W/ FULL SIGN BOARD)

1/4" = 1'-0"

DIMENSIONAL LETTERING SECURELY FASTEND TO SIGN. FONT HEIGHT AND TYPE TO BE DETERMINED BY APPLICANT. SEE THE SIGN ORDER FORM FOR FONT HEIGHT AND TYPE INFORMATION. THE FONT SHALL BE LOCATED ON THE SIGN AS SHOWN PER THIS DETAIL.



SECTION



4" FLAT CHANGEABLE LETTERS, STANDARD FONT ONLY. 4" LETTERS SHALL ACCOMMODATE (2) LETTER ROWS. LETTER TRACKS SHALL BE 3/4" METAL MINI-TRACKS. LETTER COLOR SHALL BE AS SPECIFIED BY APPLICANT ON SIGN ORDER FORM. I.E.

LEXAN BACKGROUND PANEL SHALL BE AS SPECIFIED ON SIGN ORDER FORM. I.E.

- BLACK WITH WHITE LETTERS
- WHITE WITH BLACK LETTERS

- SIENNA (COLOR X63149 HATTERAS)
- BROWN (COLOR X278 TRABUCO)
- PURPLE (COLOR X81594 SUWANEE)

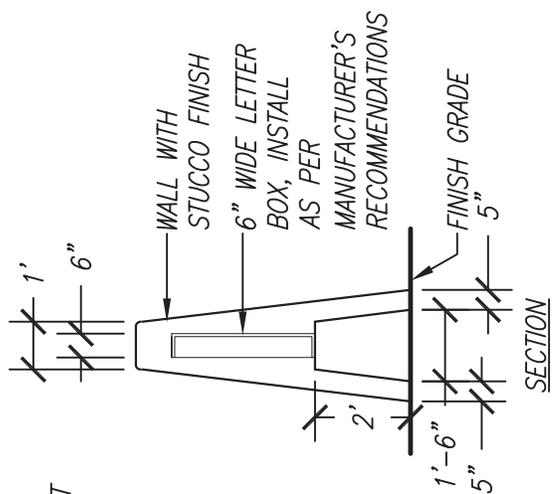
GENERAL NOTES:

SIGN CONTRACTOR IS RESPONSIBLE FOR SIGN ENGINEERING. SIGN SHALL BE OF DURABLE CONSTRUCTION WITH AN APPROPRIATE FOOTING. SIGN SHALL ALSO REMAIN IN ACCORDANCE WITH THE SIGN PERFORMANCE SPECIFICATIONS, APPENDIX E, OF THE ALBUQUERQUE NEIGHBORHOOD SIGN DESIGN GUIDELINES.

SITE SPECIFIC ORIENTATION TO BE FIELD VERIFIED BY SIGN CONTRACTOR UPON CONSULTATION WITH NEIGHBORHOOD ASSOCIATION REPRESENTATIVE AND AS APPROVED BY THE CITY OF ALBUQUERQUE. SIGN CONTRACTOR ASSUMES ALL LIABILITY FOR SITE LOCATION AND SIGN CONSTRUCTION.

○ **OPTION 1 - L-SHAPED STUCCO (W/ PARTIAL LETTER BOARD)**

1/4" = 1'-0"



ONE-SIDED CUSTOM LETTER BOX CABINET SHALL BE LOCKABLE WITH DURABLE BLACK FINISH METAL FRAME.

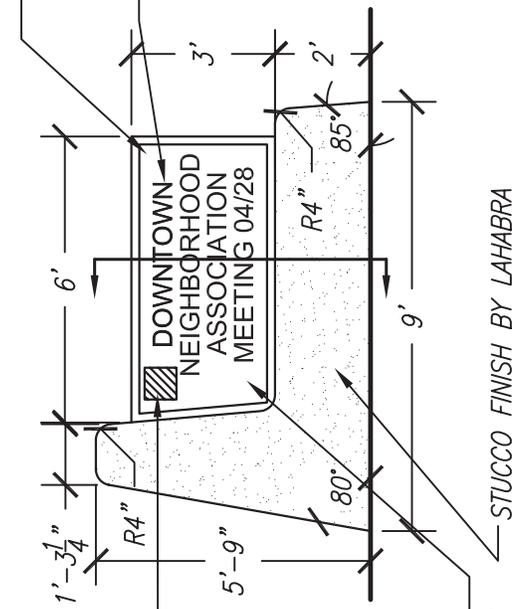
6" OR 8" FLAT CHANGEABLE LETTERS, STANDARD FONT ONLY. SEE SIGN ORDER FORM FOR AVAILABLE SIZES.

6" LETTERS SHALL ACCOMMODATE (4) LETTER ROWS WITH 4" FRAME.

8" LETTERS SHALL ACCOMMODATE (3) LETTER ROWS WITH A 4" FRAME.

LETTER TRACKS SHALL BE 3/4" METAL MINI-TRACKS. LETTER COLOR SHALL BE AS SPECIFIED BY THE APPLICANT ON THE SIGN ORDER FORM. I.E.

- BLACK
- WHITE



OPTIONAL LOGO PLACEMENT. LOGO SHALL BE 12'X12" MAXIMUM. LOGO TO BE PROVIDED BY APPLICANT AS PART OF SIGN ORDER FORM.

LEXAN BACKGROUND PANEL SHALL BE AS SPECIFIED ON SIGN ORDER FORM. I.E.

STUCCO FINISH BY LAHABRA (PH:972.820.8258). COLOR SHALL BE AS SPECIFIED ON SIGN ORDER FORM. I.E.

- SIENNA (COLOR X63149 HATTERAS)
- BROWN (COLOR X278 TRABUCO)
- PURPLE (COLOR X81594 SUWANEE)

GENERAL NOTES:

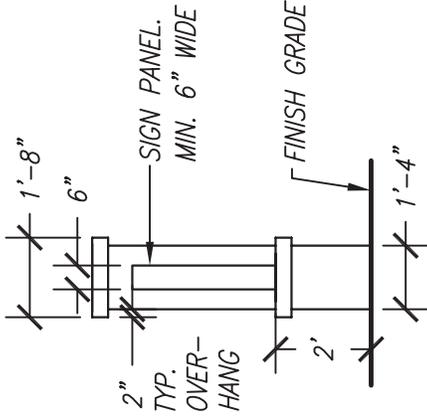
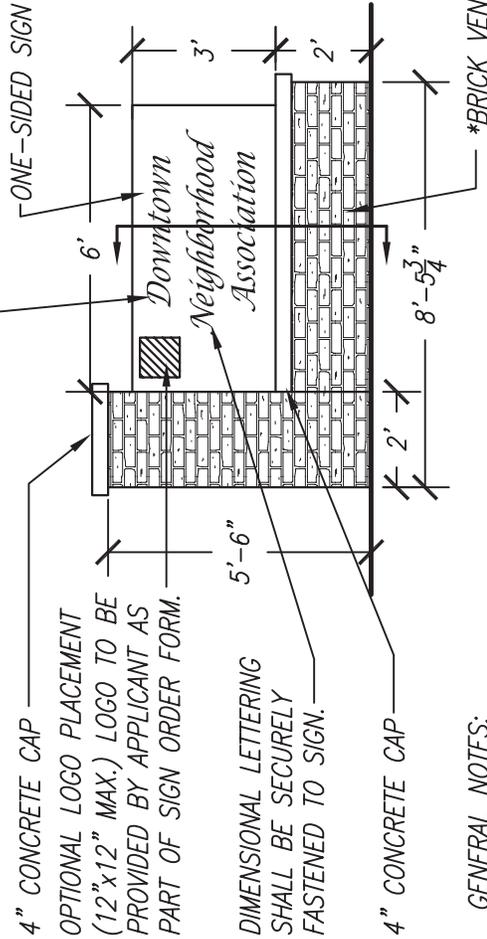
SIGN CONTRACTOR IS RESPONSIBLE FOR SIGN ENGINEERING. SIGN SHALL BE OF DURABLE CONSTRUCTION WITH AN APPROPRIATE FOOTING. SIGN SHALL ALSO REMAIN IN ACCORDANCE WITH THE SIGN PERFORMANCE SPECIFICATIONS, APPENDIX E, OF THE ALBUQUERQUE NEIGHBORHOOD SIGN DESIGN GUIDELINES.

SITE SPECIFIC ORIENTATION TO BE FIELD VERIFIED BY SIGN CONTRACTOR UPON CONSULTATION WITH NEIGHBORHOOD ASSOCIATION REPRESENTATIVE AND AS APPROVED BY THE CITY OF ALBUQUERQUE. SIGN CONTRACTOR ASSUMES ALL LIABILITY FOR SITE LOCATION AND SIGN CONSTRUCTION.

OPTION 1 -- L-SHAPED STUCCO (W/ FULL LETTER BOARD)

1/4" = 1'-0"

FONT HEIGHT AND TYPE TO BE DETERMINED BY APPLICANT. SEE THE SIGN ORDER FORM FOR FONT HEIGHT AND TYPE INFORMATION. THE FONT SHALL BE CENTERED ON THE SIGN AS SHOWN PER THIS DETAIL.



GENERAL NOTES:

SIGN CONTRACTOR IS RESPONSIBLE FOR SIGN ENGINEERING. SIGN SHALL BE OF DURABLE CONSTRUCTION WITH AN APPROPRIATE FOOTING. SIGN SHALL ALSO REMAIN IN ACCORDANCE WITH THE SIGN PERFORMANCE SPECIFICATIONS, APPENDIX E, OF THE ALBUQUERQUE NEIGHBORHOOD SIGN DESIGN GUIDELINES.

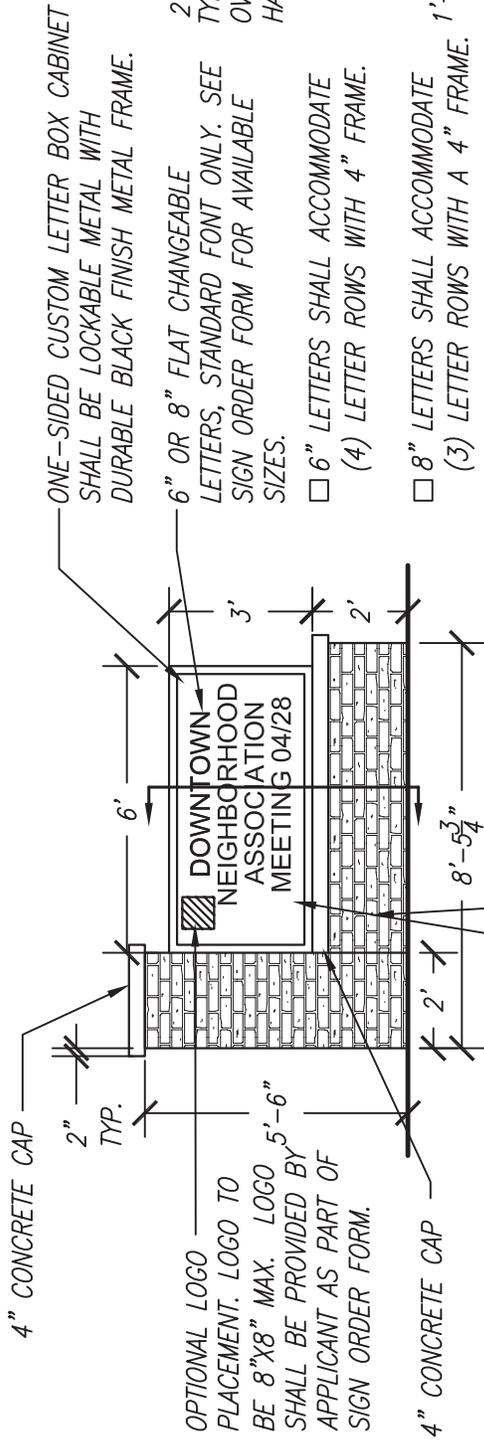
SITE SPECIFIC ORIENTATION TO BE FIELD VERIFIED BY SIGN CONTRACTOR UPON CONSULTATION WITH NEIGHBORHOOD ASSOCIATION REPRESENTATIVE AND AS APPROVED BY THE CITY OF ALBUQUERQUE. SIGN CONTRACTOR ASSUMES ALL LIABILITY FOR SITE LOCATION AND SIGN CONSTRUCTION.

○ — **OPTION 2 — L-SHAPED BRICK VENEER**
 (W/ FULL SIGN BOARD)

1/4" = 1'-0"

SECTION

- *BRICK VENEER:
 CULTURED BRICK BY CULTURED STONE CORP. (PH: 800.255.1727), OR APPROVED EQUAL
- COLOR SHALL BE AS SPECIFIED ON SIGN ORDER FORM. I.E.
 - RED (#CB4052—ANTIQUÉ RED)
 - BROWN (#CB4057—CALIFORNIA DRIFT)
 - TAN (#CB4054—CHICAGO USED)



ONE-SIDED CUSTOM LETTER BOX CABINET SHALL BE LOCKABLE METAL WITH DURABLE BLACK FINISH METAL FRAME.

6" OR 8" FLAT CHANGEABLE LETTERS, STANDARD FONT ONLY. SEE SIGN ORDER FORM FOR AVAILABLE SIZES.

6" LETTERS SHALL ACCOMMODATE (4) LETTER ROWS WITH 4" FRAME.

8" LETTERS SHALL ACCOMMODATE (3) LETTER ROWS WITH A 4" FRAME.

LETTER TRACKS SHALL BE 3/4" METAL MINI-TRACKS. LETTER COLOR SHALL BE AS SPECIFIED BY THE APPLICANT ON THE SIGN ORDER FORM. I.E.

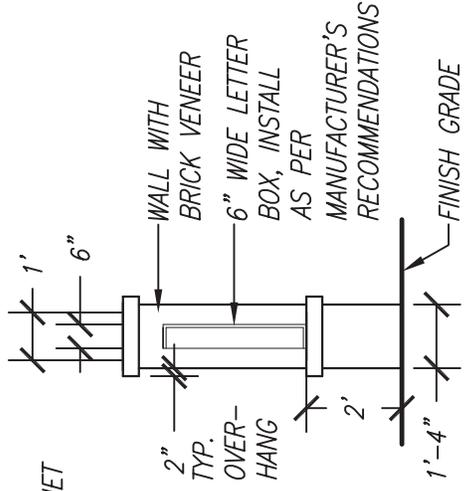
- BLACK WITH WHITE PANEL
- WHITE WITH BLACK PANEL

GENERAL NOTES:

SIGN CONTRACTOR IS RESPONSIBLE FOR SIGN ENGINEERING. SIGN SHALL BE OF DURABLE CONSTRUCTION WITH AN APPROPRIATE FOOTING. SIGN SHALL ALSO REMAIN IN ACCORDANCE WITH THE SIGN PERFORMANCE SPECIFICATIONS, APPENDIX E, OF THE ALBUQUERQUE NEIGHBORHOOD SIGN DESIGN GUIDELINES.

SITE SPECIFIC ORIENTATION TO BE FIELD VERIFIED BY SIGN CONTRACTOR UPON CONSULTATION WITH NEIGHBORHOOD ASSOCIATION REPRESENTATIVE AND AS APPROVED BY THE CITY OF ALBUQUERQUE. SIGN CONTRACTOR ASSUMES ALL LIABILITY FOR SITE LOCATION AND SIGN CONSTRUCTION.

OPTION 2 - L-SHAPED BRICK VENEER (W/ FULL LETTER BOARD)



SECTION

*BRICK VENEER:

CULTURED BRICK BY CULTURED STONE CORP. (PH: 800.255.1727), OR APPROVED EQUAL

COLOR SHALL BE AS SPECIFIED ON SIGN ORDER FORM. I.E.

- RED (#CB4052-ANTIQUÉ RED)
- BROWN (#CB4057-CALIFORNIA DRIFT)
- TAN (#CB4054-CHICAGO USED)

1/4" = 1'-0"

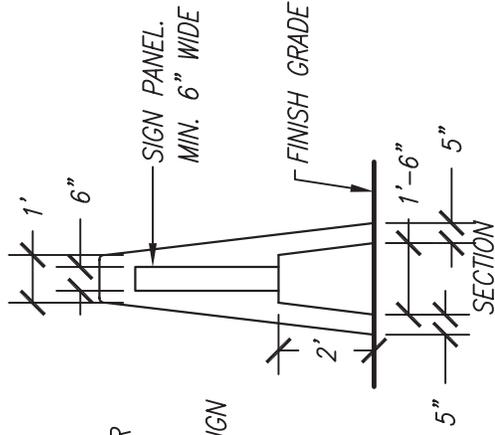
FONT HEIGHT AND TYPE TO BE DETERMINED BY APPLICANT. SEE THE SIGN ORDER FORM FOR FONT HEIGHT AND TYPE INFORMATION. THE FONT SHALL BE CENTERED ON THE SIGN AS SHOWN PER THIS DETAIL.

*CULTURED STONE VENEER:
COUNTRY LEDGESTONE BY CULTURED STONE CORP. (PH: 800.255.1727), OR APPROVED EQUAL

COLOR SHALL BE AS SPECIFIED ON SIGN ORDER FORM. I.E.

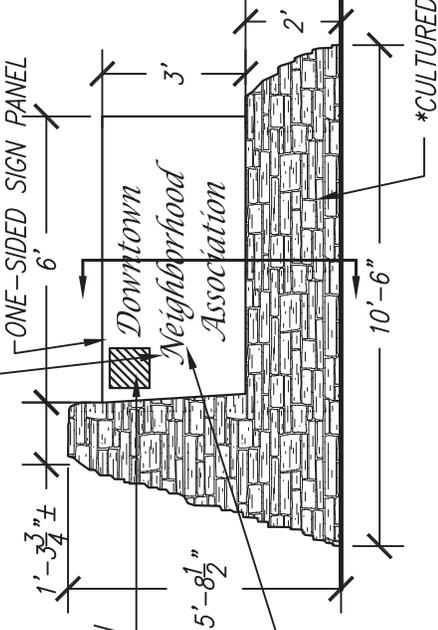
- TAN-BROWN (#CSV20042-MOJAVE)
- RED-TAN (#CSV20041-FAWN)
- GRAY (#CSV20044-SHALE)

*CULTURED STONE VENEER



OPTIONAL LOGO PLACEMENT. LOGO TO BE PROVIDED BY APPLICANT AS PART OF SIGN ORDER FORM.

DURABLE LETTERING SECURELY FASTENED OR APPLIED TO SIGN.



GENERAL NOTES:

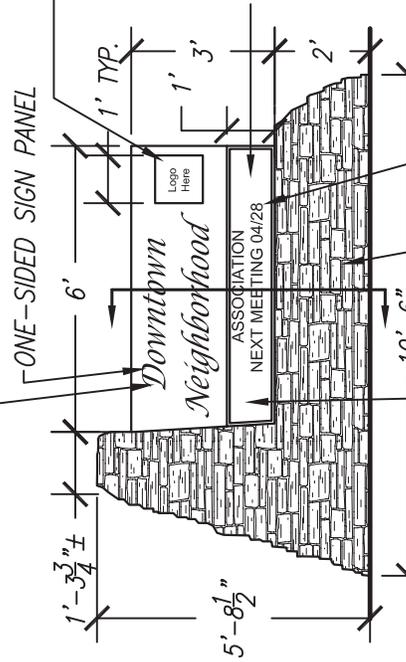
SIGN CONTRACTOR IS RESPONSIBLE FOR SIGN ENGINEERING. SIGN SHALL BE OF DURABLE CONSTRUCTION WITH AN APPROPRIATE FOOTING. SIGN SHALL ALSO REMAIN IN ACCORDANCE WITH THE SIGN PERFORMANCE SPECIFICATIONS, APPENDIX E, OF THE ALBUQUERQUE NEIGHBORHOOD SIGN DESIGN GUIDELINES.

SITE SPECIFIC ORIENTATION TO BE FIELD VERIFIED BY SIGN CONTRACTOR UPON CONSULTATION WITH NEIGHBORHOOD ASSOCIATION REPRESENTATIVE AND AS APPROVED BY THE CITY OF ALBUQUERQUE. SIGN CONTRACTOR ASSUMES ALL LIABILITY FOR SITE LOCATION AND SIGN CONSTRUCTION.

OPTION 3 -- L-SHAPED CULTURED STONE VENEER (W/ FULL SIGN BOARD)

1/4" = 1'-0"

FONT HEIGHT AND TYPE TO BE DETERMINED BY APPLICANT. SEE THE SIGN ORDER FORM FOR FONT HEIGHT AND TYPE INFORMATION. THE FONT SHALL BE LOCATED ON THE SIGN AS SHOWN PER THIS DETAIL.



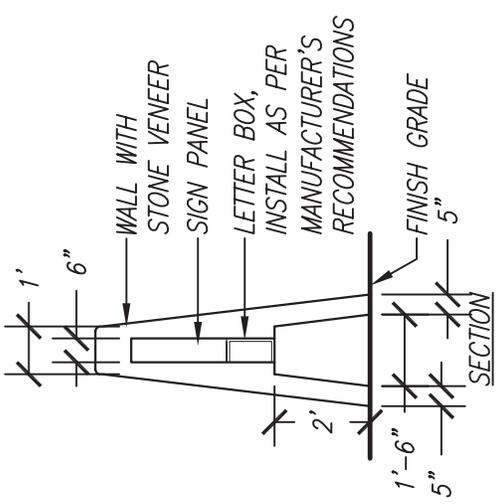
OPTIONAL LOGO PLACEMENT. LOGO TO BE PROVIDED BY APPLICANT AS PART OF ORDER FORM.

CUSTOM LETTER BOX CABINET. CABINET SHALL BE LOCKABLE WITH DURABLE BLACK FINISH METAL FRAME.

4" FLAT CHANGEABLE LETTERS, STANDARD FONT ONLY. 4" LETTERS SHALL ACCOMMODATE (2) LETTER ROWS. LETTER TRACKS SHALL BE 3/4" METAL MINI-TRACKS. LETTER COLOR SHALL BE AS SPECIFIED BY APPLICANT ON SIGN ORDER FORM. I.E.

LEXAN BACKGROUND PANEL SHALL BE AS SPECIFIED ON SIGN ORDER FORM. I.E.

- BLACK WITH WHITE LETTERING
- WHITE WITH BLACK LETTERING



*CULTURED STONE VENEER: COUNTRY LEDGESTONE BY CULTURED STONE CORP. (PH: 800.255.1727), OR APPROVED EQUAL

COLOR SHALL BE AS SPECIFIED ON SIGN ORDER FORM. I.E.

- TAN-BROWN (#CSV20042-MOJAVE)
- RED-TAN (#CSV20041-FAWN)
- GRAY (#CSV20044-SHALE)

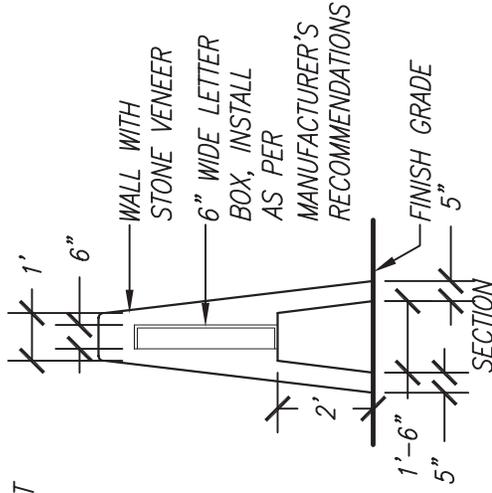
GENERAL NOTES:

SIGN CONTRACTOR IS RESPONSIBLE FOR SIGN ENGINEERING. SIGN SHALL BE OF DURABLE CONSTRUCTION WITH AN APPROPRIATE FOOTING. SIGN SHALL ALSO REMAIN IN ACCORDANCE WITH THE SIGN PERFORMANCE SPECIFICATIONS, APPENDIX E, OF THE ALBUQUERQUE NEIGHBORHOOD SIGN DESIGN GUIDELINES.

SITE SPECIFIC ORIENTATION TO BE FIELD VERIFIED BY SIGN CONTRACTOR UPON CONSULTATION WITH NEIGHBORHOOD ASSOCIATION REPRESENTATIVE AND AS APPROVED BY THE CITY OF ALBUQUERQUE. SIGN CONTRACTOR ASSUMES ALL LIABILITY FOR SITE LOCATION AND SIGN CONSTRUCTION.

OPTION 3 - L-SHAPED CULTURED STONE VENEER (W/ PARITAL LETTER BOARD)

1/4" = 1'-0"



ONE-SIDED CUSTOM LETTER BOX CABINET SHALL BE LOCKABLE METAL WITH DURABLE BLACK FINISH METAL FRAME.

6" OR 8" FLAT CHANGEABLE LETTERS, STANDARD FONT ONLY. SEE SIGN ORDER FORM FOR AVAILABLE SIZES.

- 6" LETTERS SHALL ACCOMMODATE (4) LETTER ROWS WITH 4" FRAME.
- 8" LETTERS SHALL ACCOMMODATE (3) LETTER ROWS WITH A 4" FRAME.

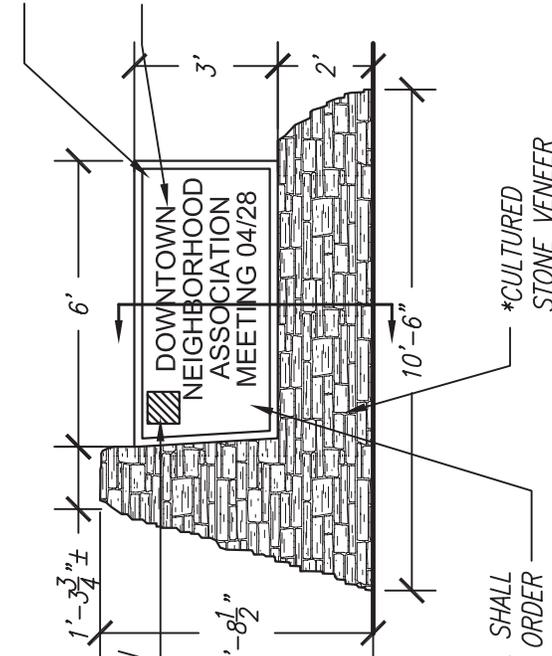
LETTER TRACKS SHALL BE 3/4" METAL MINI-TRACKS. LETTER COLOR SHALL BE AS SPECIFIED BY THE APPLICANT ON THE SIGN ORDER FORM. I.E.

- BLACK WITH WHITE PANEL
- WHITE WITH BLACK PANEL

*CULTURED STONE VENEER: COUNTRY LEDGESTONE BY CULTURED STONE CORP. (PH: 800.255.1727), OR APPROVED EQUAL

COLOR SHALL BE AS SPECIFIED ON SIGN ORDER FORM. I.E.

- TAN-BROWN (#CSV20042-MOJAVE)
- RED-TAN (#CSV20041-FAWN)
- GRAY (#CSV20044-SHALE)



OPTIONAL LOGO PLACEMENT. LOGO TO BE PROVIDED BY APPLICANT AS PART OF SIGN ORDER FORM.

DOWNTOWN NEIGHBORHOOD ASSOCIATION MEETING 04/28

LEXAN BACKGROUND PANEL SHALL BE AS SPECIFIED ON SIGN ORDER FORM. I.E.

- BLACK WITH WHITE LETTERING
- WHITE WITH BLACK LETTERING

GENERAL NOTES:

SIGN CONTRACTOR IS RESPONSIBLE FOR SIGN ENGINEERING. SIGN SHALL BE OF DURABLE CONSTRUCTION WITH AN APPROPRIATE FOOTING. SIGN SHALL ALSO REMAIN IN ACCORDANCE WITH THE SIGN PERFORMANCE SPECIFICATIONS, APPENDIX E, OF THE ALBUQUERQUE NEIGHBORHOOD SIGN DESIGN GUIDELINES.

SITE SPECIFIC ORIENTATION TO BE FIELD VERIFIED BY SIGN CONTRACTOR UPON CONSULTATION WITH NEIGHBORHOOD ASSOCIATION REPRESENTATIVE AND AS APPROVED BY THE CITY OF ALBUQUERQUE. SIGN CONTRACTOR ASSUMES ALL LIABILITY FOR SITE LOCATION AND SIGN CONSTRUCTION.

OPTION 3 - L-SHAPED CULTURED STONE VENEER (W/ FULL LETTER BOARD)

1/4" = 1'-0"

- ORNAIMENTAL PAINT WORK. COLORS SHALL BE AS SPECIFIED BY APPLICANT ON SIGN ORDER FORM. I.E.
- BROWN/TURQUOISE (SHERWIN WILLIAMS #6090-JAVA AND #6941 NIFTY TURQUOISE OR APPROVED EQUAL)
- SIENNA/TURQUOISE (SHERWIN WILLIAMS #6133-COPPER MOUNTAIN AND #6941 NIFTY TURQUOISE OR APPROVED EQUAL)

RAISED LETTERING AND BORDER. FONT HEIGHT AND TYPE TO BE DETERMINED BY APPLICANT. SEE THE SIGN ORDER FORM FOR FONT HEIGHT AND TYPE INFORMATION. THE FONT SHALL BE CENTERED ON THE SIGN AS SHOWN PER THIS DETAIL.

BORDER SHALL BE PAINTED TO MATCH TURQUOISE BORDER ON SIGN PANEL
 SANDBLASTED REDWOOD PANEL SHALL BE PROTECTED BY CUSTOM LOCKABLE COVER. COVER SHALL BE GRAFFITI RESISTANT AND SEE-THROUGH.

2" THICK SANDBLASTED AND PAINTED REDWOOD SIGN PANEL. COLOR SHALL BE BEIGE (SHERWIN WILLIAMS #6133-MUSLIN OR APPROVED EQUAL)

DECORATIVE CARVED DOUGLAS FIR POSTS
 LETTER PANEL SHALL BE SECURELY FASTENED TO SIGN PANEL WITH THE ABILITY TO BE REMOVED WITHOUT DAMAGING SIGN PANEL.

DECORATIVE ROPE CARVING
 3" FLAT CHANGEABLE LETTERS, STANDARD FONT ONLY. 3" LETTERS WILL ACCOMMODATE (3) LETTER ROWS WITH A 3/4" MINI-TRACK. LETTER COLOR SHALL BE AS SPECIFIED BY APPLICANT ON SIGN ORDER FORM. I.E.

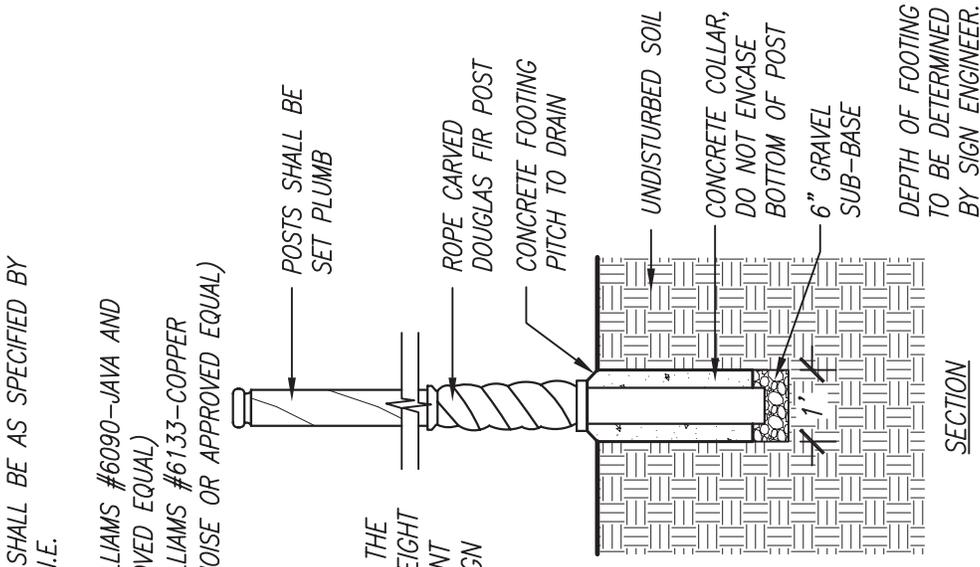
BLACK LETTERING ONLY

GENERAL NOTES:

SIGN CONTRACTOR IS RESPONSIBLE FOR SIGN ENGINEERING. SIGN SHALL BE OF DURABLE CONSTRUCTION WITH AN APPROPRIATE FOOTING. SIGN SHALL ALSO REMAIN IN ACCORDANCE WITH THE SIGN PERFORMANCE SPECIFICATIONS, APPENDIX E, OF THE ALBUQUERQUE NEIGHBORHOOD SIGN DESIGN GUIDELINES.

SITE SPECIFIC ORIENTATION TO BE FIELD VERIFIED BY SIGN CONTRACTOR UPON CONSULTATION WITH NEIGHBORHOOD ASSOCIATION REPRESENTATIVE AND AS APPROVED BY THE CITY OF ALBUQUERQUE. SIGN CONTRACTOR ASSUMES ALL LIABILITY FOR SITE LOCATION AND SIGN CONSTRUCTION.

○ — (W/ LETTER PANEL)



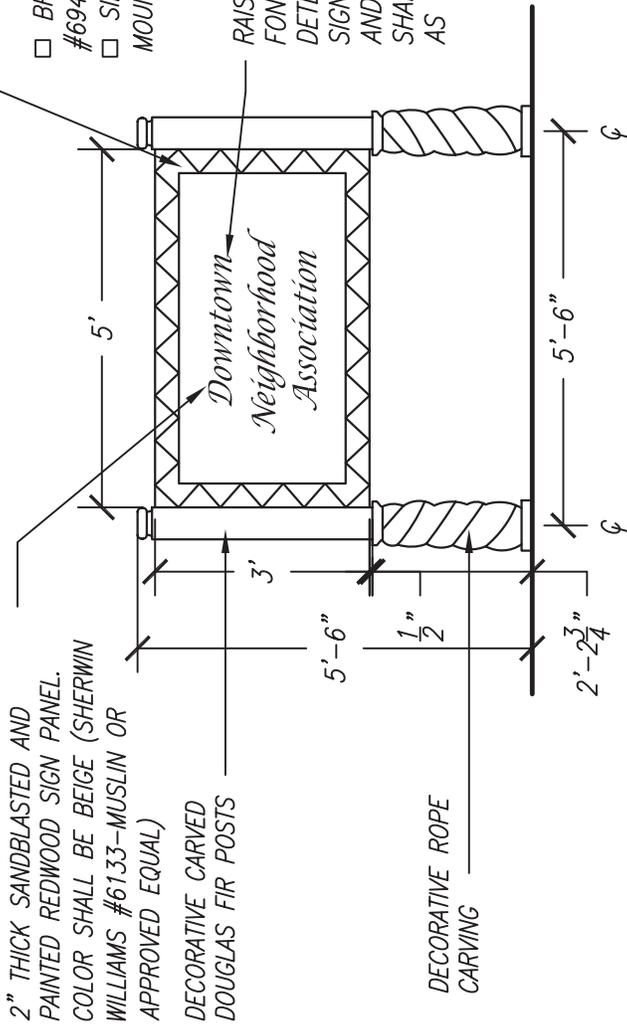
SECTION

DEPTH OF FOOTING TO BE DETERMINED BY SIGN ENGINEER.

3/8" = 1'-0"

ORNAMENTAL PAINT WORK. COLORS SHALL BE AS SPECIFIED BY APPLICANT ON SIGN ORDER FORM. I.E.

- BROWN/TURQUOISE (SHERWIN WILLIAMS #6090-JAVA AND #6941 NIFTY TURQUOISE OR APPROVED EQUAL)
- SIENNA/TURQUOISE (SHERWIN WILLIAMS #6133-COPPER MOUNTAIN AND #6941 NIFTY TURQUOISE OR APPROVED EQUAL)

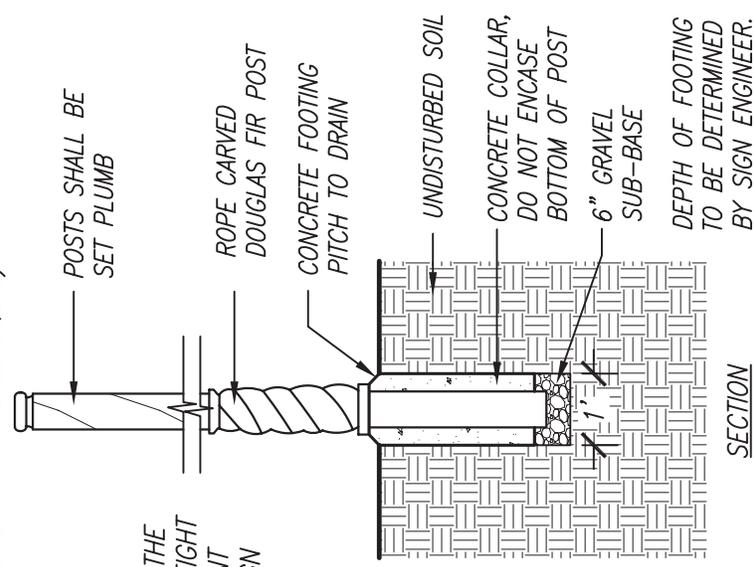


RAISED LETTERING AND BORDER. FONT HEIGHT AND TYPE TO BE DETERMINED BY APPLICANT. SEE THE SIGN ORDER FORM FOR FONT HEIGHT AND TYPE INFORMATION. THE FONT SHALL BE CENTERED ON THE SIGN AS SHOWN PER THIS DETAIL.

GENERAL NOTES:

SIGN CONTRACTOR IS RESPONSIBLE FOR SIGN ENGINEERING. SIGN SHALL BE OF DURABLE CONSTRUCTION WITH AN APPROPRIATE FOOTING. SIGN SHALL ALSO REMAIN IN ACCORDANCE WITH THE SIGN PERFORMANCE SPECIFICATIONS, APPENDIX E, OF THE ALBUQUERQUE NEIGHBORHOOD SIGN DESIGN GUIDELINES.

SITE SPECIFIC ORIENTATION TO BE FIELD VERIFIED BY SIGN CONTRACTOR UPON CONSULTATION WITH NEIGHBORHOOD ASSOCIATION REPRESENTATIVE AND AS APPROVED BY THE CITY OF ALBUQUERQUE. SIGN CONTRACTOR ASSUMES ALL LIABILITY FOR SITE LOCATION AND SIGN CONSTRUCTION.



SECTION

— OPTION 4 — POST SIGN SOUTHWEST
(W/O LETTER PANEL)

3/8" = 1'-0"

RAISED DECORATIVE BORDER TO BE PAINTED IN ACCENT COLOR AS SPECIFIED ON SIGN ORDER FORM. I.E.

- BLUE (SHERWIN WILLIAMS #648-BYTE BLUE OR APPROVED EQUAL)
- BEIGE (SHERWIN WILLIAMS #6133-MUSLIN OR APPROVED EQUAL)
- LIGHT TURQUOISE (SHERWIN WILLIAMS #6750 WATERFALL OR APPROVED EQUAL)

DECORATIVE REDWOOD CAP. DESIGN MAY BE A SIMILAR DECORATIVE CAP AS LONG AS APPROVED BY APPLICANT.

RAISED LETTERING AND BORDER. FONT HEIGHT AND TYPE TO BE DETERMINED BY APPLICANT. SEE THE SIGN ORDER FORM FOR FONT HEIGHT AND TYPE INFORMATION. THE FONT SHALL BE CENTERED ON THE SIGN AS SHOWN PER THIS DETAIL.

LETTER PANEL SHALL BE SECURELY FASTENED TO SIGN PANEL WITH THE ABILITY TO BE REMOVED WITHOUT DAMAGING SIGN PANEL.

3" FLAT CHANGEABLE LETTERS, STANDARD FONT ONLY. 3" LETTERS WILL ACCOMMODATE (3) LETTER

ROWS WITH A 3/4" MINI-TRACK. LETTER COLOR SHALL BE AS SPECIFIED BY APPLICANT ON SIGN ORDER FORM. I.E.

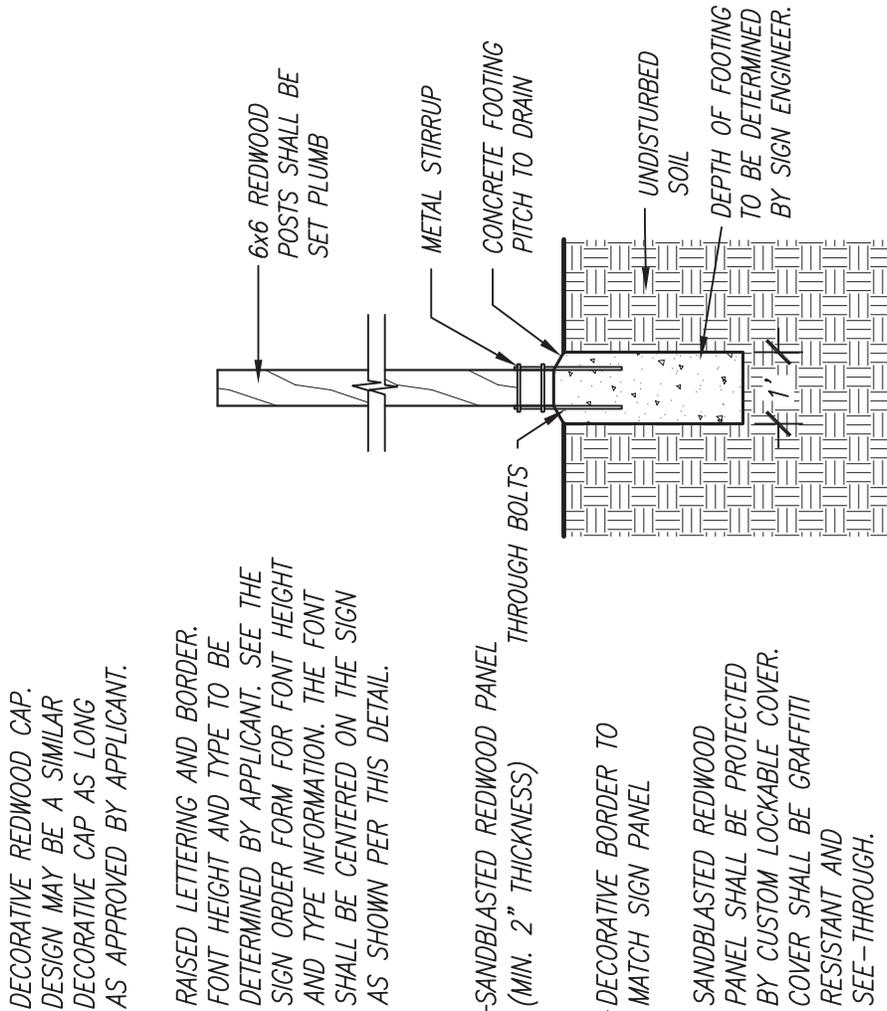
BLACK LETTERING ONLY
LETTER TRACKS WILL BE ATTACHED DIRECTLY TO WOOD PANEL, I.E. NO LEXAN PANEL REQUIRED.

GENERAL NOTES:

SIGN CONTRACTOR IS RESPONSIBLE FOR SIGN ENGINEERING. SIGN SHALL BE OF DURABLE CONSTRUCTION WITH AN APPROPRIATE FOOTING. SIGN SHALL ALSO REMAIN IN ACCORDANCE WITH THE SIGN PERFORMANCE SPECIFICATIONS, APPENDIX E, OF THE ALBUQUERQUE NEIGHBORHOOD SIGN DESIGN GUIDELINES.

SITE SPECIFIC ORIENTATION TO BE FIELD VERIFIED BY SIGN CONTRACTOR UPON CONSULTATION WITH NEIGHBORHOOD ASSOCIATION REPRESENTATIVE AND AS APPROVED BY THE CITY OF ALBUQUERQUE. SIGN CONTRACTOR ASSUMES ALL LIABILITY FOR SITE LOCATION AND SIGN CONSTRUCTION.

**OPTION 5 – POST SIGN AMERICANA
(W/ LETTER PANEL)**



SECTION

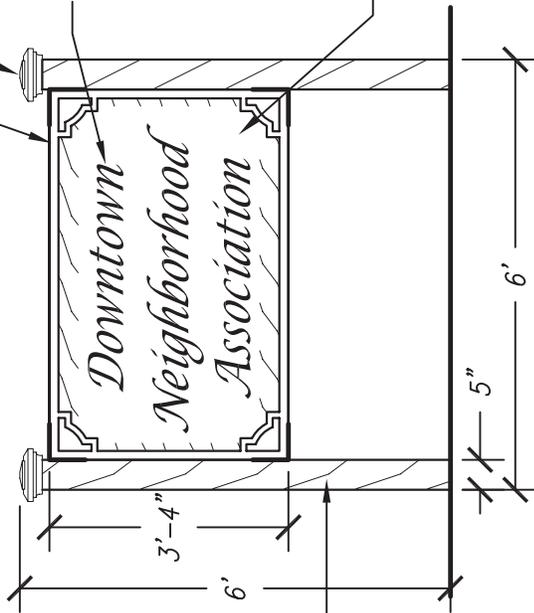
3/8" = 1'-0"

RAISED DECORATIVE BORDER TO BE PAINTED IN ACCENT COLOR AS SPECIFIED ON SIGN ORDER FORM. I.E.

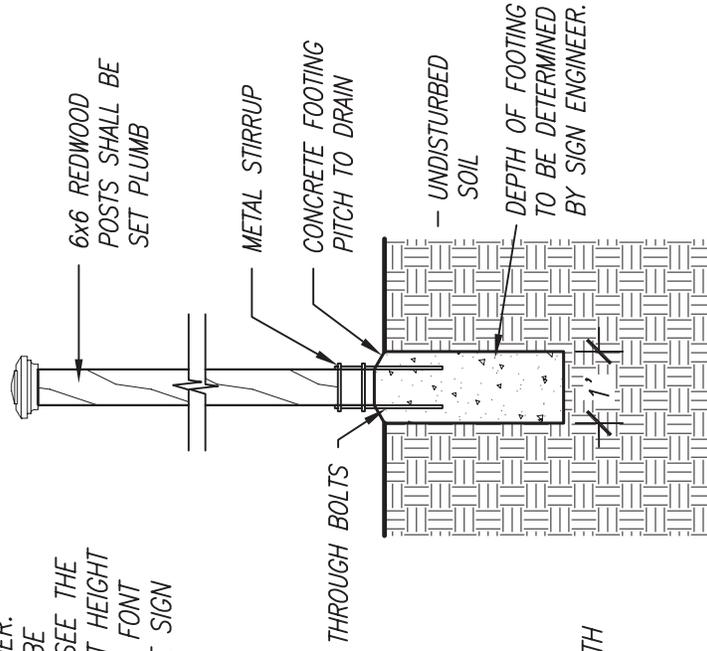
- BLUE (SHERWIN WILLIAMS #648-BYTE BLUE OR APPROVED EQUAL)
- BEIGE (SHERWIN WILLIAMS #6133-MUSLIN OR APPROVED EQUAL)
- LIGHT TURQUOISE (SHERWIN WILLIAMS #6750 WATERFALL OR APPROVED EQUAL)

DECORATIVE REDWOOD CAP. DESIGN MAY BE A SIMILAR DECORATIVE CAP AS LONG AS APPROVED BY APPLICANT. CAP SHALL BE SECURELY FASTENED TO POST.

RAISED LETTERING AND BORDER. FONT HEIGHT AND TYPE TO BE DETERMINED BY APPLICANT. SEE THE SIGN ORDER FORM FOR FONT HEIGHT AND TYPE INFORMATION. THE FONT SHALL BE CENTERED ON THE SIGN AS SHOWN PER THIS DETAIL.



6x6 REDWOOD POSTS SHALL BE SET PLUMB



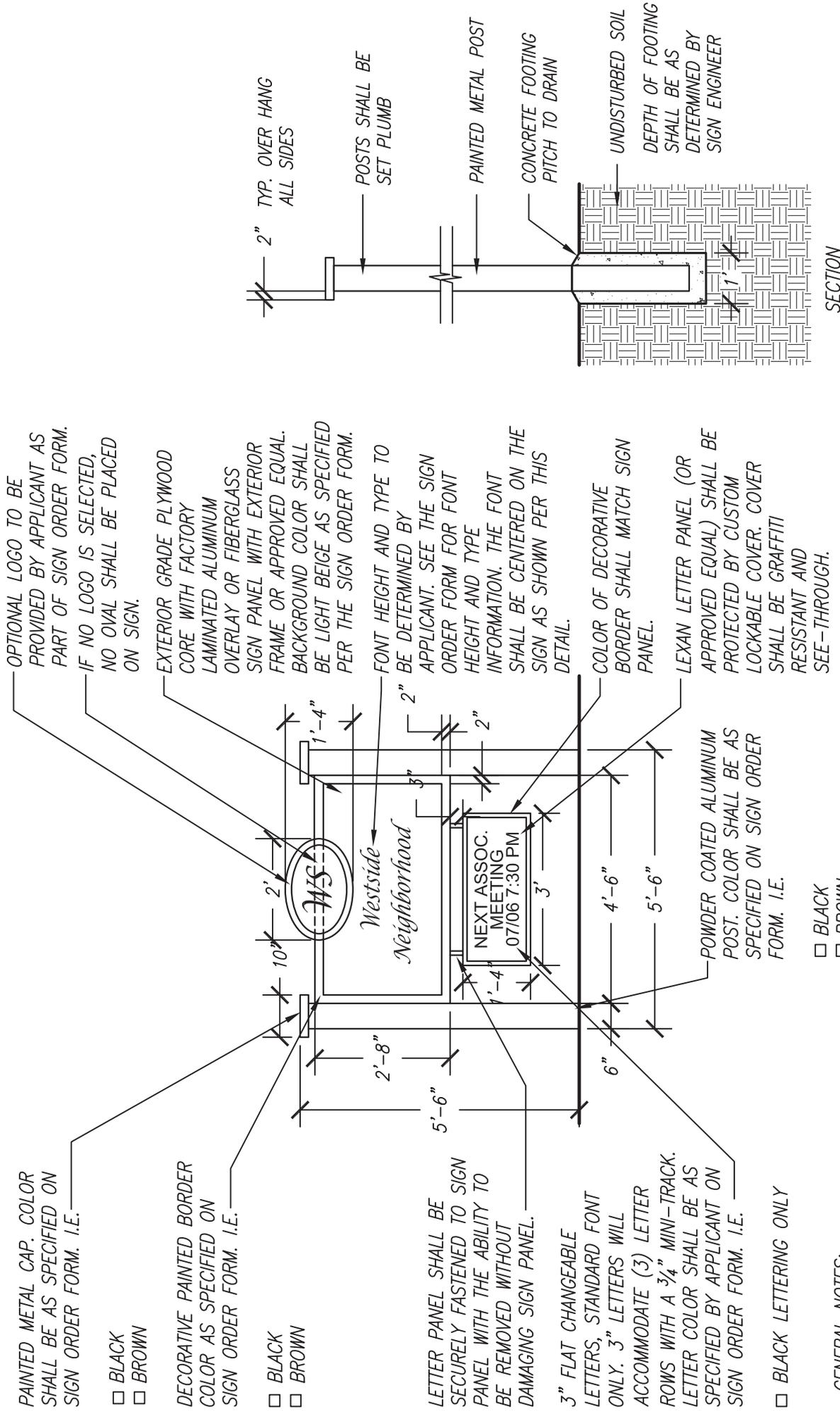
GENERAL NOTES:

SIGN CONTRACTOR IS RESPONSIBLE FOR SIGN ENGINEERING. SIGN SHALL BE OF DURABLE CONSTRUCTION WITH AN APPROPRIATE FOOTING. SIGN SHALL ALSO REMAIN IN ACCORDANCE WITH THE SIGN PERFORMANCE SPECIFICATIONS, APPENDIX E, OF THE ALBUQUERQUE NEIGHBORHOOD SIGN DESIGN GUIDELINES.

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— OPTION 5 — POST SIGN AMERICANA
(W/O LETTER PANEL)

3/8" = 1'-0"



PAINTED METAL CAP. COLOR SHALL BE AS SPECIFIED ON SIGN ORDER FORM. I.E.

BLACK
 BROWN

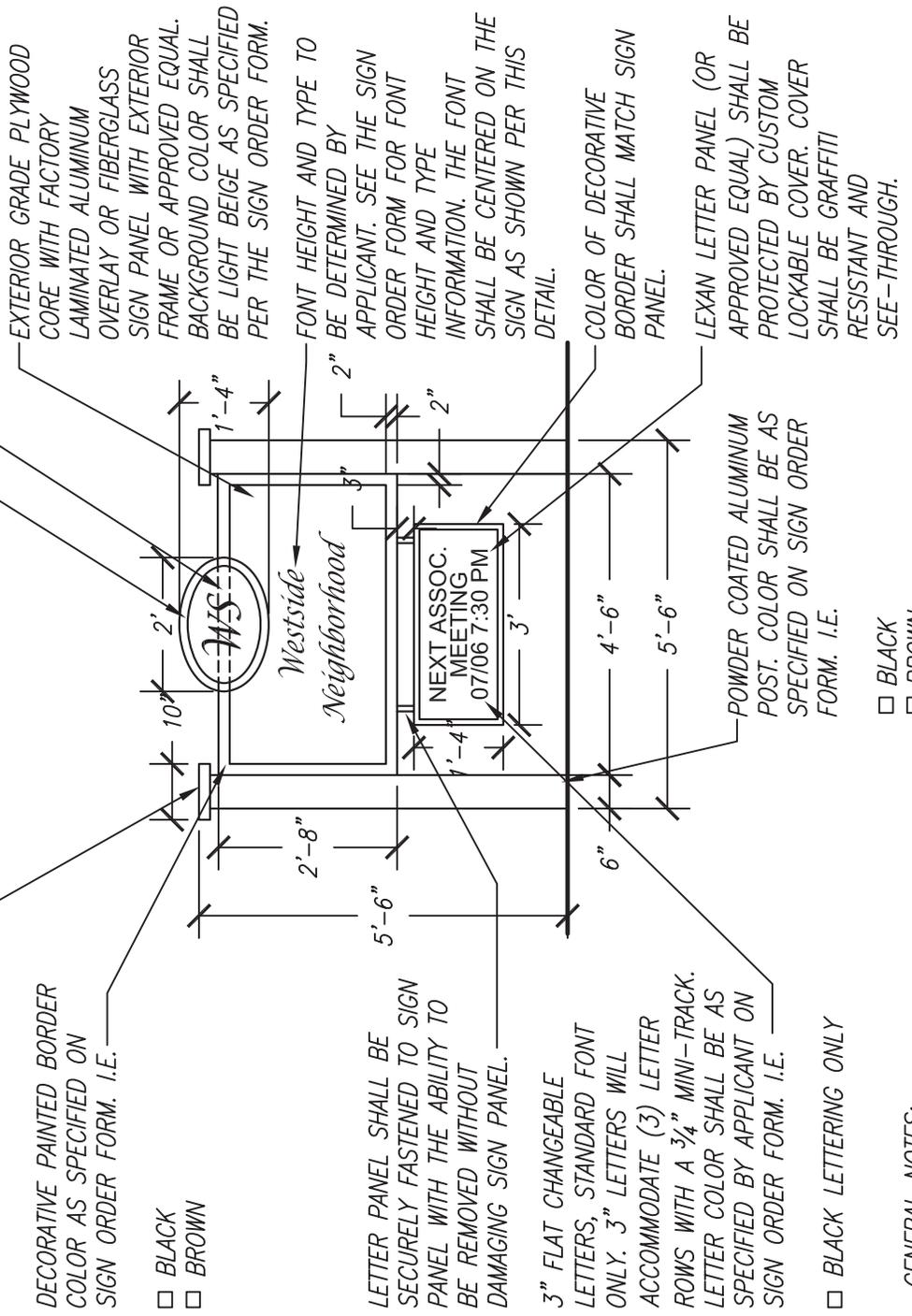
DECORATIVE PAINTED BORDER COLOR AS SPECIFIED ON SIGN ORDER FORM. I.E.

BLACK
 BROWN

LETTER PANEL SHALL BE SECURELY FASTENED TO SIGN PANEL WITH THE ABILITY TO BE REMOVED WITHOUT DAMAGING SIGN PANEL.

3" FLAT CHANGEABLE LETTERS, STANDARD FONT ONLY. 3" LETTERS WILL ACCOMMODATE (3) LETTER ROWS WITH A 3/4" MINI-TRACK. LETTER COLOR SHALL BE AS SPECIFIED BY APPLICANT ON SIGN ORDER FORM. I.E.

BLACK LETTERING ONLY



OPTION 6 - POST SIGN
 (W/ LETTER PANEL)

3/8" = 1'-0"

PAINTED METAL CAP. COLOR SHALL BE AS SPECIFIED ON SIGN ORDER FORM. I.E.

- BLACK
- BROWN

DECORATIVE PAINTED BORDER COLOR AS SPECIFIED ON SIGN ORDER FORM. I.E.

- BLACK
- BROWN

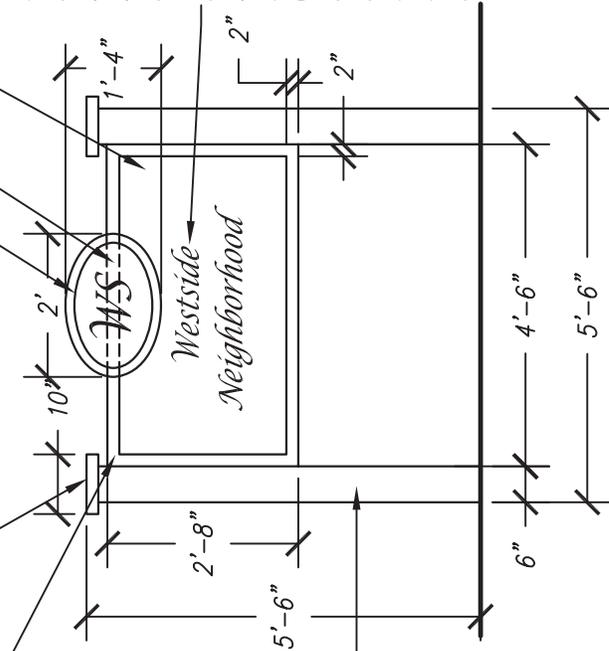
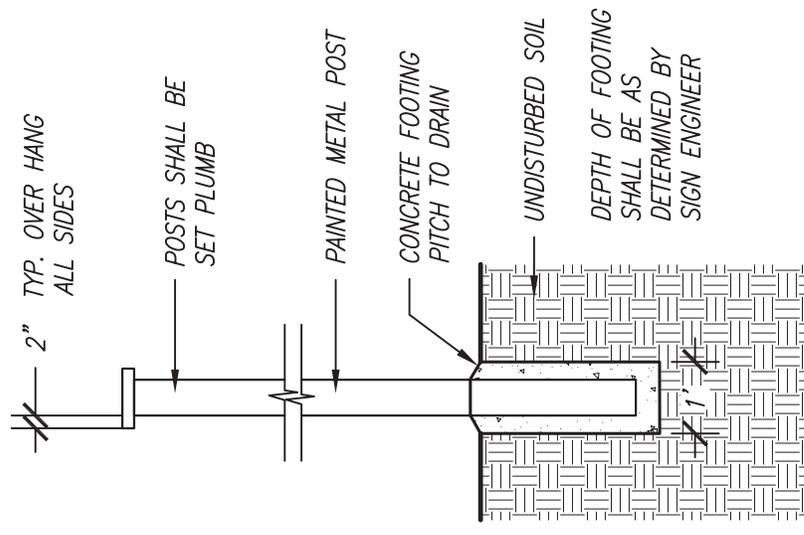
PAINTED METAL POST. COLOR SHALL BE AS SPECIFIED ON SIGN ORDER FORM. I.E.

- BLACK
- BROWN

OPTIONAL LOGO TO BE PROVIDED BY APPLICANT AS PART OF SIGN ORDER FORM. IF NO LOGO IS SELECTED, NO OVAL SHALL BE PLACED ON SIGN.

EXTERIOR GRADE PLYWOOD CORE WITH FACTORY LAMINATED ALUMINUM OVERLAY OR FIBERGLASS SIGN PANEL WITH EXTERIOR FRAME OR APPROVED EQUAL. BACKGROUND COLOR SHALL BE LIGHT BEIGE AS SPECIFIED PER THE SIGN ORDER FORM.

FONT HEIGHT AND TYPE TO BE DETERMINED BY APPLICANT. SEE THE SIGN ORDER FORM FOR FONT HEIGHT AND TYPE INFORMATION. THE FONT SHALL BE CENTERED ON THE SIGN AS SHOWN PER THIS DETAIL.



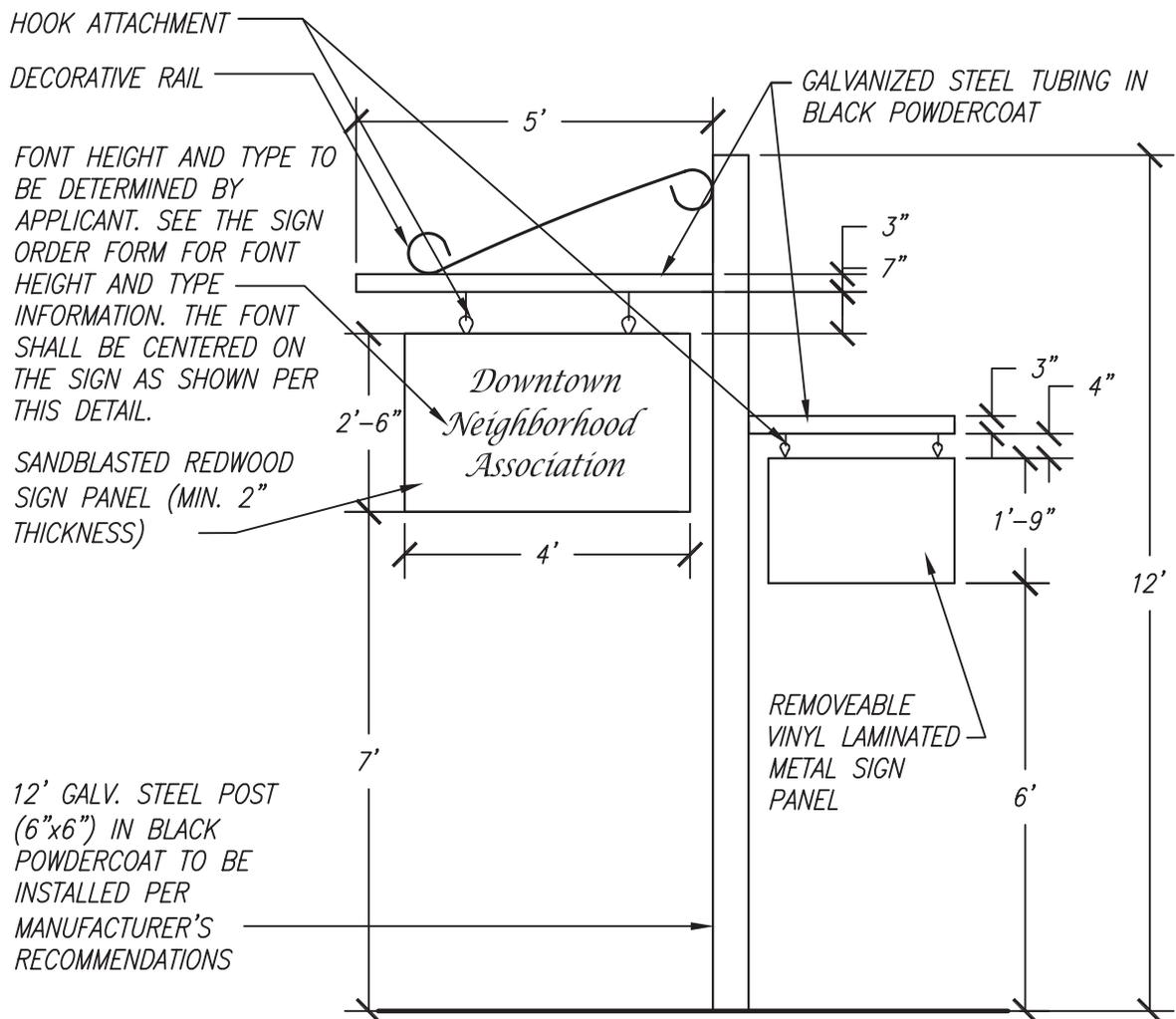
GENERAL NOTES:

SIGN CONTRACTOR IS RESPONSIBLE FOR SIGN ENGINEERING. SIGN SHALL BE OF DURABLE CONSTRUCTION WITH AN APPROPRIATE FOOTING. SIGN SHALL ALSO REMAIN IN ACCORDANCE WITH THE SIGN PERFORMANCE SPECIFICATIONS, APPENDIX E, OF THE ALBUQUERQUE NEIGHBORHOOD SIGN DESIGN GUIDELINES.

SITE SPECIFIC ORIENTATION TO BE FIELD VERIFIED BY SIGN CONTRACTOR UPON CONSULTATION WITH NEIGHBORHOOD ASSOCIATION REPRESENTATIVE AND AS APPROVED BY THE CITY OF ALBUQUERQUE. SIGN CONTRACTOR ASSUMES ALL LIABILITY FOR SITE LOCATION AND SIGN CONSTRUCTION.

— OPTION 6 — POST SIGN
(W/O LETTER PANEL)

3/8" = 1'-0"



GENERAL NOTES:

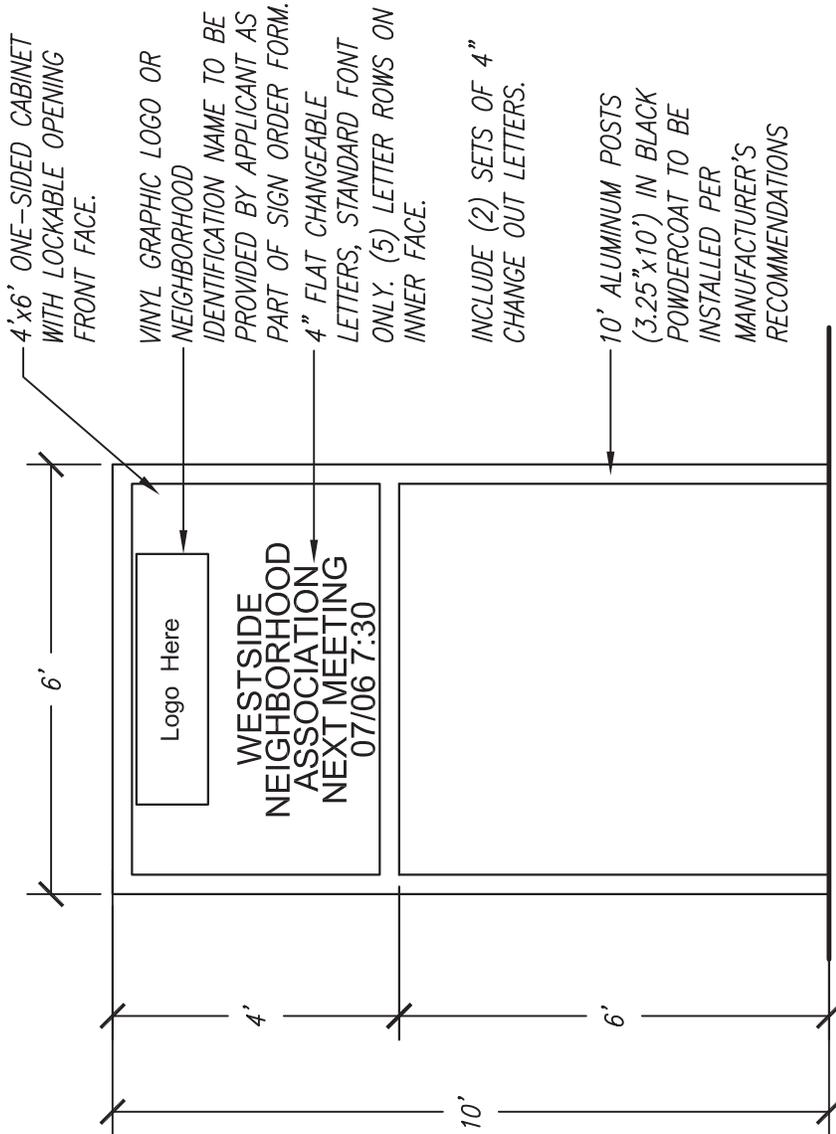
SIGN CONTRACTOR IS RESPONSIBLE FOR SIGN ENGINEERING. SIGN SHALL BE OF DURABLE CONSTRUCTION WITH AN APPROPRIATE FOOTING. SIGN SHALL ALSO REMAIN IN ACCORDANCE WITH THE SIGN PERFORMANCE SPECIFICATIONS, APPENDIX E, OF THE ALBUQUERQUE NEIGHBORHOOD SIGN DESIGN GUIDELINES.

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OPTION 7 – SINGLE POST PARK SIGN

3/8" = 1'-0"

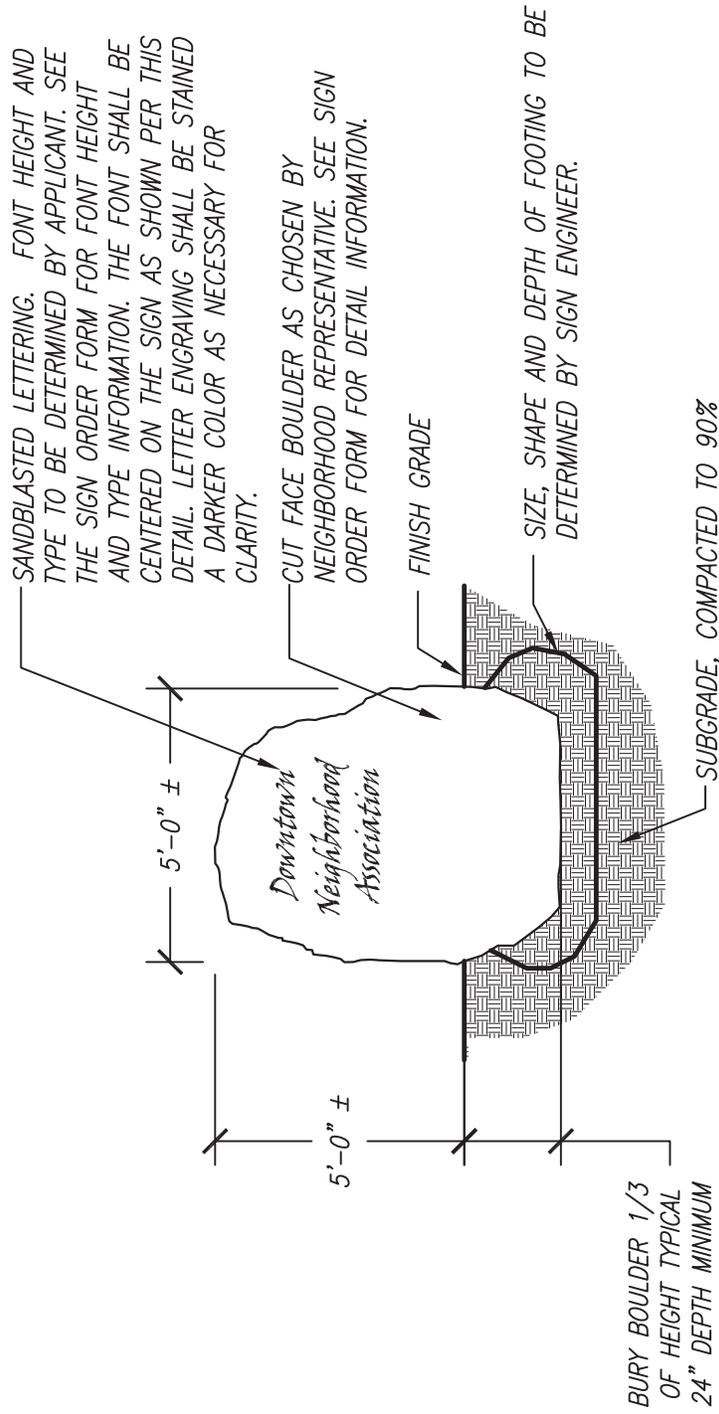


GENERAL NOTES:

SIGN CONTRACTOR IS RESPONSIBLE FOR SIGN ENGINEERING. SIGN SHALL BE OF DURABLE CONSTRUCTION WITH AN APPROPRIATE FOOTING. SIGN SHALL ALSO REMAIN IN ACCORDANCE WITH THE SIGN PERFORMANCE SPECIFICATIONS, APPENDIX E, OF THE ALBUQUERQUE NEIGHBORHOOD SIGN DESIGN GUIDELINES.

SITE SPECIFIC ORIENTATION TO BE FIELD VERIFIED BY SIGN CONTRACTOR UPON CONSULTATION WITH NEIGHBORHOOD ASSOCIATION REPRESENTATIVE AND AS APPROVED BY THE CITY OF ALBUQUERQUE. SIGN CONTRACTOR ASSUMES ALL LIABILITY FOR SITE LOCATION AND SIGN CONSTRUCTION.

— **OPTION 8 — STAND ALONE LETTERBOX SIGN** — $\frac{3}{8}'' = 1'-0''$



GENERAL NOTES:

SIGN CONTRACTOR IS RESPONSIBLE FOR SIGN ENGINEERING. SIGN SHALL BE OF DURABLE CONSTRUCTION WITH AN APPROPRIATE FOOTING. SIGN SHALL ALSO REMAIN IN ACCORDANCE WITH THE SIGN PERFORMANCE SPECIFICATIONS, APPENDIX E, OF THE ALBUQUERQUE NEIGHBORHOOD SIGN DESIGN GUIDELINES.

SITE SPECIFIC ORIENTATION TO BE FIELD VERIFIED BY SIGN CONTRACTOR UPON CONSULTATION WITH NEIGHBORHOOD ASSOCIATION REPRESENTATIVE AND AS APPROVED BY THE CITY OF ALBUQUERQUE. SIGN CONTRACTOR ASSUMES ALL LIABILITY FOR SITE LOCATION AND SIGN CONSTRUCTION.

—

OPTION 9 – BOULDER SIGN

1/4" = 1'-0"

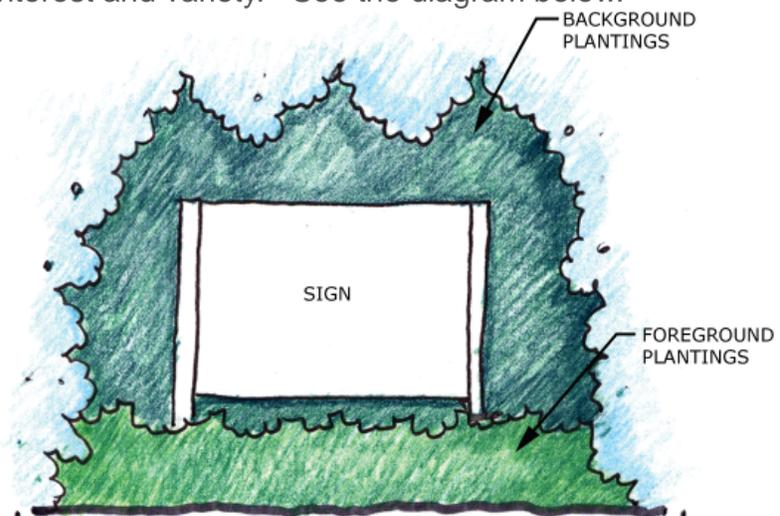
APPENDIX B

LANDSCAPING

All signs may include landscaping as approved by the City of Albuquerque at the expense of the neighborhood. Landscaping improves the overall attractiveness of the sign and has the potential to soften the sign while screening any unsightly foundation connections. See the example provided below.



Background plantings ground your sign and provide a soft backdrop for your sign. Foreground plantings add interest and variety. See the diagram below.

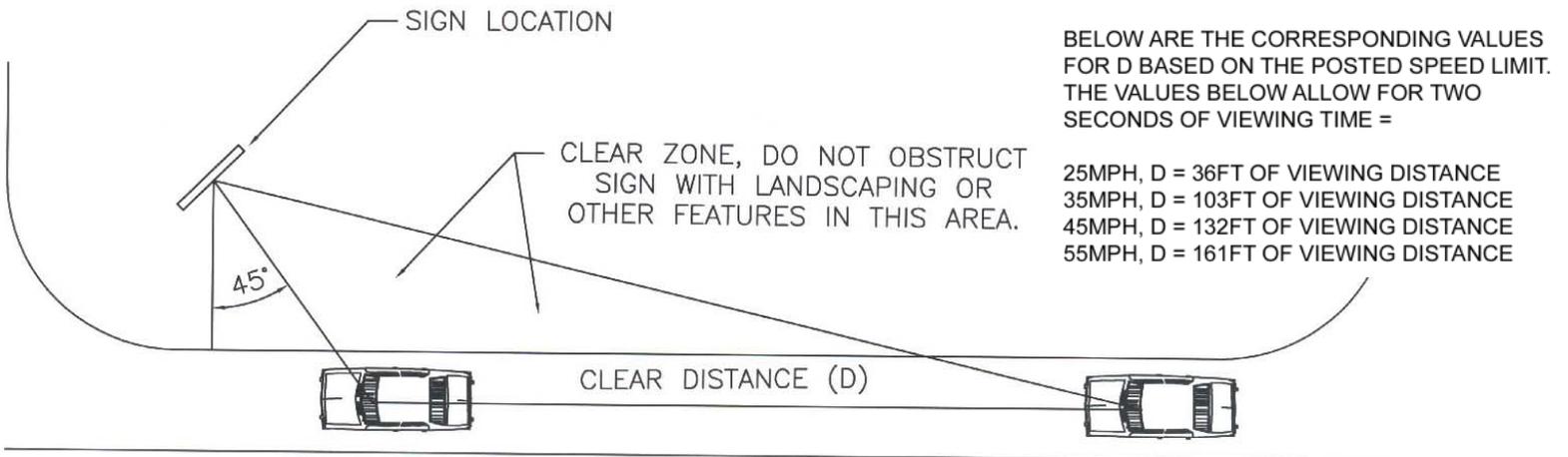


Landscaping may also help prevent vandals from accessing the sign. Thorny plants such as cactus may

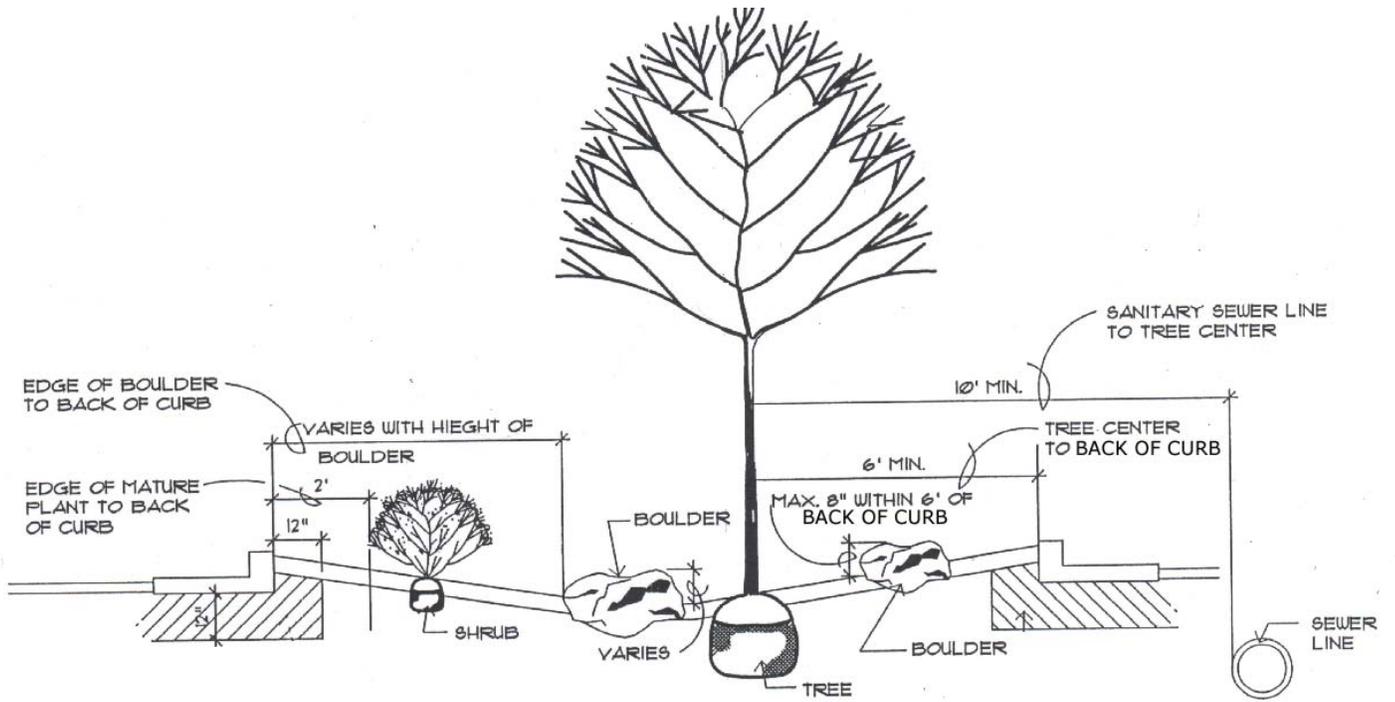
be used to deter vandals. Please note, however, caution should be taken when placing harsh plant materials within high pedestrian traffic or bicycle areas.

It is important to remember that landscaping may obscure views of your sign. You will want a minimum distance of unobstructed viewing area to allow for a 2-3 second viewing of the sign. The length required to view the sign will depend on the speed limit of your road.

The chart below provides the ideal distance of viewing time based on the speed limit of your street below.



There are strict rules enforced by both the State and City for placing signs, other obstructions, and landscaping within the median. Should there be enough space to accommodate a sign within a median (see section 1.7 for requirements), you may wish to add additional landscaping at the neighborhood's expense. All landscaping must adhere to the rules explained in the diagram on the following page. You will notice that fixed objects such as boulders have specific height limits depending on their placement within the median. Trees also have setback limitations. Destruction of the medians, including existing irrigation systems when placing signs shall be prohibited.



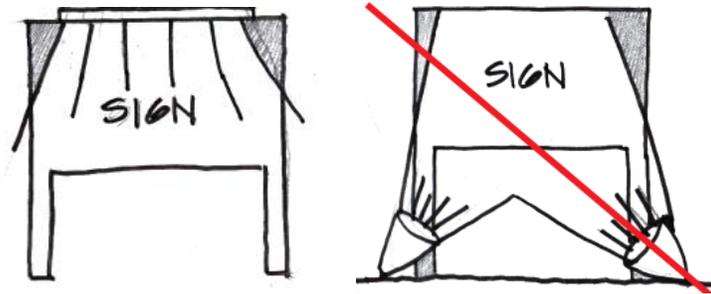
**MEDIAN LANDSCAPING
MINIMUM HORIZONTAL CLEARANCES**

APPENDIX C

LIGHTING

Neighborhood identification signs may be illuminated at the expense of the neighborhood if nearby lights do not provide adequate illumination. Any proposed lighting should be minimal as required for nighttime readability.

Albuquerque's night sky ordinance stipulates that all lighting be no greater than 70 watts and shall be directed downward (as shown in the example at the lower left.) Lights shall never be directed upward in the direction of the night sky (as shown in the example at the lower right.)



It is important to note that lighting may require a separate electrical permit.

APPENDIX D

SIGN ORDER FORM

As mentioned in the Chapter 3, Process, please return this document to the City upon completion.

APPENDIX E

PERFORMANCE SPECIFICATIONS

Included in this section are the sign performance specifications.

SECTION 10436 - POST AND PANEL, BOULDER (STONE), AND MONUMENT SIGNAGE

PART 1 - GENERAL

1.1 SUMMARY

- A. This Section includes the following:
1. Nonilluminated post and panel signs.
 2. Nonilluminated monument signs.
 3. Boulder (stone) signs.

1.2 PERFORMANCE REQUIREMENTS-GENERAL

A. Structural Performance: Provide post and panel, and monument signs capable of withstanding the effects of gravity loads and the following loads and stresses within limits and under conditions indicated:

1. Determine loads based on the following minimum design pressures and stresses:
 - a. Basic Wind Speed: 120 mph.
 - b. Concentrated load of 200 lbf applied at any point and in any direction.
 - c. Uniform load of 50 lbf/ft. applied in any direction.

B. Thermal Movements: Provide post and panel and monument signs that allow for thermal movements resulting from the following maximum change (range) in ambient and surface temperatures by preventing buckling, opening of joints, overstressing of components, failure of connections, and other detrimental effects.

1. Temperature Change (Range): 120 deg F (67 deg C), ambient; 180 deg F (100 deg C), material surfaces.

1.3 PERFORMANCE SPECIFICATIONS – SPECIFIC

A. Sign Option 1 – L-Shaped Stucco

1. Stucco
 - a. Stucco shall be anchored to metal framing and sheathing, or CMU structure. Structure shall conform to ASTM standards in building codes.
 - b. Stucco surfaces shall consist of a minimum three coats and shall be applied per manufacturer specifications.
 - c. Stucco finish shall be the colors as specified by the applicant on the sign order form. See also color specifications located in Appendix E.
 - d. Stucco shall have a continuous finish with no obvious seams, gaps, or exposed areas.

- e. Lath shall be provided over cladding to adhere stucco.
 - 1) All Fasteners for attaching lath shall be galvanized steel.
 - 2) Metal framing members: screws shall project through framing members not less than 3/8 inch (9.5mm) and shall have not less than three full diameter threads projecting through the framing member.
 - 3) Screws for expanded metal lath: minimum 7/16 inch (11 mm) diameter wafer head
 - 4) Screws for woven wire stucco netting or welded wire lath: bugle head screw with minimum 1 inch (25.4mm) diameter G60 galvanized steel washer with center countersink, but not less than 1 inch for woven wire or welded wire lath.
 - f. Concrete Masonry: Power driven pins of sufficient length to penetrate 3/4 inch or threaded fasteners inserted to the fastener manufacturer's specified depth. Washer diameter for fasteners as specified by the fastener manufacturer.
2. Fasteners and Seams
- a. Mounting systems shall not be visible. Any necessary fasteners shall be obscured and shall not visually impact any part of the sign.
 - b. Continuously weld joints and seams; grind, fill, and dress welds to produce smooth, flush, exposed surfaces with welds invisible after final finishing.
 - c. All welded connections shall comply with AWS standards for recommended practices in shop welding. Provide welds behind finished surfaces without distortion or discoloration of exposed side. Clean exposed welded surfaces of welding flux and dress exposed and contact surfaces. Mill joints to tight, hairline fit. Form joints exposed to weather to exclude water penetration.
3. Dimensional lettering and Logo
- a. Dimensional lettering and logo shall not be stenciled or painted to the sign surface.
 - b. Letters and logo shall be laser cut metal with a minimum 3/16 inch depth and properly secured to the sign.
 - c. Mount characters flush with backs in contact with wall surface.
 - d. Mount characters using standard fastening methods

- to comply with manufacturer's written instructions for character form, type of mounting, wall construction, and condition of exposure indicated.
- e. Provide heavy paper template to establish character spacing and to locate holes for fasteners. Metal surfaces shall be powder coated for durability.
4. Foundation
 - a. Footing shall be designed and engineered to accommodate the appropriate materials used and 120 MPH wind load resistance.
 - b. Provide anchor bolts as required for connecting base to concrete foundations, if concrete foundations are used.
 5. Sign Panel
 - a. Sign panel shall be fiberglass or exterior grade ply wood core with laminated aluminum overlay. Sign panel shall achieve an overall thickness of 6 inch minimum with an external frame.
 - b. Provide smooth sign panel surfaces constructed to remain flat under installed conditions within a tolerance of plus or minus 1/16 inch measured diagonally from corner to corner.
 - c. External Frames:
 - 1) Manufacturer's standard external aluminum framing system designed to withstand design wind pressure indicated and for direct attachment of sign message panels.
 - 2) Provide welded construction using mitered joints. Cut, drill, and tap units to receive hardware, bolts, and similar items. See also "fastener and seams" previously mentioned in this section.
 - 3) Frame Finish shall match the finish of the sign panels or shall be as indicated on the drawings.
 - 4) Corner Condition shall be square or as indicated.
 - d. Securely fasten signs to integral base or sign message cabinet as required to achieve 120 MPH wind load resistance.
 6. Sign Message Cabinet and Internal Panel
 - a. Custom metal cabinet shall be constructed of powder coated H14 heavy-duty aluminum and securely fastened to sign base to withstand 120MPH wind load.
 - 1) Aluminum shall be powder coated in the

- color black or as specified on the drawings.
 - 2) Cabinet shall be lockable with a transparent graffiti resistant, hinged door.
 - 3) Frame message panel with formed aluminum sheet or extruded hollow-box-type frame with ends flanged to engage slots in posts or attached to posts with extruded-aluminum fittings.
 - a) Close top and bottom edges of panels with manufacturer's standard welded seams or extrusions.
 - b) Extruded-Aluminum Frames: of cabinet shall be mitered with concealed anchors and welded.
 - c) Use manufacturer's standard non-corroding anchors for substrates encountered. Provide nonferrous-metal or hot-dip galvanized anchors and inserts for exterior installations for corrosion resistance.
 - d) Use toothed steel or lead expansion-bolt devices for drilled-in-place anchors as required
 - b. Internal panel
 - 1) Provide SGC 100 Lexan with UV Solar Guard to prevent yellowing or approved equal.
 - 2) Lexan panel shall made black or white as specified on the drawings by applying a high performance vinyl to the inside surface of the background panel.
- B. Sign Option 2 – L-Brick Veneer
- 1. Brick Veneer
 - a. Brick Veneer shall be mortared per manufacturer recommendations in a neutral color as approved by the applicant.
 - b. Brick veneer shall be anchored to metal framing and sheathing, or CMU structure. Structure shall conform to ASTM standards in building codes
 - 2. Fasteners and Seams
 - a. Mounting systems shall not be visible. Any necessary fasteners shall be obscured and shall not visually impact any part of the sign
 - b. Continuously weld joints and seams; grind, fill, and dress welds to produce smooth, flush, exposed surfaces with welds invisible after final finishing.

- c. All welded connections shall comply with AWS standards for recommended practices in shop welding. Provide welds behind finished surfaces without distortion or discoloration of exposed side. Clean exposed welded surfaces of welding flux and dress exposed and contact surfaces. Mill joints to tight, hairline fit. Form joints exposed to weather to exclude water penetration.
3. Dimensional lettering and Logo
 - a. Dimensional lettering and logo shall not be stenciled or painted to the sign surface.
 - b. Letters and logo shall be laser cut metal with a minimum 3/16 inch depth and properly secured to the sign.
 - c. Mount characters flush with backs in contact with wall surface.
 - d. Mount characters using standard fastening methods to comply with manufacturer's written instructions for character form, type of mounting, wall construction, and condition of exposure indicated.
 - e. Provide heavy paper template to establish character spacing and to locate holes for fasteners. Metal surfaces shall be powder coated for durability.
 4. Foundation
 - a. Footing shall be designed and engineered to accommodate the appropriate materials used and 120 MPH wind load resistance.
 - b. Provide anchor bolts as required for connecting base to concrete foundations, if concrete foundations are used.
 5. Sign Panel
 - a. Sign panel shall be fiberglass or exterior grade ply wood core with laminated aluminum overlay. Sign panel shall achieve an overall thickness of 6 inch minimum with an external frame.
 - b. Provide smooth sign panel surfaces constructed to remain flat under installed conditions within a tolerance of plus or minus 1/16 inch measured diagonally from corner to corner.
 - c. External Frames:
 - 1) Manufacturer's standard external aluminum framing system designed to withstand design wind pressure indicated and for direct attachment of sign message panels.
 - 2) Provide welded construction using mitered joints. Cut, drill, and tap units to receive

- hardware, bolts, and similar items. See also “fastener and seams” previously mentioned in this section.
- 3) Frame Finish shall match the finish of the sign panels or shall be as indicated on the drawings.
 - 4) Corner Condition shall be square or as indicated.
- d. Securely fasten signs to integral base or sign message cabinet as required to achieve 120 MPH wind load resistance.
6. Sign Message Cabinet and Internal Panel:
- a. Custom metal cabinet shall be constructed of powder coated H14 heavy-duty aluminum and securely fastened to sign base to withstand 120MPH wind load.
 - 1) Aluminum shall be powder coated in the color black or as specified on the drawings.
 - 2) Cabinet shall be lockable with a transparent graffiti resistant, hinged door.
 - 3) Frame message panel with formed aluminum sheet or extruded hollow-box-type frame with ends flanged to engage slots in posts or attached to posts with extruded-aluminum fittings.
 - a) Close top and bottom edges of panels with manufacturer’s standard welded seams or extrusions.
 - b) Extruded-Aluminum Frames: of cabinet shall be mitered with concealed anchors and welded.
 - c) Use manufacturer’s standard noncorroding anchors for substrates encountered. Provide nonferrous-metal or hot-dip galvanized anchors and inserts for exterior installations for corrosion resistance.
 - d) Use toothed steel or lead expansion-bolt devices for drilled-in-place anchors as required
 - b. Internal panel
 - 1) Provide SGC 100 Lexan with UV Solar Guard to prevent yellowing or approved equal.
 - 2) Lexan panel shall made black or white as specified on the drawings by applying a high

performance vinyl to the inside surface of the background panel.

- C. Sign Option 3 – L-Stone Veneer
1. Stone veneer
 - a. Stone veneer shall be mortared per manufacturer recommendations in a neutral color to match veneer as approved by the applicant
 - b. Stone veneer shall be anchored to metal framing and sheathing, or CMU structure. Structure shall conform to ASTM standards in building codes.
 2. Fasteners and Seams-
 - a. Mounting systems shall not be visible. Any necessary fasteners shall be obscured and shall not visually impact any part of the sign
 - b. Continuously weld joints and seams; grind, fill, and dress welds to produce smooth, flush, exposed surfaces with welds invisible after final finishing.
 - c. All welded connections shall comply with AWS standards for recommended practices in shop welding. Provide welds behind finished surfaces without distortion or discoloration of exposed side. Clean exposed welded surfaces of welding flux and dress exposed and contact surfaces. Mill joints to tight, hairline fit. Form joints exposed to weather to exclude water penetration.
 3. Dimensional lettering and Logo
 - a. Dimensional lettering and logo shall not be stenciled or painted to the sign surface.
 - b. Letters and logo shall be laser cut metal with a minimum 3/16 inch depth and properly secured to the sign.
 - c. Mount characters flush with backs in contact with wall surface.
 - d. Mount characters using standard fastening methods to comply with manufacturer’s written instructions for character form, type of mounting, wall construction, and condition of exposure indicated.
 - e. Provide heavy paper template to establish character spacing and to locate holes for fasteners. Metal surfaces shall be powder coated for durability.
 4. Foundation
 - a. Footing shall be designed and engineered to accommodate the appropriate materials used and 120 MPH wind load resistance.
 - b. Provide anchor bolts as required for connecting base to concrete foundations, if concrete

foundations are used.

5. Sign Panel
 - a. Sign panel shall be fiberglass or exterior grade plywood core with laminated aluminum overlay. Sign panel shall achieve an overall thickness of 6 inch minimum with an external frame.
 - b. Provide smooth sign panel surfaces constructed to remain flat under installed conditions within a tolerance of plus or minus 1/16 inch measured diagonally from corner to corner.
 - c. External Frames:
 - 1) Manufacturer's standard external aluminum framing system designed to withstand design wind pressure indicated and for direct attachment of sign message panels.
 - 2) Provide welded construction using mitered joints. Cut, drill, and tap units to receive hardware, bolts, and similar items. See also "fastener and seams" previously mentioned in this section.
 - 3) Frame Finish shall match the finish of the sign panels or shall be as indicated on the drawings.
 - 4) Corner Condition shall be square or as indicated.
 - d. Securely fasten signs to integral base or sign message cabinet as required to achieve 120 MPH wind load resistance.
6. Sign Message Cabinet and Internal Panel:
 - a. Custom metal cabinet shall be constructed of powder coated H14 heavy-duty aluminum and securely fastened to sign base to withstand 120MPH wind load.
 - 1) Aluminum shall be powder coated in the color black or as specified on the drawings.
 - 2) Cabinet shall be lockable with a transparent graffiti resistant, hinged door.
 - 3) Frame message panel with formed aluminum sheet or extruded hollow-box-type frame with ends flanged to engage slots in posts or attached to posts with extruded-aluminum fittings.
 - a) Close top and bottom edges of panels with manufacturer's standard welded seams or extrusions.
 - b) Extruded-Aluminum Frames of

end-grain and shall also contain fungicide/mildewcide and protection against ultra violet light.

- 1) Finishes shall be applied on windless days. Temperature should be between 50 and 70 degrees Fahrenheit. Surfaces should be clean and dry.
- 2) Finish shall not be applied with wire brushes or steel wool as metal particles may become embedded in the wood and can cause stains. Stiff bristle brushes shall be used.
- 3) Finish shall be exterior grade only.
- 4) Follow manufacturer's directions and read warnings on toxicity.
- 5) No incompatible materials shall be mixed. Finish failures resulting from mixing incompatible products or applying them over one another shall be the responsibility of the contractor.
- 6) Apply all finishes per the manufacturer's recommendations.

g. Sign panel shall be securely fastened to posts.

2. Posts

- a. Posts shall be Grade No. 1, douglas fir.
- b. Post size shall be as indicated on the drawings.
- c. Post finish
 - 1) Posts shall be treated liberally with WRP prior to installation. Finish shall also contain fungicide/mildewcide and protection against ultra violet light.
 - 2) Finishes shall be applied on windless days. Temperature should be between 50 and 70 degrees Fahrenheit. Surfaces should be clean and dry.
 - 3) Finish shall not be applied with wire brushes or steel wool as metal particles may become embedded in the wood and can cause stains. Stiff bristle brushes shall be used.
 - 4) Finish shall be exterior grade only.
 - 5) Follow manufacturer's directions and read warnings on toxicity.
 - 6) No incompatible materials shall be mixed. Finish failures resulting from mixing incompatible products or applying them over one another shall be the responsibility of the contractor.
 - 7) Apply all finishes per the manufacturer's r

recommendations.

3. Fasteners
 - a. Mounting systems shall not be visible. Any necessary fasteners shall be obscured and shall not visually impact any part of the sign.
 4. Lettering
 - a. Raised surfaces including the lettering and decorative border shall be achieved by sandblasting the sign. All raised surfaces shall be painted in the colors as indicated by the applicant. See also the color performance specifications.
 5. Foundation
 - a. Footing shall be designed and engineered to accommodate the appropriate materials used and 120 MPH wind load resistance
 - b. Direct-Burial Method:
 - 1) Provide posts at the appropriate depth to permit direct embedment in concrete foundations as required by the engineer.
 6. Optional Letter Panel
 - a. Letter panel shall be accessible in order to change out messages as required by the applicant.
 - b. Cover shall be lockable to avoid tampering and water resistant with a transparent graffiti resistant, hinged door for access.
 - c. Letter panel shall be securely fastened to sign panel with ability to be removed without damaging the permanent sign panel.
- E. Sign Option 5 – Post Sign Americana
1. Sign panel
 - a. Sandblasted wood signs shall be manufactured using 2” nominal kiln dried clear vertical grained red wood.
 - b. The wood shall be jointed and glued up using an exterior rated wood glue. Each wood plank shall be cut to size, and sanded and cleaned in preparation for painting.
 - c. Sign shall be coated with two coats of clear bonding primer made specifically for sandblasted wood signs in order to seal the wood, prevent grain distortion, peel up, and increase its resistance to the heat usually associated with sandblasting.
 - d. Paint shall be a high quality enamel compatible to the wood. After all painting is complete, each sign will be set aside until complete drying (cure) of all

- painted surfaces has occurred and according to the manufacturer specifications.
- e. Once the painted sign blank is dry and all non-sand blasted areas of the sign are covered, sandblasting may commence.
 - f. Upon completion of sandblasting, the sign shall be cleaned and a Water Repellent Preservative (WRP) applied. The finish should be applied liberally to decay-prone areas around fasteners and end-grain and shall also contain fungicide/mildewcide and protection against ultra violet light.
 - 1) Finishes shall be applied on windless days. Temperature should be between 50 and 70 degrees Fahrenheit. Surfaces should be clean and dry.
 - 2) Finish shall not be applied with wire brushes or steel wool as metal particles may become embedded in the wood and can cause stains. Stiff bristle brushes shall be used.
 - 3) Finish shall be exterior grade only.
 - 4) Follow manufacturer's directions and read warnings on toxicity.
 - 5) No incompatible materials shall be mixed. Finish failures resulting from mixing incompatible products or applying them over one another shall be the responsibility of the contractor.
 - 6) Apply all finishes per the manufacturer's recommendations.
 - g. Sign panel shall be securely fastened to posts.
2. Posts
- a. Posts shall be Grade No. 1, redwood.
 - b. Post size shall be as indicated on the drawings.
 - c. Post finish
 - 1) Posts shall be treated liberally with WRP prior to installation. Finish shall also contain fungicide/mildewcide and protection against ultra violet light.
 - 2) Finishes shall be applied on windless days. Temperature should be between 50 and 70 degrees Fahrenheit. Surfaces should be clean and dry.
 - 3) Finish shall not be applied with wire brushes or steel wool as metal particles may become embedded in the wood and can cause stains. Stiff bristle brushes shall be used.

- 4) Finish shall be exterior grade only.
 - 5) Follow manufacturer's directions and read warnings on toxicity.
 - 6) No incompatible materials shall be mixed. Finish failures resulting from mixing incompatible products or applying them over one another shall be the responsibility of the contractor.
 - 7) Apply all finishes per the manufacturer's recommendations.
3. Fasteners
 - a. Mounting systems shall not be visible. Any necessary fasteners shall be obscured and shall not visually impact any part of the sign.
 4. Lettering
 - a. Raised surfaces including the lettering and decorative border shall be achieved by sandblasting the sign. All raised surfaces shall be painted in the colors as indicated by the applicant. See also the color performance specifications.
 5. Foundation
 - a. Footing shall be designed and engineered to accommodate the appropriate materials used and 120 MPH wind load resistance
 - b. Provide posts with stir-ups securely fastened to bottom of posts. Drill holes in stir-ups as required for anchor-bolt connection.
 6. Optional Letter Panel
 - a. Letter panel shall be accessible in order to change out messages as required by the applicant.
 - b. Cover shall be lockable to avoid tampering and water resistant with a transparent graffiti resistant, hinged door for access.
 - c. Letter panel shall be securely fastened to sign panel with ability to be removed without damaging the permanent sign panel
- F. Sign Option 6 – Post Sign- Modern
1. Sign panel
 - a. Sign panel shall be fiberglass or exterior grade ply wood core with laminated aluminum overlay.
 - b. Provide smooth sign panel surfaces constructed to remain flat under installed conditions within a tolerance of plus or minus 1/16 inch measured diagonally from corner to corner.
 - c. Sign panel shall be securely fastened to posts.

2. Posts
 - a. Posts shall manufacturer's standard 0.125 inch thick, extruded aluminum tubing with vertical slots to engage sign panels.
 - b. Posts shall be square in the size indicated.
 - c. Posts shall be powder coated in the color indicated on the drawings and color specifications.
 - d. Include post caps, fillers, and spacers, as required for complete installation.
 - e. Fabricate posts to lengths required for mounting method indicated.
3. Fasteners
 - a. Provide stop blocks in slots to hold panels in position. Include post caps, fillers, and spacers as required for complete installation.
 - b. Mounting systems shall not be visible. Any necessary fasteners shall be obscured and shall not visually impact any part of the sign.
4. Dimensional lettering
 - a. Dimensional lettering and logo shall not be stenciled or painted to the sign surface.
 - b. Letters and logo shall be laser cut metal with a minimum 3/16 inch depth and properly secured to the sign.
 - c. Mount characters flush with backs in contact with wall surface.
 - d. Mount characters using standard fastening methods to comply with manufacturer's written instructions for character form, type of mounting, wall construction, and condition of exposure indicated.
 - e. Provide heavy paper template to establish character spacing and to locate holes for fasteners. Metal surfaces shall be powder coated for durability.
5. Foundation
 - a. Footing shall be designed and engineered to accommodate the appropriate materials used and 120 MPH wind load resistance.
 - b. Direct-Burial Method:
 - 1) Provide posts at the appropriate depth to permit direct embedment in concrete foundations as required by the engineer.
6. Optional Letter Panel
 - a. Letter panel shall be accessible in order to change out messages as required by the applicant.
 - b. Cover shall be lockable to avoid tampering and water resistant with a transparent graffiti resistant,

hinged door for access.

- c. Letter panel shall be securely fastened to sign panel with ability to be removed without damaging the permanent sign panel

G. Sign Option 7 – Single Post Park Sign

1. Sign panel

- a. Sandblasted wood signs shall be manufactured using 2” nominal kiln dried clear vertical redwood.
- b. The wood shall be jointed and glued up using an exterior rated wood glue. Each wood plank shall be cut to size, and sanded and cleaned in preparation for painting.
- c. Sign shall be coated with two coats of clear bonding primer made specifically for routed wood signs in order to seal the wood, prevent grain distortion, peel up, and increase its resistance to the heat usually associated with routing.
- d. Sign panel finish
 - 1) Upon completion of routing, the sign shall be cleaned and a Water Repellent Preservative (WRP) applied. The finish should be applied liberally to decay-prone areas around fasteners and end-grain and shall contain fungicide/mildewcide and protection against ultra violet light.
 - 2) Finishes shall be applied on windless days. Temperature should be between 50 and 70 degrees Fahrenheit. Surfaces should be clean and dry.
 - 3) Finish shall not be applied with wire brushes or steel wool as metal particles may become embedded in the wood and can cause stains. Stiff bristle brushes shall be used.
 - 4) Finish shall be exterior grade only.
 - 5) Follow manufacturer’s directions and read warnings on toxicity.
 - 6) No incompatible materials shall be mixed. Finish failures resulting from mixing incompatible products or applying them over one another shall be the responsibility of the contractor.
 - 7) Apply all finishes per the manufacturer’s recommendations.

2. Posts

- a. Posts shall be powder coated galvanized steel in

- black as indicated on the drawings and color specifications
- b. Include post caps and decorative rails required for complete installation. Fabricate posts to lengths required for mounting method indicated.
3. Fasteners
 - a. Mounting systems shall not be visible and shall be compatible to the specified sign materials.
 - b. Any necessary fasteners shall be obscured and shall not visually impact any part of the sign.
 4. Lettering
 - a. Upon completion of routing, the sign shall be cleaned and the sandblasted areas shall be painted.
 - b. Routed surfaces shall be painted in the colors as indicated by the applicant. See also the color specifications.
 - c. Paint shall be a high quality enamel compatible to the wood.
 - d. Only upon drying shall the sign panel be stained using an exterior oil latex product.
 5. Foundation
 - a. Footing shall be designed and engineered to accommodate the appropriate materials used and 120 MPH wind load resistance
 - b. Direct-Burial Method:
 - 1) Provide posts at the appropriate depth to permit direct embedment in concrete foundations as required by the engineer.
- H. Sign Option 8 – Stand Alone Message Board
1. Sign message Cabinet and Internal Panel
 - a. Custom metal cabinet shall be constructed of powder coated H14 heavy-duty aluminum and securely fastened to sign base to withstand 120MPH wind load.
 - 1) Aluminum shall be powder coated in the color black as specified on the drawings.
 - 2) Cabinet shall be lockable with a transparent graffiti resistant, hinged door.
 - 3) Frame message panel with formed aluminum sheet or extruded hollow-box-type frame with ends flanged to engage slots in posts or attached to posts with extruded-aluminum fittings.
 - a) Close top and bottom edges of panels with manufacturer’s standard welded

SF to accommodate text and logo and so it can be properly viewed by oncoming traffic.

- d. Boulder shall have a minimum 24” thickness. Slabs shall not be used.
 - e. Boulder shall be light in color in order to achieve sufficient contrast and readability.
2. Lettering
 - a. Lettering shall be of the sign and type as specified by the applicant on the sign order form.
 - b. Lettering shall be designed to fit the shape of the boulder. Contractor shall provide a heavy paper template of the final character placement as it will be engraved on the sign for approval prior to engraving.
 - c. Minimum depth of lettering shall be 3/8” and shall be stained a darker color to ensure readability.
 - d. Staining of the lettering shall be clean and not run onto the boulder surface.
 3. Foundation.
 - a. Boulder should be buried a minimum of ½ of the height, or 24” minimum as required by the engineer.
 - b. Footing shall be designed and engineered to accommodate 120 MPH wind load resistance.

1.4 DEFINITIONS

- A. ADA-ABA Accessibility Guidelines: U.S. Architectural & Transportation Barriers Compliance Board’s “Americans with Disabilities Act (ADA) Accessibility Guidelines for Buildings and Facilities; Architectural Barriers Act (ABA) Accessibility Guidelines.”

1.5 SUBMITTALS

- A. Product Data: For each type of product indicated.
- B. Shop Drawings: Show fabrication and installation details for post and panel/pylon signage.
 1. Include plans, elevations, sections, details, and attachments to other work.
 2. Provide message list, typestyles, graphic elements, and layout for each sign at least half size and full-size details of graphics.
 - a. Include full-size templates for cutout characters and graphic symbols.
 3. For installed products indicated to comply with design

loads, include structural analysis data signed and sealed by the qualified professional engineer responsible for their preparation.

- C. Samples: For each sign type and for each color and texture required.

1.6 QUALITY ASSURANCE

- A. Regulatory Requirements: Comply with applicable provisions in ADA-ABA Accessibility Guidelines and ICC A117.1.
- B. Fabricator Qualifications: Shop that employs skilled workers who custom-fabricate products similar to those required for this Project and who's products have a record of successful in-service performance.

1.7 PROJECT CONDITIONS

- A. Weather Limitations: Proceed with installtion only when existing and forecasted weather conditions permit installation of signs to be performed according to manufacturers' written instructions and warranty requirements.
- B. Field Measurements: Indicate measurements on Shop Drawings.

1.8 WARRANTY

- A. Special Warranty: Manufacturer's standard form in which manufacturer agrees to repair or replace components of post and panel, boulder (stone), and monument signs that fail in materials or workmanship within specified warranty period.
 1. Failures include, but are not limited to, the following:
 - a. Deterioration of metal and polymer finishes beyond normal weathering.
 - b. Deterioration of embedded graphic image colors and sign lamination.
 - c. Deterioration of wood members.
 2. Warranty Period: Five years from date of Substantial Completion.

PART 2 - EXECUTION

2.1 EXAMINATION

- A. Examine substrates, areas, and conditions, with Installer present,

for compliance with requirements for installation tolerances and other conditions affecting performance of work.

- B. Verify that items, including anchor inserts, are sized and located to accommodate signs.
- C. Proceed with installation only after unsatisfactory conditions have been corrected.

2.2 INSTALLATION

- A. Excavation: Excavate for sign foundation to elevations and dimensions indicated. Reconstruct subgrade that is not firm, undisturbed, or compacted soil, or that is damaged by freezing temperatures, frost, rain, accumulated water, or construction activities by excavating a further 12 inches (300 mm), backfilling with satisfactory soil, and compacting to original subgrade elevation.
- B. For all other methods, Set anchor bolts and other embedded items required for installation of signs. Use templates furnished by suppliers of items to be attached.
 - 1. Protect portion of posts and inserts above ground from concrete splatter.
- C. Locate signs and accessories where indicated, using mounting methods of types described and complying with manufacturer's written instructions.
 - 1. Install signs level, plumb, and at heights indicated, with sign surfaces free of distortion and other defects in appearance.
- D. Mechanical Fasteners: Use nonremovable mechanical fasteners placed through predrilled holes. Attach signs with fasteners and anchors suitable for secure attachment to substrate as recommended in writing by sign manufacturer. Only hot dipped or stainless steel fasteners shall be used in conjunction with ACQ pressure treated lumber.
- E. Maintain environmental conditions (temperature, humidity, and ventilation) within limits recommended by manufacturer for optimum results when installing wood posts. Do not install products under environmental conditions outside manufacturer's absolute limits.

2.3 CLEANING AND PROTECTION

- A. After installation, clean soiled sign surfaces according to manufacturer's written instructions. Protect signs from damage until acceptance by Owner.

APPENDIX F

COLOR SPECIFICATIONS

Please note, samples provided in this section are approximations of actual product colors, not intended to convey exact appearance. Please call or e-mail manufacturer to request a Color Chart for an exact representation.

Below are representations of the available stucco finishes available for Sign Option 1- LI-Shaped Stucco:



Tan- La Habra Exterior Stucco Color Oatmeal X-81 or approved equal.



Sienna- La Habra Exterior Stucco Color Hatteras X-63149 or approved equal.



Brown- La Habra Exterior Stucco Color Trabuco X-278 or approved equal.



Purple- La Habra Exterior Stucco Color Suwannee X-81594.

See the following page for representations of the available cultured stone finishes available for Sign Option 2- L Shaped Cultured Stone Veneer.



Tan-Brown- Cultured Stone Corporation color #CSV20042-Mojave or approved equal.

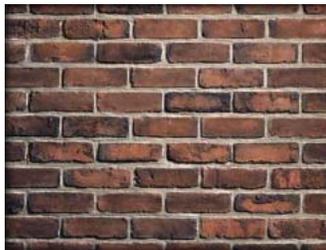


Red-Tan- Cultured Stone Corporation color #CSV20041-Fawn or approved equal.

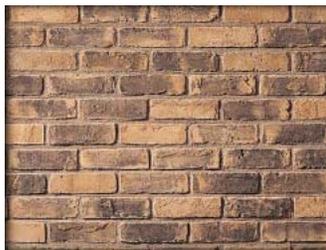


Gray- Cultured Stone Corporation color #CSV20044-Shale or approved equal.

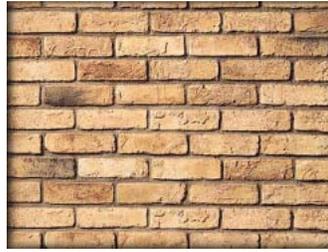
See below and the following page for representations of the available cultured brick finishes for Sign Option 3 - LShaped Brick Veneer.



Red- Cultured Stone Corporation color #CB4052-Antique Red or approved equal.

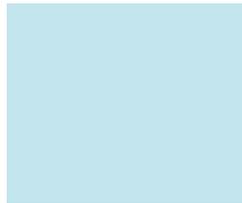


Brown- Cultured Stone Corporation color #CB4057-California Drift or approved equal.

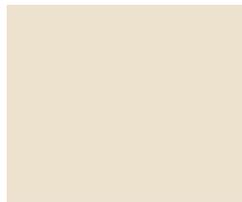


Tan- Cultured Stone Corporation color #CB4054-Chicago Used or approved equal.

See below and the following page for representations of the available painted trim colors for Sign Option 4-Post Sign Style Americana.



Light Blue- Sherwin Williams exterior color #648-Byte Blue or approved equal.



Tan- Sherwin Williams exterior color #6133-Muslin or approved equal.

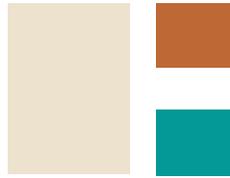


Light Turquoise- Sherwin Williams exterior color #6750-Waterfall or approved equal.

See below and the following page for representations of the available painted trim colors for Sign Option 4-Post Sign Style Americana.



Beige Panel with Brown and Turquoise Accents- Sherwin Williams exterior color #6133-Muslin with color #6090-Java and #6941-Nifty Turquoise accents or approved equals.



Beige Panel with Brown and Turquoise Accents- Sherwin Williams exterior color #6133-Muslin with color#6356-Copper Mountain and #6941-Nifty Turquoise accents or approved equals.

Below are the colors guidelines available for Sign Option 6-Post Sign Style Modern. Actual color shall conform to the RGB color profiles provided below. Contractor shall provide actual color samples to applicant prior to commencing work.



Light Beige Panel (R:237, G:226, B:206) with Black (R:0, G:0, B:0) Powder Coated Accents.



Light Beige Panel (R:237, G:226, B:206) with Brown (R:52, G:26, B:3) Powder Coated Accents.

All other sign options do not have color options available. See Appendix A and Appendix D for further details.

APPENDIX G
REVOCABLE PERMIT

The neighborhood revocable permit may be found in this section.

NEIGHBORHOOD SIGN REVOCABLE PERMIT

This Revocable Permit, made and entered into on the date last entered below, by and between the City of Albuquerque, a New Mexico municipal corporation as grantor, (hereinafter “Grantor”) and _____, as permittee (hereinafter “Permittee”).

In consideration of the mutual obligations and covenants herein, the parties hereto do mutually agree as follows:

1. **Permit.** Subject to the terms and conditions of this Permit, Grantor grants Permittee the right to construct, install, operate, maintain, replace and remove neighborhood identification sign(s) within the public rights-of-way at the following locations, as more particularly shown on the drawing which is attached hereto as Exhibit A and made a part of this Permit (hereinafter “Location”).
2. **Use.** The Permittee shall use the Location solely for display of neighborhood identification signs (“Signs”) and associated landscape/streetscape, and will not use it for any other purpose whatsoever without first obtaining the written consent of Grantor.
3. **Term, Termination and Removal.** This Permit will remain in effect for a period of ten (10) years from the date of execution of this Permit (hereinafter “Term”), unless terminated and revoked as a result of:
 - a. The Permittee’s breach of any provision of or default in the performance of any obligation pursuant to this Permit. If Permittee breaches any of the provisions hereof or is in default in the performance of any obligation imposed hereunder, Grantor may give thirty (30) days written notice (“Notice period”) to the Permittee of the termination of this Permit. If the Permittee remains in default or the breach of any provision hereof remains incurred at the end of the Notice Period, this Permit shall terminate; or
 - b. Grantor’s giving the Permittee written notice ninety (90) days in advance of termination; or
 - c. The Permittee’s giving the Grantor written notice ninety (90) days in advance of termination; or
 - d. an order of a court of competent jurisdiction.

Upon termination of this Permit and any renewal hereof, the Permittee shall abandon the use of the Signs, and shall remove the Signs and/or associated landscape/streetscape and restore the right-of-way as nearly as possible to the condition it was in prior to removal, all at the sole expense of the Permittee.

If, after termination and within thirty (30) days after being directed to do so by the Grantor, the Permittee fails to remove the Signs and/or associated landscape/streetscape and restore the right-of-way, the Grantor may perform the work and the Permittee shall reimburse the Grantor within

thirty (30) days after the Grantor submits a bill to the Permittee for the costs of such work.

Termination of this Permit for any reason shall not release the Permittee from any liability or obligation relating to the installation, operation, maintenance or removal of the Signs or any other provision of this Permit.

4. **Renewal of Permit.** If both the Grantor and the Permittee wish to extend the Term of this Permit, then before the expiration of the Term, the Grantor and the Permittee shall enter into good-faith negotiations, the object of which will be to agree upon the provisions of a renewal of this Permit. If an agreement is reached, all provisions shall be reduced to writing signed by both parties.

5. **Maintenance.** Permittee shall, at its sole cost, maintain the signs installed pursuant to this Agreement in a manner acceptable to Grantor. If, absent an emergency condition, Permittee fails to properly maintain the signs, Permittee will be given ten days written notice of the deficiency. If Permittee fails to correct the deficiency within the ten-day period, Grantor will have the right, but not the obligation, to correct the deficiency and charge Permittee the costs incurred by Grantor. Permittee will pay those costs within 30 days of invoice. In the event of emergency conditions, Grantor will have the right, but not the obligation, to remedy the emergency condition and charge Permittee the costs incurred by Grantor. Permittee will pay those costs within 30 days of invoice.

6. **Indemnity/Liability.** At all times the Permittee shall defend, indemnify and save harmless the Grantor, its officers, agents and employees against all claims, demands, damages and causes of action which result from or arise out of the construction, installation, operation, maintenance, replacement or removal of the Signs, including any loss, damage or expense arising out of loss of or damage to property, injury to or death of persons, or mechanics' or other liens of any character, or taxes or assessments of any kind, except to the extent or degree that the Grantor itself is found contributorily negligent.

The indemnification required hereunder shall not be limited as a result of the existences of any applicable insurance coverage. Nothing herein is intended to impair any right or immunity under the laws of the State of New Mexico.

7. **Entire Agreement.** This Permit contains the entire agreement of the parties regarding the Signs and supersedes any and all other agreements or understandings, oral or written, whether previous to the execution hereof or contemporaneous herewith.

8. **Changes.** Changes to this Permit are not binding unless made in writing, signed by both parties.

9. **Captions.** The captions to the sections or paragraphs of this Permit are not part of this Permit and will not affect the meaning or construction of any of its provisions.

10. **Binding Effect.** This Permit is binding upon and inures to the benefit of the successors and/or assigns of the parties.

11. Compliance with Laws. The Permittee and its contractors shall comply with all federal, state and local laws, ordinances, regulations and rules and will not discriminate illegally against any person. The Permittee’s attention is specifically drawn to Section 62-14-1, et seq., NMSA 1978, regarding excavation damage to pipelines and underground utility lines.

12. Applicable Law. This Permit is governed by and construed and enforced in accordance with the laws of the State of New Mexico.

13. Construction and Severability. If any part of this Permit is held to be invalid or unenforceable, the remainder of this Permit will remain valid and enforceable if the remainder of the Permit is reasonably capable of completion.

14. Assignment. The Permittee shall not assign any interest in this Agreement and shall not transfer any interest in this Agreement (whether by assignment or novation).

15. Notice. For purposes of giving formal written notice to the Permittee, the Permittee’s address and phone number are:

For purposes of giving formal written notice to the Grantor, the Grantor’s address is:

Mayor
City of Albuquerque
P. O. Box 1293
Albuquerque, New Mexico 87103

Copies of any notices to the Grantor must also be given to:

Traffic Engineer
Department of Municipal Development
P. O. Box 1293
Albuquerque, New Mexico 87103

Written notice must be made either personally or by certified United States mail. If the notice is mailed, the notice will be complete when deposited in the United States mail, postage paid and addressed as required in this Section. Notice of change of address will be given in the same

manner as required by this Section.

16. Approval Required. This Permit shall not become effective or binding until approved by the Grantor's Traffic Engineer, Department of Municipal Development.

IN WITNESS WHEREOF, the Grantor and the Permittee have executed this Permit on the date entered below.

GRANTOR

City of Albuquerque

By: _____
Traffic Engineer
Department of Municipal Development

Date: _____

PERMITTEE:

By: _____

Title: _____

Date: _____

ACKNOWLEDGMENTS

The neighborhood identification sign brochure has been prepared by Sites Southwest LLC in association with the City of Albuquerque. Special thanks to the citizens and community leaders for their cooperation and assistance.

PROJECT PARTICIPANTS

CITY OF ALBUQUERQUE

Diana Trujeque, Policy Analyst
Don Miller, Budget/Legislative Analyst

SITES SOUTHWEST LLC

George Radnovich, ASLA,
Principal-in-Charge
Jesse Scott, ASLA, Project Manager
Merritt Baynes, CLA, Landscape Architect

PREPARED BY:

Sites Southwest, LLC

Landscape Architecture, Planning, GIS,
Community Design, Market Analysis
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Albuquerque, NM 87102
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505.822.8282 fx

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SUPPLEMENTAL TERMS AND CONDITIONS:

THESE SUPPLEMENTAL TERMS AND CONDITIONS ARE IN ADDITION TO THE GENERAL INSTRUCTIONS, TERMS AND CONDITIONS AND, IN THE EVENT THERE IS A CONFLICT BETWEEN THE PROVISIONS OF THE GENERAL INSTRUCTIONS, TERMS AND CONDITIONS AND THESE SUPPLEMENTAL TERMS AND CONDITIONS, THE PROVISIONS OF THESE SUPPLEMENTAL TERMS AND CONDITIONS SHALL CONTROL.

AGENCY:

IN THE EVENT THAT AN OFFER IS SIGNED BY AN AGENT, THE CITY RESERVES THE RIGHT TO REQUIRE EVIDENCE OF THE AGENT'S AUTHORITY.

AWARD OF CONTRACT - MULTIPLE AWARDS:

THE CITY RESERVES THE RIGHT TO MAKE MULTIPLE AWARDS AS A RESULT OF THIS REQUEST IF DOING SO MAY BE ADVANTAGEOUS TO THE CITY.

COMPENSATION:

THE OFFEROR WILL NOT RECEIVE ANY COMPENSATION UNTIL ALL SERVICES HAVE BEEN COMPLETED, FINAL INSPECTION HAS BEEN MADE, THE WORK HAS BEEN ACCEPTED BY AN AUTHORIZED REPRESENTATIVE OF THE CITY AND COMPLETE AND CORRECT INVOICES HAVE BEEN RECEIVED BY THE CITY FOLLOWING THE INVOICING PROCESS DETAILED ON THE ISSUED PURCHASE ORDER. PROGRESS PAYMENTS WILL NOT BE MADE TO ANY CONTRACTOR UNLESS OTHERWISE SPECIFIED in this request.

CONTRACT PERIOD - 18 MONTHS:

A CONTRACT RESULTING FROM THIS REQUEST WILL BE EFFECTIVE FOR EIGHTEEN (18) MONTHS FROM THE DATE OF ISSUE OF THE PURCHASE ORDER UNLESS OTHERWISE SPECIFIED IN THIS REQUEST.

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CONTRACT PERIOD - EXTENSION OF:

ANY CONTRACT RESULTING FROM THIS REQUEST MAY BE EXTENDED FOR AN ADDITIONAL TWELVE (12) MONTH PERIOD OR ANY PART OF A TWELVE (12) MONTH PERIOD BY MUTUAL AGREEMENT BETWEEN THE CONTRACTOR(S) AND THE CITY.

DAMAGE RESPONSIBILITY FOR:

THE SUCCESSFUL OFFEROR TO THIS REQUEST SHALL BE RESPONSIBLE FOR ANY DAMAGE CAUSED DURING REMOVAL OR INSTALLATION. DAMAGE SHALL BE REPORTED IMMEDIATELY TO THE DESIGNATED CITY REPRESENTATIVE.

ESTIMATED QUANTITIES, NOT AN ORDER:

THE ESTIMATED QUANTITIES LISTED DO NOT CONSTITUTE AN ORDER AND ARE NOT NECESSARILY COMPREHENSIVE; THEY ARE A REPRESENTATIVE SAMPLE OF WHAT IS LIKELY TO BE PURCHASED DURING THE COURSE OF A CONTRACT RESULTING FROM THIS REQUEST AND WILL BE USED ONLY TO EVALUATE OFFERS AND AWARD SUCH A CONTRACT. THESE QUANTITIES AS STATED MAY INCREASE OR DECREASE DEPENDING ON THE ACTUAL NEEDS OF THE CITY. ACTUAL ORDERS WILL BE PLACED BY THE USER.

FREIGHT, AS INDICATED:

F.O.B. POINT OTHER THAN INDICATED BY THE CITY WILL NOT BE ACCEPTABLE.

GRAFFITI FREE REQUIREMENT:

THE AWARDED VENDOR WILL BE REQUIRED TO FURNISH EQUIPMENT, FACILITIES OR OTHER ITEMS AS MAY BE REQUIRED TO COMPLETE THE SPECIFIED SERVICES IN THIS REQUEST FOR BIDS WHICH ARE "GRAFFITI FREE". FAILURE OF THE AWARDED VENDOR TO COMPLY WITH THIS REQUIREMENT MAY RESULT IN A CANCELLATION OF ANY CONTRACT ISSUED AS A RESULT OF THIS REQUEST FOR BIDS.

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GUARANTEED PERFORMANCE:

THE OFFEROR, IF AWARDED A CONTRACT AS A RESULT OF THIS REQUEST, GUARANTEES THAT THE MATERIALS SUPPLIED ARE CAPABLE OF THE PERFORMANCE REQUIRED IN THE SPECIFICATIONS IN THIS REQUEST, AND AGREES TO MAKE SUCH CHANGES, ADJUSTMENTS OR REPLACEMENTS AS ARE IMMEDIATELY NECESSARY IN ORDER FOR THE MATERIALS TO MEET THE PURCHASING REQUIREMENTS AT NO COST TO THE CITY. IF DEFECTS OR SPECIFICATION FAILURES ARE DISCOVERED, THE PURCHASING OFFICER SHALL HAVE THE RIGHT, NOTWITHSTANDING ACCEPTANCE AND PAYMENT, TO REQUIRE THE UNIT/ITEM TO BE PROPERLY FURNISHED IN ACCORDANCE WITH THE SPECIFICATIONS AND DRAWINGS AT THE COST AND EXPENSE OF THE OFFEROR OR THE OFFEROR'S SURETY.

INSPECTION OF MATERIALS:

THE CITY RESERVES THE RIGHT TO INSPECT MATERIALS PROVIDED BY THE OFFEROR THROUGH A CONTRACT RESULTING FROM THIS REQUEST TO DETERMINE THEIR QUALITY, FITNESS AND SUITABILITY. INSPECTION OF THESE MATERIALS MAY BE CONDUCTED WHENEVER THE CITY CONSIDERS

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INSURANCE:

THE CONTRACTOR SHALL PROCURE AND MAINTAIN AT ITS EXPENSE UNTIL FINAL PAYMENT BY THE CITY FOR SERVICES COVERED BY THIS AGREEMENT, INSURANCE IN THE KINDS AND AMOUNTS HEREINAFTER PROVIDED WITH INSURANCE COMPANIES AUTHORIZED TO DO BUSINESS IN NEW MEXICO, COVERING ALL OPERATIONS UNDER THIS AGREEMENT, WHETHER PERFORMED BY IT OR ITS AGENTS. BEFORE COMMENCING THE SERVICES AND ON THE RENEWAL OF ALL COVERAGES, THE CONTRACTOR SHALL FURNISH TO THE CITY A CERTIFICATE OR CERTIFICATES IN FORM SATISFACTORY TO THE CITY SHOWING THAT IT HAS COMPLIED WITH THIS SECTION. ALL CERTIFICATES OF INSURANCE SHALL PROVIDE THAT THIRTY (30) DAYS WRITTEN NOTICE BE GIVEN TO THE RISK MANAGER, DEPARTMENT OF FINANCE AND ADMINISTRATIVE SERVICES, CITY OF ALBUQUERQUE, P.O. BOX 470, ALBUQUERQUE, NEW MEXICO 87103, BEFORE A POLICY IS CANCELLED, MATERIALLY CHANGED, OR NOT RENEWED. VARIOUS TYPES OF REQUIRED INSURANCE MAY BE WRITTEN IN ONE OR MORE POLICIES. WITH RESPECT TO ALL COVERAGES REQUIRED OTHER THAN WORKERS' COMPENSATION, THE CITY SHALL BE NAMED AN ADDITIONAL INSURED. ALL COVERAGES AFFORDED SHALL BE PRIMARY WITH RESPECT TO OPERATIONS PROVIDED. KINDS AND AMOUNTS OF INSURANCE REQUIRED ARE AS FOLLOWS:

A. COMMERCIAL GENERAL LIABILITY INSURANCE - A COMMERCIAL GENERAL LIABILITY INSURANCE POLICY WITH COMBINED LIMITS OF LIABILITY FOR BODILY INJURY OR PROPERTY DAMAGE AS FOLLOWS:

\$1,000,000 PER OCCURRENCE
\$1,000,000 POLICY AGGREGATE
\$1,000,000 PRODUCTS LIABILITY/COMPLETED OPERATIONS
\$1,000,000 PERSONAL AND ADVERTISING INJURY
\$ 50,000 FIRE - LEGAL
\$ 5,000 MEDICAL PAYMENTS

SAID POLICY OF INSURANCE MUST INCLUDE COVERAGE FOR ALL OPERATIONS PERFORMED FOR THE CITY BY THE CONTRACTOR AND CONTRACTUAL LIABILITY COVERAGE SHALL SPECIFICALLY INSURE THE HOLD HARMLESS PROVISIONS OF THIS AGREEMENT.

B. AUTOMOBILE LIABILITY INSURANCE - AN AUTOMOBILE LIABILITY POLICY WITH LIABILITY LIMITS IN AMOUNTS NOT LESS THAN \$1,000,000 COMBINED SINGLE LIMIT OF LIABILITY FOR BODILY INJURY, INCLUDING DEATH AND PROPERTY DAMAGE IN ANY ONE OCCURRENCE. SAID POLICY OF INSURANCE MUST INCLUDE COVERAGE FOR THE USE OF ALL OWNED, NON-OWNED, HIRED AUTOMOBILES, VEHICLES AND OTHER EQUIPMENT BOTH ON AND OFF WORK.

C. WORKERS' COMPENSATION INSURANCE - WORKERS' COMPENSATION INSURANCE FOR ITS EMPLOYEES IN ACCORDANCE WITH THE PROVISIONS OF THE WORKERS' COMPENSATION ACT OF THE STATE OF NEW MEXICO.

D. INCREASED LIMITS - IF, DURING THE TERM OF THIS AGREEMENT, THE CITY REQUIRES THE CONTRACTOR TO INCREASE MAXIMUM LIMITS OF ANY INSURANCE REQUIRED HEREIN, AN

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LAWS AND REGULATIONS:

THE OFFEROR SHALL GIVE ALL NOTICES AND COMPLY WITH ALL LAWS, ORDINANCES, RULES AND REGULATIONS THAT APPLY TO THIS WORK. THE OFFEROR SHALL OBTAIN AND PAY FOR ALL PERMITS AND LICENSES NECESSARY TO EXECUTE AND COMPLETE THE WORK. ALL REQUIRED LICENSES MUST BE IN FORCE AT THE TIME OF SUBMISSION OF AN OFFER AND REMAIN IN FORCE DURING THE ENTIRE PERIOD OF ANY CONTRACT RESULTING FROM THIS REQUEST. FAILURE TO PROVIDE PROOF OF REQUIRED LICENSES IN FORCE WILL RESULT IN THE OFFER BEING JUDGED NON-RESPONSIVE.

MATERIALS AND WORKMANSHIP:

ALL MATERIALS FURNISHED BY THE OFFEROR SHALL BE FREE FROM DEFECTS AND IMPERFECTIONS. WORKMANSHIP SHALL BE IN ACCORD WITH THE BEST INDUSTRY STANDARDS AND PRACTICES. BOTH MATERIALS AND WORKMANSHIP SHALL BE SUBJECT TO THE APPROVAL OF THE CITY.

REMOVING DEBRIS AND CLEANING THE AREA:

THE OFFEROR SHALL, DURING THE PROGRESS OF THE WORK, REMOVE AND DISPOSE OF ALL DEBRIS AND KEEP THE PREMISES CLEAN AND SAFE. WHEN THE WORK IS COMPLETE, THE OFFEROR SHALL REMOVE ALL CONSTRUCTION EQUIPMENT AND SURPLUS MATERIALS (EXCEPT MATERIALS THAT ARE TO REMAIN THE PROPERTY OF THE CITY AS PROVIDED IN THE SPECIFICATIONS) AND LEAVE THE PREMISES IN A CLEAN CONDITION SATISFACTORY TO THE CITY.

RISKS:

ALL RISK OF DETERIORATION, DESTRUCTION, AND LOSS OF MATERIALS AND EQUIPMENT STORED AT THE SITE OF THE WORK SHALL BE BORNE BY THE OFFEROR.

WORKING CONDITIONS:

THE CITY IS NOT RESPONSIBLE FOR OBSTACLES, UNFAVORABLE CONDITIONS, OR HAZARDS, WHICH MAY BE ENCOUNTERED BY THE OFFEROR, BOTH ABOVE AND BELOW GROUND. THESE CONDITIONS ARE PART OF THE RISK AND RESPONSIBILITY OF THE OFFEROR.

CITY OF ALBUQUERQUE

GENERAL INSTRUCTIONS, TERMS, AND CONDITIONS

IMPORTANT: READ CAREFULLY BEFORE SUBMITTING OFFERS. FAILURE TO DO SO SHALL NOT ABSOLVE THE OFFEROR FROM RESPONSIBILITY TO PERFORM OR DELIVER AS SPECIFIED.

1. **Applicability:** Except as otherwise specifically provided in this Request, these General Instructions, Terms, and Conditions shall govern the procurement of the items specified in this Request. In the event of a conflict between these General Instructions, Terms, and Conditions, Supplemental Conditions or the specifications of this bid, the order of applications shall be the Specifications, Supplemental Conditions, and the General Instructions, Terms and Conditions. In addition, the Public Purchases Ordinance (Section 5-5-1 *et seq.* ROA 1994) and promulgated Rules and Regulations shall apply.
2. **Definitions:** As used in this request, the definitions of the Public Purchases Ordinance (Section 5-5-2 ROA 1994) apply including the following:
 - A. “City” means the City of Albuquerque, New Mexico.
 - B. “Contract” means any agreement for the procurement of goods, services, construction or concessions. A purchase order issued in response to an offer constitutes a contract.
 - C. “Contractor” means an Offeror who has been awarded a contract.
 - D. “Offeror” means a business that submits a response to a competitive solicitation.
 - E. “Purchase Order” means a document issued by the Purchasing Office directing the Contractor to deliver goods, services or construction.
 - F. “Purchasing Office” means the Purchasing Division of the Department of Finance & Administrative Services of the City.
 - G. “Purchasing Officer” means the person charged with the responsibility of administering the Purchasing Office.
 - H. “Request” means all documents, including those attached or incorporated by reference, issued by the Purchasing Office for soliciting offers to provide goods, services or construction.
 - I. “Responsible Offeror” means a business which has the capability in all respects to perform fully the contract requirements set out in the competitive solicitation, and the integrity and reliability which will assure good faith performance, and who has not violated or attempted to violate any provision of law or ethical conduct. Factors which may be considered in determining the Offeror’s capability to perform, among others, are its financial resources, production or service facilities, service reputation and experience.
 - J. “Responsive Offer” means a written offer to furnish goods, services or construction in conformity with standards, specifications, delivery terms and conditions, and all other requirements established in a competitive solicitation.

3. Preparation of Offer:

- A. Submission: All offers must be submitted on the Request for Bid Form enclosed. Failure to do so may disqualify your offer. It is the responsibility of the Offeror to submit sufficient additional information to allow for a thorough evaluation of the offer submitted.**
- B. Preparation Method: All information required in this Request must be typewritten or handwritten in ink and must be legible. Erasures or other changes must be initialed by the person signing the offer. Each offer must be signed on the appropriate pages by an individual authorized to bind the Offeror submitting the offer.**
- C. Unit Prices: The unit price for each item offered shall be shown unless otherwise specified. In the case of a discrepancy between the unit price and the extended price, the unit price will govern in determining the price used for evaluation.**

Unit prices offered should be for the units specified.

- D. Delivery Time: Delivery time stated in the specifications shall apply. Deviations by the Offeror shall be stated on the Exception Form. Time, if stated in number of days, will be consecutive calendar days.**
- E. Payment Terms: The Request for Bid Form provides space for the Offeror to identify the payment terms that the Offeror is offering. Terms of less than twenty (20) days will not be considered. The discount term shall not begin until the goods, services or construction have been delivered and accepted and the correct invoice received in the City's Accounts Payable Office.**

Prompt payment discounts will NOT be used as a factor in determining the lowest responsive offer.

- F. Freight Policy: Freight will be F.O.B. Destination (as indicated on the Request Form), Freight Prepaid, unless otherwise specified in this Request.**
- G. Taxes: Offerors shall include any applicable gross receipts taxes in its offered price, unless specified otherwise in this request, and such offer will be construed in that manner. The City will, under appropriate circumstances, furnish a non-taxable transaction certificate. Determination of whether the tax is due and payment of the tax is the responsibility of the Offeror. Applicable taxes are to be included in each invoice due and may not be billed more than sixty (60) days after providing the services to which the taxes apply.**
- H. New Material, Etc.: All materials, supplies, equipment, and vehicles specified in this Request shall be new, the latest in production and manufactured within the last twelve (12) months (computed from the date and time of offer opening) unless otherwise indicated. This does not apply to materials, supplies, equipment or vehicles used by the Contractor to provide the required items of tangible personal property, services or construction.**
- I. Warranty: Materials furnished by the successful Offeror shall be accompanied by the manufacturer's written warranty against defects in quality, craftsmanship, and materials.**

The Offeror agrees that the items of tangible personal property, services or construction furnished under any contract resulting from this Request shall be covered by the most favorable

commercial warranties the Offeror gives to any customer for such items. Further, the Offeror agrees that the rights and remedies provided in such warranties extend to the City and are in addition to and do not limit any rights afforded to the City by any other clause of this Request. The Offeror agrees not to disclaim warranties of fitness for a particular purpose of merchantability. Warranties shall become effective at the time of acceptance.

- J. **Equivalent Offers:** Where a product is characteristic of a sole manufacturer, or where a brand name is indicated in the specifications, it shall be defined to mean minimum acceptable level or minimum quality required by the City unless the specifications state that no substitutions or equivalents will be allowed. If the Offeror offers an item other than the one specified, which the Offeror considers comparable, the manufacturer's name and model number of that item must be specified in the offer and sufficient performance specification and descriptive data provided to permit a thorough evaluation. Failure to provide the appropriate information may result in disqualification of the offer.
- K. **Exceptions to Specifications:** Offerors are to state any exceptions taken to this Request on the Specifications Exception Form. If no exceptions are stated, the Offeror is required to furnish the items exactly as specified and to comply with all other requirements of this Request.
- L. **Indemnity:** The Offeror to whom an award has been made as a result of this Request expressly agrees to defend, indemnify and save harmless the City and its officers, agents and employees from and against any and all claims, suits demands, actions, or proceedings of every nature and description brought because of any injury or damage received or sustained by any person, persons, or property arising out of the Offeror's providing the goods, services or construction pursuant to the offer or by reason of any act or omission, neglect or misconduct of the Offeror, the agents, employees or subcontractors of the Offeror or the agents or employees of any subcontractor of the Offeror. The indemnity required herein shall not be limited by reason of the specification of any particular insurance coverage.
- M. **Patent Indemnity:** If any item furnished pursuant to any contract resulting from this Request shall be covered by any patent, copyright, or application for patent or copyright, the Offeror shall defend, indemnify and save harmless the City from any and all loss, cost or expense or any all claims suits, or judgments as a result of the use of such item in violation of rights under such patent, copyright, or application for patent or copyright.
- N. **Public Inspection:** Each offer shall be open to public inspection, except to the extent the Offeror designates trade secrets or other proprietary data to be confidential. Material so designated shall accompany the offer and each page shall be clearly marked and readily separable from the offer in order to facilitate public inspection of the nonconfidential portion of the offer. Prices and makes and models or catalog numbers of the items offered, deliveries and terms of payment shall be publicly available at the time of the opening of the offer regardless of any designation to the contrary. The City shall endeavor to restrict distribution of the material designated as confidential to only those individuals involved in the review and analysis of the offers. Offerors are cautioned that materials designated confidential may nevertheless be subject to disclosure to any New Mexico citizen under the Inspection of Public Records Act (Sections 14-2-1 through 14-2-3 N.M.S.A. 1978).
- O. **Material Safety Data Sheets:** To comply with the Occupational Health and Safety Regulation 1910.1200 for general standards on handling hazardous materials, material safety data sheets may be required for all or part of the products included on this Request. It is the responsibility of the Offeror to make this determination and, if required, a copy of the MSDS must accompany

the product when delivered to the end user. Failure to comply with this requirement may cause the delivery of products to be rejected and all costs related to such action to be borne by the Offeror.

P. Licenses and Certifications: The Offeror must provide proof, in a manner acceptable and within the time period specified by the Purchasing Office, but prior to award, unless otherwise specified in this Request, that they are licensed and certified by the appropriate agencies as required by law to perform the services or provide the goods specified in this Request.

4. Debarment or Ineligibility Compliance: By submitting its offer in response to this Request, the Offeror certifies that (i) it has not been debarred or otherwise found ineligible to receive funds by any agency of the federal government, the State of New Mexico, any local public body of the State, or any state of the United States; and (ii) should any notice of debarment, suspension, ineligibility or exclusion be received by the Offeror, the Offeror will notify the City immediately.

5. Ethical Conduct: By submitting its offer in response to this Request, the Offeror certifies that:

A. It has not offered, given or agreed to give to any City employee or former employee, a gratuity or offer of employment to influence the preparation of or recommendation of award of this Request;

B. It has not retained a person to solicit or secure a City Contract for a contingent fee;

C. It has not taken any action in restraint of free competitive bidding in connection with this Request;

D. It has not in any way violated the ethical conduct or other provisions of the City's Public Purchases Ordinance; and

E. It currently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with its performance of any contract resulting from this Request.

6. Requests for Explanations by Offerors:

A. Requests for Explanation: Any explanation desired by the Offeror regarding the meaning or interpretation of specifications or any part of this Request must be requested in writing and received in the Purchasing Office not less than ten (10) working days before the offer opening date.

B. Responses to Requests: Oral explanations or instructions given prior to the opening of the offer shall not be binding. Any official explanations must be issued, in writing, by the Purchasing Division.

7. Addenda:

Addenda: Changes or amendments to specifications, conditions or provisions herein may be initiated ONLY through the Purchasing Office in the form of a written addendum.

Any addenda shall become a part of this Request and should be acknowledged either by being signed and returned with the offer or through letter or telegram that arrives prior to the opening of the offer.

Failure to do so may result in disqualification of the offer.

It is the responsibility of all vendors considering making an offer in response to this Request to ensure that they have received all addenda prior to making an offer. Offerors may contact the Purchasing Division to obtain information regarding any addenda issued. Failure to obtain an addendum shall not be grounds for overturning a recommendation of award.

8. Clarification of Offers:

The City may, in the evaluation of offers, request clarification from Offerors regarding their offers, obtain additional material or literature, and pursue other avenues of research as necessary to insure that a thorough evaluation is conducted.

9. Submission of Offer:

A. Time: Offers not received by the time and date indicated on the Request will not be accepted.

B. Hand Carried: Offers may be hand carried to the City Clerk's Office on the eleventh (11th) floor of the Albuquerque/Bernalillo County Government Center, 1 Civic Plaza, Albuquerque, New Mexico.

C. Mailed: Offers may be mailed to the Attention of the City Clerk, City of Albuquerque, P.O. Box 1293, Albuquerque, New Mexico, 87103. The City shall not be responsible for offers that are mailed and not received by the opening date and time specified in the solicitation.

Note: The City picks up mail at the post office once every morning at 7:00 AM (local time). ALL SEALED BIDS MUST BE RECEIVED IN THE OFFICE OF THE CITY CLERK BY THE TIME SPECIFIED ON PAGE ONE OF THIS RFB. THE TIME RECORDED IN THE CITY CLERK'S OFFICE WILL CONTROL.

D. Receipts: Receipts for hand delivered offers shall be issued by the City Clerk's Office (upon request) for offers which are hand carried.

E. Envelope Preparation: The envelope/package containing an offer must be sealed and the following identifying information legibly written or typed on the outside:

- 1) Name of Offeror**
- 2) Request Number assigned by the City to the Request**
- 3) Opening date as identified on the Request or subsequent addenda**

F. No Other Methods of Offer Delivery: Neither telephone, telegraphic, or facsimile Offer shall be accepted.

10. Civil Rights Compliance:

Offeror certifies and agrees, by submittal of its offer, to comply and act in accordance with all provisions of the Albuquerque Human Rights Ordinance, the New Mexico Human Rights Act, Title VII of the U.S. Civil Rights Act of 1964, as amended, and all federal statutes and executive orders, New Mexico statutes and City of Albuquerque ordinances relating to the enforcement of civil rights.

Offeror additionally certifies and agrees to abide by and cooperate in the implementation of the policies

and practices set forth in the City's Affirmative Action Plan.

Questions regarding civic rights or affirmative action compliance requirements should be directed to the City of Albuquerque Human Rights Division, Community Services Department.

11. **Americans with Disabilities Act Compliance:**

Offeror certifies and agrees, by submittal of its offer, to comply and act in accordance with all applicable provisions of the Americans with Disabilities Act of 1990 and Federal regulations promulgated thereunder.

12. **Withdrawal of Offers:**

An offer may be withdrawn in person at any time BEFORE the scheduled opening of offers, provided a receipt for the withdrawn offer is signed by the Offeror or the Offeror's authorized representative. The City reserves the right to request proof of authorization to withdraw an offer.

13. **Opening of Offers:**

Time and Place: Offers will be opened by the City Clerk at the time and place identified in this Request. Openings are open to the public. Offerors are encouraged to attend.

14. **Disqualification of Offer:**

Any offer received from an Offeror that is, at the time of submitting its offer or prior to receipt of award of a contract, debarred by or otherwise ineligible to receive funds from any agency of the federal government, the State of New Mexico, any local public body of the State, or any state of the United States, shall be rejected.

In addition, the City reserves the right to reject an offer for, including but not limited to, any one or more of the following circumstances:

- A. In the past the Offeror has failed to comply with previous contractual commitments or offers to the City.
- B. In the opinion of the City the Offeror is not capable of providing the offered goods, services, or construction as offered or required by the Request or is otherwise not a responsible Offeror.
- C. The Offeror has not provided sufficient or detailed information which allows for the evaluation of the offer.
- D. In the opinion of the City, the offered prices are higher than the prices for which the specified items or services can be purchased on the open market.
- E. The Offeror failed to properly fill in any space on the Request Form and attached documents where information or a signature is required.
- F. The Offeror did not, at the time the offer is made, have an appropriate New Mexico Contractor's License or Certification when one is required by law, regulation or this Request.
- G. The Offeror failed to submit with their offer, bid bonds or other material requirements of the Request or has otherwise submitted a non-responsive offer.

- H. **There are unauthorized additions, conditions, alternate proposals or other irregularities of any kind which might make the offer incomplete, indefinite or ambiguous in meaning.**
- I. **Offer was not submitted in ink or typewritten or there is any erasure or alteration of words or figures relating to pricing which is not initialed in ink by the Offeror.**
- J. **The City determines that an offer contains any misrepresentations whatsoever.**

15. Rejection/Cancellation of Offers:

Any solicitation, prior to opening or after opening, may be cancelled or any or all offers may be rejected in whole or in part when it is in the best interest of the City.

16. Minor or Technical Irregularities:

Minor or technical irregularities in an offer, when there is no effect on price, quality or quantity may be waived and clerical errors in an offer may be corrected, if permitted by the Purchasing Officer and are in the best interest of the City.

17. Nonconforming/Conditional, or Counter Offers:

An offer which is nonconforming or conditional, whether in part or in whole, will be rejected.

18. Offer Analysis:

The City reserves the right to analyze, examine and interpret any offer for a minimum period of ninety (90) consecutive calendar days, after the scheduled time for the opening of offers. Offers may not be rescinded during this period except for good cause and with the written approval of the Purchasing Officer. In those situations where the analysis/evaluation exceeds the ninety (90) calendar days, Offerors may withdraw their offers from consideration.

19. Award of Contract:

- A. **When Award Occurs: The award of a contract occurs when a Purchase Order is issued or other evidence of acceptance by the City is provided to the Offeror. A Recommendation of Award does not constitute award of contract.**
- B. **Award: If a contract is awarded, it shall be awarded to the responsive and responsible Offeror whose offer is lowest in total price and is the most advantageous to the City, specifications and other factors considered.**
- C. **Basis of Award: The City reserves the right to award a contract based on this Request in total or by group of items, on the basis of individual items, or any combination of these, which in the judgment of the Purchasing Officer, best services the interests of the City, unless otherwise stated in this Request.**
- D. **Increase of Quantities: The City reserves the right to increase the quantities of items of tangible personal property, services or construction to be provided within a twelve (12) month period, under the terms of the Contract, at the same prices, with the consent of the Contractor.**

- E. **Decrease of Quantities:** The City reserves the right to decrease the quantities of items of tangible personal property, services or construction to be provided under the terms of the Contract. However, the Contractor shall be offered an opportunity to cancel the portion of the Contract affected by such a decrease if the Contractor is not able to meet the contracted prices by delivering the decreased amount. This clause shall not have effect if the Contract was originally awarded based on estimated quantities.
- F. **Contract Changes:** In no case shall a contract be changed without the prior written approval of the Purchasing Officer.
- G. **Debarment/Cancellation of Contract:** Upon receipt of notice of debarment of an Offeror awarded a contract as a result of this Request for Bids (the "Contractor"), or other ineligibility of the Contractor to receive funds from any agency of the federal government, the State of New Mexico, any local public body of the State, or any state of the United States, the City shall have the right to cancel the contract with the Contractor for cause as provided in Section 25 below.
- H. **Local and Resident Preference:** A five percent (5%) Preference may be afforded an Offeror who qualifies in accordance with the City's Public Purchases Ordinance. If no offers are received which qualify for a Local Preference, a 5% Resident Business Preference may be afforded an Offeror who has been certified by the State of New Mexico Purchasing Division, in compliance with State laws.

Information regarding the Public Purchases Ordinance and the application of the Local or Resident preference can be obtained by contacting the Purchasing Division at (505) 768-3344.

For consideration for the Local Preference the Offeror must complete the Local Preference Certification Form in accordance with the form instructions and return the Local Preference Certification Form with its offer.

To qualify for the Resident Preference, the Offeror must provide its assigned Resident Certification Number with its offer (an appropriate place is designated in the Request). If an Offeror does not provide its assigned Resident Certification Number with its offer, the offer shall not be considered as made by a resident business and no preference shall be applied during the analysis of that offer.

NOTE: Your State Tax Number is NOT your Resident Certification Number.

20. **Goods Produced Under Decent Working Conditions:**

It is the policy of the City not to purchase, lease, or rent goods for use or for resale at City-owned enterprises that were produced under sweatshop conditions. The Offeror certifies, by submittal of its offer in response to this solicitation, that the goods offered to the City were produced under decent working conditions. The City defines under decent working conditions as production in a factory in which child labor and forced labor are not employed; in which adequate wages and benefits are paid to workers; in which workers are not required to work more than 48 hours per week (or less if a shorter workweek applies); in which employees are free from physical, sexual or verbal harassment; and in which employees can speak freely about working conditions and can participate in and form unions. [*Council Bill No. M-8, Enactment No. 9-1998*]

21. **Protest Process:**

- A. **Request Documents: Protests concerning the specifications of this Request or other matters relating to the solicitation documents must be received by the Purchasing Officer no later than ten days prior to the deadline set for the receipt of offers.**
- B. **Recommendation of Award: Protests concerning other matters relating to this Request must be filed with the Purchasing Officer not later than 5:00 p.m. of the date stipulated in the Recommendation of Award.**
- C. **Timely Protests: Protests must be received by the Purchasing Officer prior to the appropriate deadline as set out in A. and B. of this Section or they will not be considered valid. The Purchasing Officer may waive the deadline for good cause, including a delay caused by the fault of the City. Late delivery by the U.S. Postal Service or other carrier shall not be considered good cause.**
- D. **Required Information from Offeror: All protests must be submitted in written form and must be legible. Facsimile, telephone or telegraphic protests will not be accepted. Protest shall contain at a minimum the following:**
 - 1) **Name and address of the protesting party**
 - 2) **The solicitation/Request Number**
 - 3) **A clear statement of the reason(s) for the protest**
 - 4) **Details concerning the facts which support the protest**
 - 5) **Attachments of any written evidence available to substantiate the claims of the protest**
 - 6) **Statement specifying the ruling requested**
- E. **Protest Hearing: If a hearing is requested, the request must be included in the protest and received within the time limit to be allowed. The filing fee of twenty dollars (\$20.00) must accompany the request for hearing. The grant of a hearing shall be at the discretion of the Purchasing Officer following review of the protest.**
- F. **Delivery of Protest: Protests may be hand-delivered. Protests which are mailed should be addressed as follows:**

**Purchasing Officer
City of Albuquerque
Purchasing Division
P.O. Box 1293
Albuquerque, NM 87103**

Envelope should also clearly indicate "PROTEST" and the solicitation number.
- G. **Purchasing Officer Action: The Purchasing Officer will, after evaluation of a protest, issue a response. Only issues outlined in the written protest will be considered by the Purchasing Officer or may be raised at a protest hearing.**

22. Delivery, Acceptance and Guarantee:

- A. **No Delivery Before Purchase Order is Issued: No Offeror, including the Offeror to whom an award is made shall deliver any item of tangible personal property, commence services or construction prior to the issuance of a Purchase Order or Notice to Proceed issued by the City**

Purchasing Division.

- B. Cancellation for Non-Delivery: The City reserves the right to cancel any order not delivered by a guaranteed date stipulated in any contract resulting from this Request without liability on the City's part.**
- C. Acceptance of Delivery: Acceptance by the City of any delivery shall not relieve the Contractor of any guarantee or warranty, expressed or implied. Such acceptance of delivery shall not be considered an acceptance of services or materials not in accordance with the specifications. Such acceptance of delivery shall not waive the City's right to require replacement of defective material or inadequate service.**

23. Inspections:

Prior to Acceptance of Delivery: All items of tangible personal property, services or construction found inferior to the quality specified in this Request, deficient or incorrect in weight, measurement, workmanship, handicraft or otherwise, may be rejected as a whole or in part and then shall be removed by the Contractor at the Contractor's own risk and expense promptly after notice of rejection. The Contractor shall assume responsibility for taking the necessary action to correct or replace the rejected items, within the time frame specified in the notice of rejection.

24. Invoices and Payments:

The Contractor shall submit an accurate invoice, in duplicate, for each purchase. Invoices shall refer to the Purchase Order Number, the Release Form Number if applicable, and shall be itemized unless otherwise specified in this Request. Invoices are to be mailed to: Accounting Division (Accounts Payable), City of Albuquerque, P.O. Box 1985, Albuquerque, New Mexico 87103. Invoices mailed or provided to any other entity will result in a delay in making payment. Offerors are encouraged to inquire if payments due are not received within thirty (30) days after delivery of goods/services and submittal of invoice by contacting the Accounting Division at (505) 768-3400.

25. Default/Termination for Cause:

If, through any cause, the Contractor fails to fulfill the Contractor's obligations under any contract resulting from this Request in a timely and proper manner, or if the Contractor, violates any of the covenants, agreements or stipulations of such contract, the City shall notify the Contractor of such violations in writing and allow the Contractor a reasonable time, set out in the notice, to correct the default. If the default is not corrected within the specified time period the City shall have the right to cancel the contract and any or all other current contracts with the Contractor, and, if applicable, to purchase the required goods or services from another source or sources. The City shall provide written notice to the Contractor specifying the effective date of cancellation. The notice of cancellation may be contained in the notice of default.

If a contract resulting from this Request is cancelled, the Contractor shall not be relieved of liability to the City for damages caused by its breach of the contract. The City reserves the right to recover such damages, including but not limited to any excess cost incurred in having to purchase contract goods/services from other sources by a deduction from an unpaid balance due to the Contractor, collection against a performance or labor and materials payment bond, a combination of these remedies, or any other legal method available. In addition, the Contractor may be removed from the Purchasing Office Vendor List or determined to be ineligible to respond to future solicitations, as being not responsible.

26. Termination for the Convenience of the City:

The City may terminate any contract resulting from this Request at any time by giving at least thirty (30) days' notice in writing of such termination to the Contractor. In such event, the Contractor shall be paid under the terms of the contract for all goods/services provided to and accepted by the City, if ordered or accepted by the City prior to the effective date of termination.

27. Termination for Lack of Appropriations:

Funding for the contract resulting from this Request has been appropriated by the City Council for the City's current fiscal year. Notwithstanding any other provisions in the contract resulting from this Request, its continuation beyond the end of the/any fiscal year is contingent on the City Council making the appropriations necessary to fund the contract. If sufficient appropriations are not made the contract may be terminated at the end of the City's then current fiscal year upon written notice given by the City to the Contractor. Such termination shall not constitute a default. All payment obligations of the City and all of its interest in the contract will cease upon the date of termination. The City's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final.

(6/23/04)

Insurance. The Contractor shall procure and maintain at its expense until final payment by the City for Services covered by this Agreement, insurance in the kinds and amounts hereinafter provided with insurance companies authorized to do business in the State of New Mexico, covering all operations under this Agreement, whether performed by it or its agents. Before commencing the Services and on the renewal of all coverages, the Contractor shall furnish to the City a certificate or certificates in form satisfactory to the City showing that it has complied with this Section. All certificates of insurance shall provide that thirty (30) days written notice be given to the Risk Manager, Department of Finance and Administrative Services, City of Albuquerque, P.O. Box 470, Albuquerque, New Mexico 87103, before a policy is cancelled, materially changed, or not renewed. Various types of required insurance may be written in one or more policies. With respect to all coverages required other than workers' compensation, the City shall be named an additional insured. All coverages afforded shall be primary with respect to operations provided. Kinds and amounts of insurance required are as follows:

A. Commercial General Liability Insurance. A commercial general liability insurance policy with combined limits of liability for bodily injury or property damage as follows:

\$1,000,000	Per Occurrence
\$1,000,000	Policy Aggregate
\$1,000,000	Products Liability/Completed Operations
\$1,000,000	Personal and Advertising Injury
\$ 50,000	Fire - Legal
\$ 5,000	Medical Payments

Said policy of insurance must include coverage for all operations performed for the City by the Contractor and contractual liability coverage shall specifically insure the hold harmless provisions of this Agreement

B. Automobile Liability Insurance. An automobile liability policy with liability limits in amounts not less than \$1,000,000 combined single limit of liability for bodily injury, including death, and property damage in any one occurrence. Said policy of insurance must include coverage for the use of all owned, non-owned, hired automobiles, vehicles and other equipment both on and off work.

C. Workers' Compensation Insurance. Workers' Compensation Insurance for its employees in accordance with the provisions of the Workers' Compensation Act of the State of New Mexico.

D. Increased Limits. If, during the term of this Agreement, the City requires the Contractor to increase the maximum limits of any insurance required herein, an appropriate adjustment in the Contractor's compensation will be made.

**INSTRUCTIONS FOR
LOCAL PREFERENCE CERTIFICATION FORM**

- 1. ALL INFORMATION MUST BE PROVIDED.** A 5% local preference is available for this procurement. To qualify for this preference, an Offeror **MUST** complete and submit this Form **WITH ITS OFFER**. If an offer is received without the Form attached, completed, signed and certified, or if the Form is received without the required information, the preference will not be applied. **THE FORM OR A CORRECTED FORM WILL NOT BE ACCEPTED AFTER THE DEADLINE FOR RECEIPT OF BIDS OR PROPOSALS.**

- 2. LOCAL PREFERENCE PRECEDENCE OVER STATE PREFERENCE.** The local preference takes precedence over the State Resident Business Preference and only one of the two preferences will be applied to any one offer. If it is determined that the local preference applies to one or more Offerors in any solicitation, the State Resident Business Preference will not be applied to any offers.

- 3. PHYSICAL LOCATION MUST BE STATED.** To qualify for the local preference, a business must have a location in the Albuquerque Metropolitan Area (Abq. Metro Area). The business location inserted on the form must be a physical location, street address or such. **DO NOT** use a post office box or other postal address.

- 4. ADDITIONAL REQUIREMENT.** To qualify for this preference, the principal Offeror (i.e. the business, **NOT** the individual signing the form) if it is a corporation, must be a New Mexico corporation with its articles of incorporation filed with the New Mexico Public Regulation Commission.

- 5. DEFINITIONS.** The following definitions apply to this preference:
 - The Abq. Metro Area includes all locations within the City of Albuquerque and Bernalillo County, and within any municipality (i.e. incorporated city, town or village) contiguous to the City of Albuquerque and Bernalillo County.
 - A resident of the Abq. Metro Area is a person who occupies a dwelling in the Area and who manifests an intent to maintain that dwelling on a permanent basis.
 - A principal Offeror is a single Offeror; a business which is the prime contractor or one of the prime contractors and not a subcontractor; or a partner or joint venturer submitting an offer in conjunction with other businesses.

- 6. ADDITIONAL DOCUMENTATION.** If requested, a business will be required to provide, within 10 working days of the request, documentation to substantiate the information provided on the form.

LOCAL PREFERENCE CERTIFICATION FORM

RFP/RFB NO: _____

Business Name: _____

Business Location (in Abq. Metro Area): _____

Business Type: SELECT ONE

- Corporation -- Indicate state of incorporation.  _____
- Partnership -- Indicate "general" or "limited".  _____
- Sole Proprietorship (Single Owner with employees)
- Individual (Single Owner/No employees)
- Other -- Indicate status.  _____

Additional Information: (PROVIDE IF BUSINESS IS A CORPORATION)

Date of incorporation in the State of New Mexico:  _____

CERTIFICATION

I hereby certify that the business set out above is the principal Offeror submitting this offer or is one of the principal Offerors jointly submitting this offer (e.g. as a partnership, joint venture). I hereby certify that the information which I have provided on this form is true and correct, that I am authorized to sign on behalf of the business set out above and, if requested by the City, will provide, within 10 days of notice, the necessary documents to substantiate the information provided on this form.

Signature of Authorized Individual: _____ 

Printed Name: _____

Title: _____

Date: _____

