



Request for Bid (RFB)

Boone County Purchasing
601 E. Walnut, Room 208
Columbia, MO 65201

Melinda Bobbitt, CPPB, Director of Purchasing
(573) 886-4391 – Fax: (573) 886-4390
Email: mbobbitt@boonecountymo.org

Bid Data

Bid Number: **05-10FEB09**
Commodity Title: **Signage (Interior) for the Boone County Courthouse**

DIRECT BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT

Bid Submission Address and Deadline

Day / Date: **TUESDAY, February 10, 2009**
Time: **10:30 A.M. (Bids received after this time will be returned unopened)**
Location / Mail Address: **Boone County Purchasing Department
Boone County Johnson Building
601 E. Walnut, Room 208
Columbia, MO 65201**

Directions: The Johnson Building is located on the Northeast corner at 6th St. and Walnut St. Enter the building from the East Side. Wheel chair accessible entrance is available on the West side of the building.

Bid Opening

Day / Date: **TUESDAY, February 10, 2009**
Time: **10:30 A.M.**
Location / Address: **Boone County Johnson Building Conference Room
601 E. Walnut, Room 213
Columbia, MO 65201**

Bid Contents

1.0: **Introduction and General Conditions of Bidding**
2.0: **Primary Specifications**
3.0: **Response Presentation and Review**
4.0: **Response Form
Standard Terms and Conditions
"No Bid" Response Form**
10431-1 – 10431-5 **SECTION 10431 – SIGNAGE**
Sheet 1 – Memorandum **BOONE COUNTY COURTHOUSE – Interior Signage**
dated January 22, 2009 **Package
Sign Sample Drawings**

1. **Introduction and General Conditions of Bidding**
 - 1.1. **INVITATION** - The County of Boone, through its Purchasing Department, invites responses, which offer to provide the goods and/or services identified on the title page, and described in greater detail in Section 2.
 - 1.2. **DEFINITIONS**
 - 1.2.1. **County** - This term refers to the County of Boone, a duly organized public entity. It may also be used as a pronoun for various subsets of the County organization, including, as the context will indicate:
Purchasing - The Purchasing Department, including its Purchasing Director and staff.
Department/s or Office/s - The County Department/s or Office/s for which this Bid is prepared, and which will be the end user/s of the goods and/or services sought.
Designee - The County employee/s assigned as your primary contact/s for interaction regarding Contract performance.
 - 1.2.2. **Bidder / Contractor / Supplier** - These terms refer generally to businesses having some sort of relationship to or with us. The term may apply differently to different classes of entities, as the context will indicate.
Bidder - Any business entity submitting a response to this Bid. Suppliers, which may be invited to respond, or which express interest in this bid, but which do not submit a response, have no obligations with respect to the bid requirements.
Contractor - The Bidder whose response to this bid is found by Purchasing to meet the best interests of the County. The Contractor will be selected for award, and will enter into a Contract for provision of the goods and/or services described in the Bid.
Supplier - All business/s entities which may provide the subject goods and/or services.
 - 1.2.3. **Bid** - This entire document, including attachments. A Bid may be used to solicit various kinds of information. The kind of information this Bid seeks is indicated by the title appearing at the top of the first page. A "Request for Bid" is used when the need is well defined. A "Request for Proposal" is used when the County will consider solutions, which may vary significantly from each other or from the County's initial expectations.
 - 1.2.4. **Response** - The written, sealed document submitted according to the Bid instructions.
 - 1.3. **BID CLARIFICATION** - Questions regarding this Bid should be directed in writing, preferably by fax or e-mail, to the Purchasing Department Buyer of Record. Answers, citing the question asked but not identifying the questioner, will be distributed simultaneously to all known prospective Bidders. Note: written requirements in the Bid or its Amendments are binding, but any oral communications between County and Bidder are not.
 - 1.3.1. **Bidder Responsibility** - The Bidder is expected to be thoroughly familiar with all specifications and requirements of this Bid. Bidder's failure or omission to examine any relevant form, article, site or document will not relieve them from any obligation regarding this Bid. By submitting a Response, Bidder is presumed to concur with all terms, conditions and specifications of this Bid.
 - 1.3.2. **Bid Amendment** - If it becomes evident that this Bid must be amended, the Purchasing Department will issue a formal written Amendment to all known prospective Bidders. If necessary, a new due date will be established.
 - 1.4. **AWARD** - Award will be made to the Bidder(s) whose offer(s) provide the greatest value to the County from the standpoint of suitability to purpose, quality, service, previous experience, price, lifecycle cost, ability to deliver, or for any other reason deemed by Purchasing to be in the best interest of the County. Thus, the result will not be determined by price alone. The County will be seeking the least costly outcome that meets the County needs as interpreted by the County. The County reserves the right to compare the lowest bid received with the current State contract pricing, and award in the best interest of the County.
 - 1.5. **CONTRACT EXECUTION** - This Bid and the Contractor's Response will be made part of any resultant Contract and will be incorporated in the Contract as set forth, verbatim.
 - 1.5.1. **Precedence** - In the event of contradictions or conflicts between the provisions of the documents comprising this Contract, they will be resolved by giving precedence in the following order:
 - 1) the provisions of the Contract (as it may be amended);
 - 2) the provisions of the Bid;
 - 3) the provisions of the Bidder's Response.
 - 1.6. **COMPLIANCE WITH STANDARD TERMS AND CONDITIONS** - Bidder agrees to be bound by the County's standard "boilerplate" terms and conditions for Contracts, a sample of which is attached to this Bid.

2. Primary Specifications

- 2.1. **ITEMS TO BE PROVIDED** – Boone County, hereafter referred to as “County”, proposes to contract with an individual(s) or organization(s), hereinafter referred to as “Contractor” for the furnishing and delivery of interior **Signage** for the Boone County Courthouse in accordance with the specifications outlined within.
- 2.2. Signage will be installed by County personnel at the Boone County Courthouse, 705 E. Walnut Street, Columbia, MO 65201.
- 2.3. **Technical Specifications** are attached as SECTION 10431 – SIGNAGE, BOONE COUNTY COURTHOUSE – Interior Signage Package, and drawings.
- 2.3.1. Bidder shall provide pricing on the attached Response Page.
- 2.4. **WARRANTY** - The bidder shall include a description of the manufacturer’s warranty included with equipment and any and all other warranties offered as part of this contract. At a minimum, the warranty period shall be two years from date of shipment.
- 2.5. **Or Equal:** Bidders are to bid as specified herein or bid an approved equal. Determination of equality is solely Boone County’s responsibility.
- 2.6. **Descriptive Literature:** Bidders proposing to furnish items other than specified must submit Complete Descriptive Literature with bid. Bids received without descriptive literature are subject to rejection.
- 2.7. **DEVIATION(S)** - It is the bidder’s responsibility to submit a bid that meets all mandatory specifications stated within. The bidder must compare their product bid with the specifications described within this Request for Bid and attachments and identify any deviations along with the specific section deviated from. Failure to properly identify deviations may render the bidder’s bid response as non-responsive and not capable of consideration for award. Bidders should note that a descriptive brochure of the model bid may not be sufficient or acceptable as proper identification of deviations from the written specifications.
- 2.8. All deliveries shall be made FOB Destination with freight prepaid and charged back. The seller pays the freight and charges back the buyer by adding the freight charges to the invoices. The freight charge may not exceed the amount that the Bidder lists on the Response Page.
- 2.9. **DESIGNEE** – Boone County Courthouse Renovation Project. Kathy Lloyd, Court Administrator, 705 E. Walnut Street, Columbia, MO 65201.
- 2.10. **Bid Clarification:** Any questions or clarifications concerning bid documents should be addressed in writing, PRIOR TO BID OPENING, to Melinda Bobbitt, CPPB, Director of Purchasing, 601 E. Walnut, Room 208, Columbia, Missouri 65201. Phone: (573) 886-4391 Fax: (573) 886-4390 or Email: mbobbitt@boonecountymmo.org
- 2.11. **INVOICES:** Contractor must submit an invoice and charges must only include prices listed in the contractor’s bid response. No additional fees or taxes shall be included as additional charges. The County’s purchase order must appear on the invoice. The County agrees to pay the monthly statement within thirty (30) days from receipt of a correct statement and all other required documents. The billing address is Boone County Court Administration, Attn: Kathy Lloyd, Court Administrator, 705 E. Walnut Street, Columbia, MO 65201. (573) 886-4056.
- 2.12. **Samples:** Boone County reserves the right to request samples after bids are opened and before the award is made. When samples are called for, they must be furnished free of expense and if not destroyed in testing will, upon request, be returned at the bidder’s expense. A request for the return of samples must be made within ten days following shipment of samples. Each individual sample must be labeled with the bidder’s name and manufacturer’s brand name and number.

3. Response Presentation and Review

- 3.1. **RESPONSE CONTENT** - In order to enable direct comparison of competing Responses, Bidder must submit Response in strict conformity to the requirements stated herein. Failure to adhere to all requirements may result in Bidder's Response being disqualified as non-responsive. All Responses must be submitted using the provided Response Sheet. Every question must be answered and if not applicable, the section must contain "N/A." Manufacturer's published specifications for the items requested shall be included with the response.
- 3.2. **SUBMITTAL OF RESPONSES** - Responses MUST be received by the date and time noted on the title page under "Bid Submission Information and Deadline". NO EXCEPTIONS. The County is not responsible for late or incorrect deliveries from the US Postal Service or any other mail carrier.
- 3.2.1. **Advice of Award** - If you wish to be advised of the outcome of this Bid, the results may be viewed on our web page www.showmeboone.com.
- 3.3. **BID OPENING** - On the date and time and at the location specified on the title page, all Responses will be opened in public. Brief summary information from each will be read aloud.
- 3.3.1. **Removal from Vendor Database** - If any prospective Bidder currently in our Vendor Database to whom the Bid was sent elects not to submit a Response and fails to reply in writing stating reasons for not bidding, that Bidder's name may be removed from our database. Other reasons for removal include unwillingness or inability to show financial responsibility, reported poor performance, unsatisfactory service, or repeated inability to meet delivery requirements.
- 3.4. **RESPONSE CLARIFICATION** - The County reserves the right to request additional written or oral information from Bidders in order to obtain clarification of their Responses.
- 3.4.1. **Rejection or Correction of Responses** - The County reserves the right to reject any or all Responses. Minor irregularities or informalities in any Response which are immaterial or inconsequential in nature, and are neither affected by law nor at substantial variance with Bid conditions, may be waived at our discretion whenever it is determined to be in the County's best interest.
- 3.5. **EVALUATION PROCESS** - The County's sole purpose in the evaluation process is to determine from among the Responses received which one is best suited to meet the County's needs at the lowest possible cost. Any final analysis or weighted point score does not imply that one Bidder is superior to another, but simply that in our judgment the Contractor selected appears to offer the best overall solution for our current and anticipated needs at the lowest possible cost.
- 3.5.1. **Method of Evaluation** - The County will evaluate submitted Responses in relation to all aspects of this Bid.
- 3.5.2. **Acceptability** - The County reserves the sole right to determine whether goods and/or services offered are acceptable for County use.
- 3.5.3. **Endurance of Pricing** - Bidder's pricing must be held until contract execution or 60 days, whichever comes first.
- 3.5.4. No Bid transmitted by fax machine will be accepted.

4. Response Form

- 4.1. Company Name: _____
- 4.2. Address: _____
- 4.3. City/Zip: _____
- 4.4. Phone Number: _____
- 4.5. Fax Number: _____
- 4.6. Federal Tax ID: _____
- 4.6.1. Corporation
- Partnership - Name _____
- Individual/Proprietorship - Individual Name _____
- Other (Specify) _____

4.7. Pricing				
PLAQUE SCHEDULE TYPE (See SECTION 10431 – SIGNAGE, page 2-10431)				
Item #	Sign Type	Quantity	Unit Price	Extended Price
4.7.1.	A	70		
4.7.2.	A.2	4		
4.7.3.	B.2	5		
4.7.4.	C.1	13		
4.7.5.	C.2	13		
4.7.6.	C.3.	6		
4.7.7.	C.4.	17		
4.7.8.	D.1.	1		
4.7.9.	D.2.	2		
4.7.10.	D.3.	4		
4.7.11.	E.1.	4		
4.7.12.	E.2.	2		
4.7.13.	E.3.	1		
4.7.14.	F.1.	12		

4.7.15.	F.2.	4		
4.7.16.	H	5		
4.7.17.	NOTICE	1		
4.7.18.	PORTABLE	1		
4.7.19.	NOTICE B	1		
MODULAR SIGN SCHEDULE (See SECTION 10431 – SIGNAGE, page 4-10431)				
4.7.20.	A.3.	3		
4.7.21.	A.4.	5		
4.7.22.	A.4.1.	1		
4.7.23.	A.5.	1		
4.7.24.	DIR.1.	2		
4.7.25.	DIR.2.	2		
4.7.26.	DIR.1A.	1		
4.7.27.	M.	10		
4.7.28.	N.	4		
4.7.29.	DIR.1B.	4		
4.7.30.	DOCKET	8		
4.7.31.	BUILDING DIRECTORY	1		
FREESTANDING SIGNS (See SECTION 10431 – SIGNAGE, page 5-10431)				
4.7.32.	G – Information Sign Schedule	12		
4.7.33.	S-Insert Replacement LEXAN SLIPS (For use in sign types M and N)	277		
4.7.34.	S-Parts Miscellaneous Sign Component LEXAN for use in G Pocket Windows	32		
Shipping FOB Destination				
GRAND TOTAL				

4.8. Percentage over cost for signs not noted above: _____ % over cost

Describe Warranty

4.9. _____

4.10. **Delivery After Receipt of Order:** _____ **Calendar Days**

4.11. **The undersigned offers to furnish and deliver the articles or services as specified at the prices and terms stated and in strict accordance with the specifications, instructions and general conditions of bidding which have been read and understood, and all of which are made part of this order.**

4.11.1. Authorized Representative (Sign By Hand):

4.11.2. Type or Print Signed Name:

4.11.3. Today's Date: _____

4.12. Will you honor the submitted prices for purchase by other entities in Boone County who participate in cooperative purchasing with Boone County, Missouri?

_____ Yes _____ No



Boone County Purchasing
601 E. Walnut, Room 209
Columbia, MO 65201

Standard Terms and Conditions

Melinda Bobbitt, CPPB, Director of Purchasing
(573) 886-4391 – Fax: (573) 886-4390

1. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Boone County Department identified in the Request for Quotation and/or Proposal.
2. The Boone County Commission has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County. Boone County reserves the right to award this bid on an item-by-item basis, or an "all or none" basis, whichever is in the best interest of the County.
3. Bidders must use the bid forms provided for the purpose of submitting bids, must return the quotation and bid sheets comprised in this bid, give the unit price, extended totals, and sign the bid.
4. When products or materials of any particular producer or manufacturer are mentioned in our specifications, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
5. Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.
6. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
7. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
8. In case of default by the Contractor, the County of Boone will procure the articles or services from other sources and hold the Bidder responsible for any excess cost occasioned thereby.
9. Failure to deliver as guaranteed shall disqualify Bidder from future bidding.
10. Prices must be as stated in units of quantity specified, and must be firm. Bids qualified by escalator clauses may not be considered unless specified in the bid specifications.
11. The County of Boone, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.
12. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms.

Boone County Purchasing
Melinda Bobbitt, CPPB
Director of Purchasing



601 E. Walnut-Room 208
Columbia, MO 65201
Phone: (573) 886-4391
Fax: (573) 886-4390

“NO BID” RESPONSE FORM

NOTE: COMPLETE AND RETURN THIS FORM ONLY IF YOU DO NOT WISH TO SUBMIT A BID

If you do not wish to respond to this bid request, but would like to remain on the Boone County vendor list **for this service/commodity**, please remove form and return to the Purchasing Department. The reverse side of the form is pre-addressed, so that it can be folded in thirds, sealed with tape, and mailed. *If you would like to FAX this “No Bid” Response Form to our office, the FAX number is (573) 886-4390.*

If you have questions, please call the Purchasing Office at (573) 886-4392. Thank you for your cooperation.

Bid Number: **05-10FEB09 – Signage (Interior) for Boone County Courthouse**

(Business Name)

(Date)

(Address/P.O. Box)

(Telephone)

(City, State, Zip)

(Contact)

REASON(S) FOR NOT SUBMITTING A BID:

SECTION 10431 - SIGNAGE

PART 1 - GENERAL

SUMMARY

This Section includes the following:

- 5 Plaques.
- 5 Modular
- 5 Dimensional characters.
- 5 Panel signs.

DEFINITIONS

- 10 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."

SUBMITTALS

- Product Data: For each type of product indicated.
- 15 Shop Drawings: Show fabrication details for signs.
 - Provide message list, typestyles, graphic elements, including tactile characters and Braille, and layout for each sign.
- 20 Samples for Initial Selection: Manufacturer's color charts consisting of actual units or sections of units showing the full range of colors available for the following:
 - Aluminum.
 - Polycarbonate sheet.
 - Die-cut vinyl characters and graphic symbols. Include representative samples of available typestyles and graphic symbols.
- 25 Samples for Verification: For each of the following products and for the full range of color, texture, and sign material indicated, of sizes indicated:
 - 30 Plaque 6 inches square with integral tactile phenolic photopolymer copy insert .080" with raised copy etched to .031" and end caps.
 - 30 Modular Sign: Not less than 12 inches square with integral tactile phenolic photopolymer copy insert .080" with raised copy etched to .031" and interchangeable end caps.
 - 30 Polycarbonate Sheet: 8 by 10 inches (200 by 250 mm) for each color required.
- 35 Sign Schedule: Use same designations indicated on Drawings.
- Maintenance Data: For signs to include in maintenance manuals.
- Warranty: Special warranty specified in this Section.

QUALITY ASSURANCE

- 40 Fabricator Qualifications: Shop that employs skilled workers who custom-fabricate products similar to those required for this Project and whose products have a record of successful in-service performance.
- Source Limitations for Signs: Obtain each sign type indicated from one source from a single manufacturer.
- 45 Regulatory Requirements: Comply with applicable provisions in ADA-ABA Accessibility Guidelines and ICC/ANSI A117.1.

WARRANTY

- Special Warranty: Manufacturer's standard form in which manufacturer agrees to repair or replace components of signs that fail in materials or workmanship within specified warranty period.
- 50 Failures include, but are not limited to, the following:
 - Deterioration of metal and polymer finishes beyond normal weathering.
 - Deterioration of embedded graphic image colors and sign lamination
- 55 Warranty Period: Two years from date of shipment.

PART 2 - PRODUCTS

MATERIALS

- 60 Aluminum Castings: ASTM B 26/B 26M, of alloy and temper recommended by sign manufacturer for casting process used and for use and finish indicated.
- 60 Aluminum Extrusions: ASTM B 221 (ASTM B 221M), alloy and temper recommended by aluminum producer and finisher for type of use and finish indicated, and with at least the strength and durability properties of Alloy 6063-T5.
- 65 Steel:
 - Galvanized Steel Sheet: ASTM A 653/A 653M, G90 (Z275) coating, either commercial or forming steel.
 - 70 Steel Members Fabricated from Plate or Bar Stock: ASTM A 529/A 529M or ASTM A 572/A 572M, 42,000-psi (290-MPa) minimum yield strength.
 - For steel exposed to view on completion, provide materials having flat, smooth surfaces without blemishes. Do not use materials whose surfaces exhibit pitting, seam marks, roller marks, rolled trade names, or roughness.
- 75 Polycarbonate Sheet: Of thickness indicated, .020" manufactured by extrusion process, coated on both surfaces with abrasion-resistant coating:
 - Impact Resistance: 16 ft-lbf/in. (854 J/m) per ASTM D 256, Method A.
 - Tensile Strength: 9000 lbf/sq. in. (62 MPa) per ASTM D 638.
 - 80 Flexural Modulus of Elasticity: 340,000 lbf/sq. in. (2345 MPa) per ASTM D 790.
 - Heat Deflection: 265 deg F (129 deg C) at 264 lbf/sq. in. (1.82 MPa) per ASTM D 648.

	Gemini Incorporated.		(1.5 mm) measured diagonally from corner to corner, complying with the following requirements:
	Immerface Sign Systems, Inc.		
	InPro Corporation	50	Changeable Message Inserts: Fabricate signs to allow insertion of changeable messages in the form of slide-in inserts, transparent covers with polycarbonate inserts, and changeable panel inserts for use in fixed frames per drawings.
	Signature Signs, Incorporated.		
5	Modular signs are composed of the following components:		
	Structural Rail, Copy Insert(s) and Interlocking End Caps or frame.	55	Phenolic-Backed Photopolymer Inserts: Provide light-sensitive, water-wash photopolymer face layer bonded to a phenolic base layer to produce a composite sheet with overall, face layer, and base-layer
	Copy Inserts are interchangeable by sliding horizontally from either side of sign. Copy Inserts may also be front-loaded on to the rail magnetically.		Thickness: .031"
10	Structural Rail: Internal structural member of the Modular sign. Modular signs utilize horizontal rails, spaced to allow uniform, modular sizing of inserts.	60	Characters: Vinyl First Surface Copy (non-tactile). Injection molded or extruded ABS plastic with first surface applied High Performance Cast PVC Vinyl copy.
15	Structural rail shall accept ABS plastic core Copy Inserts or Phenolic Photopolymer Copy Inserts on one or both, depending upon sign style as indicated on signage drawings from Architect.		Color of Phenolic Backed Photopolymer inserts: As selected by Architect from manufacturer's full range.
	Material: Extruded aluminum alloy	65	Color of vinyl characters: As selected by Architect from manufacturer's full range.
	Color: Anodized black		Window Inserts: Extruded aluminum alloy with integral hooks for connection to Structural Rail. Inserts holds .020" textured clear polycarbonate lens with vinyl copy. Option for magnetic strip in between hooks for front loading magnetic window inserts.
20	Rail Joiners connect Structural Rails together providing a butt joint along their edges. Rail joiners are not visible in rail assembly.	70	Color: Painted acrylic lacquer as indicated by Architect from manufacturer's full range.
	Material: Extruded PVC plastic.		Polycarbonate Lens with Vinyl Copy: Textured .020" clear polycarbonate lens with subsurface applied High Performance Case PVC Vinyl copy.
	Color: Black	75	Sliding Inserts: Extruded aluminum alloy with integral hooks for connection to Structural Rail. Holds .010" textured clear polycarbonate lens. Inserts or Slide Knobs slide horizontally exposing different graphic information.
25	Accent Strips connects Structural Rails together but with a visible horizontal rib, which is seen between the adjacent Copy Inserts.		Color: Black anodized finish
	Material: Extruded aluminum, painted.	80	Polycarbonate Lens with Vinyl Copy: Textured .020" clear polycarbonate lens with subsurface applied High Performance Case PVC Vinyl copy.
	Color: As selected by Architect from Manufacturer's full range.		Laminated, Etched Photopolymer: Raised graphics with Braille 1/32 inch (0.8 mm) above surface with contrasting colors in finishes and color combinations as selected by Architect from manufacturer's full range and laminated to acrylic back.
30	Top/Bottom Trim provides decorative trim cap, which butts flush to adjacent Copy Insert and encloses top or bottom of Structural Rail and Copy Insert.	85	Description: Tactile sign to provide for letters, numbers and Braille to be integral with Phenolic Photopolymer. Tactile Photopolymer inserts are .080" Phenolic Photopolymer with raised copy etched to .031"; bonded to extruded PVC hooks with adhesive.
	Material: Extruded aluminum, painted.		
	Color: Black	90	Background Color(s): As selected by Architect from manufacturer's full range.
35	Wall or Projection, as indicated on drawings, mounted with concealed anchors or two-face pressure sensitive tape.		Color of top surface copy of characters: As selected by Architect from manufacturer's full range. Applied using flood coat screening or roller printing with silk-screen inks.
	Manufacturer's standard anchors for substrates encountered.	95	
40	Brackets: Fabricate brackets and fittings for bracket-mounted signs from extruded aluminum to suit panel sign construction and mounting conditions indicated. Factory paint brackets in color matching background color of panel sign	100	Characters and braille: Shall be raised .031" from the background surface. The draft of the letters and numbers is to be sharp and clean. Braille dots are to conform to standard dimensions for Grade 2 Braille: Dot diameter: .050"; Dot height: .023"; Inter-dot spacing: .090"; Horizontal separation between cells: .241"; Vertical separation between cells: .395"
45	Copy Inserts: Provide smooth sign panel surfaces constructed to remain flat under installed conditions within a tolerance of plus or minus 1/16 inch		

5 Plastic-Impregnated Cork Sheet: Plastic-Impregnated Cork Sheet with integral hooks for connection to Structural Rail. Seamless, homogeneous, self-sealing sheet consisting of granulated cork, linseed oil, resin binders, and dry pigments that are mixed and calendared onto hurlap backing with washable vinyl finish and integral color throughout.

10 Plastic-Impregnated-Cork Tackboard Per drawings: 1/8-inch-(3-mm-) thick, plastic-impregnated cork sheet factory laminated to 3/8-inch- (9.5-mm-) thick fiberboard backing.

Interlocking End Caps or Frame: End caps interlock to Structural Rail with steel spring clips to form an integral unit, enclosing and securing the interchangeable Copy Inserts, without requiring tools for assembly interchangeable to either end of sign.

15 **Edge Condition: Square cut**

Corner Condition: Square.

Material: Extruded aluminum or injection molded ABS.

20 Color: Painted with acrylic lacquer in color as selected by Architect from manufacturer's full range.

Depth: 9.32"

Profile: Square.

Tamper-resistant feature can be added by notching structural rail to accept locking tab in end cap clip or use of screws.

25 Modular Sign Schedule:

Modular Sign Type: Per drawings, the following sign type designations shall be modular signs: A.3, A.4, A.4.1, A.5, DIR.1, DIR.2, DIR.1A, M, N, DIR.1B, DOCKET, BUILDING DIRECTORY.

30 Sign Type as specified on drawings:

Sign Size: As indicated on drawings.

Message Panel Material: As indicated on signage drawings by Architect.

35 Message Panel Finish/Color: As selected by Architect from manufacturer's full range.

Background Finish/Color: As selected by Architect from manufacturer's full range.

Character Size: As indicated on drawings.

40 Character Finish/Color: As selected by Architect from manufacturer's full range.

Modular Sign Frame Finish/Color: As selected by Architect from manufacturer's full range.

Text/Message: As indicated on drawings.

Quantity: As indicated on drawings.

45 **Extruded-Aluminum Frames: Mitered with concealed anchors and welded.**

Color: **As selected by Architect from manufacturer's full range**

Profile: Square

Corner Condition: Square

Mounting: As indicated on drawings.

Wallmounted with heavy duty concealed anchors

Manufacturer's standard noncorroding anchors for substrates encountered.

55 **FREESTANDING SIGNS**

Interchangeable nature of the system will allow for changes of graphic components of the installed sign, without changing sign in its entirety.

60 **Basis-of-Design Product: Subject to compliance with requirements, provide 2/90 Sign Systems: Light Duty Information signs or a comparable product by one of the following:**

APCO Graphics, Inc.

ASI-Modulex, Inc.

Gemini Incorporated.

Interface Sign Systems, Inc.

65 **InPro Corporation**

Signature Signs, Incorporated.

Free-standing information signs are composed of the following components:

70 Light-duty frame, double-sided pocket window and polycarbonate lens inserts.

Polycarbonate Inserts are interchangeable by sliding in top of pocket window.

Light-duty frame:

75 Extruded-Aluminum Frames: Mitered with concealed anchors and welded.

Color: Anodized black.

Height: 48" maximum.

Width: 12" maximum

Depth: 5/8"

80 Profile: Square

Corner Condition: Square

Base: Welded steel base.

Mounting: Free-standing

Double-sided pocket window:

85 Pocket Window: Extruded aluminum alloy with integral hooks for connection to aluminum frame and .020" clear polycarbonate window. Inserts holds .020" textured clear polycarbonate lens with vinyl copy

- Backer color in pocket window: Painted acrylic lacquer as indicated by Architect from manufacturer's full range.
- 5 Polycarbonate lens inserts: *- Replacement Lexan SUPS*
- Pocket window lens: .20" textured clear polycarbonate lens, no vinyl copy.
- Polycarbonate Lens with Vinyl Copy: Textured .020" clear polycarbonate lens with subsurface applied High Performance Cast PVC Vinyl copy.
- Information Sign Schedule: *- Sign Type G*
- 10 Information Sign Type: Per drawings, the following sign type designations shall be information signs: G and Lexan Inserts.
- Sign Size: 48"H x 12"W x 5/8"D
- Polycarbonate lens insert Material: .020" clear textured polycarbonate lens.
- 15 Finish of backer of pocket window: As selected by Architect from manufacturer's full range.
- Character Size: As indicated on drawings.
- Character Finish/Color: As selected by Architect from manufacturer's full range.
- 20 Light-Duty Frame Finish/Color: Black
- Text/Message: As indicated on drawings.
- Quantity: As indicated on drawings.

ACCESSORIES

- 25 Anchors and Inserts: Provide nonferrous-metal or hot-dip galvanized anchors and inserts for exterior installations and elsewhere as required for corrosion resistance. Use toothed steel or lead expansion-bolt devices for drilled-in-place anchors. Furnish inserts, as required, to be set into concrete or masonry work.

FABRICATION

- 30 General: Provide manufacturer's standard signs of configurations indicated.
- 35 Welded Connections: 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.
- 40 Preassemble signs in the shop to greatest extent possible. Disassemble signs only as necessary for shipping and handling limitations. Clearly mark units for reassembly and installation, in location not exposed to view after final assembly.
- Conceal fasteners if possible; otherwise, locate fasteners where they will be inconspicuous.

45 FINISHES, GENERAL

Comply with NAAMM's "Metal Finishes Manual for Architectural and Metal Products" for recommendations for applying and designating finishes.

- 50 Protect mechanical finishes on exposed surfaces from damage by applying a strippable, temporary protective covering before shipping.

55 Appearance of Finished Work: Variations in appearance of abutting or adjacent pieces are acceptable if they are within one-half of the range of approved Samples. Noticeable variations in the same piece are not acceptable. Variations in appearance of other components are acceptable if they are within the range of approved Samples and are assembled or installed to minimize contrast.

ALUMINUM FINISHES

60 Baked-Enamel Finish: AA-C12C42R1x (Chemical Finish: cleaned with inhibited chemicals; Chemical Finish: acid-chromate-fluoride-phosphate conversion coating; Organic Coating: as specified below). Apply baked enamel complying with paint manufacturer's written instructions for cleaning, conversion coating, and painting.

STEEL FINISHES

65 Surface Preparation: Remove mill scale and rust, if present, from uncoated steel, complying with SSPC-SP 5/NACE No. 1, "White Metal Blast Cleaning," or SSPC-SP 8, "Pickling."

70 Baked-Enamel Finish: Immediately after cleaning and pretreating, apply manufacturer's standard two-coat, baked-enamel finish consisting of prime coat and thermosetting topcoat. Comply with paint manufacturer's written instructions for applying and baking to achieve a minimum dry film thickness of 2 mils (0.05 mm).

POLYCARBONATE FINISHES

75 Colored Coatings for Polycarbonate sheet: Sheet background shall be .020" clear polycarbonate face with subsurface applied High Performance Cast PVC Vinyl copy. For vinyl copy colors: provide colored coatings, including inks, dyes, and paints, that are recommended by acrylic manufacturers for optimum adherence to polycarbonate surface and that are UV and water resistant for five years for application intended.

END OF SECTION 10431

Boone County Courthouse:
Interior Signage Package

SHEET 1

SIGNAGE NOTES:

1. br: BRAILLE IMPRINT
1. LETTERING FINISH: RAISED MATTE WHITE.
2. PICTOGRAM FINISH: RAISED MATTE WHITE.
3. BACKGROUND FINISH: TO BE SELECTED BY ARCHITECT FROM MANUFACTURER'S FULL RANGE.
4. ALL SIGNAGE SHALL BE ADA COMPLIANT WITH RAISED BRAILLE UNLESS OTHERWISE NOTED ON DRAWINGS.
6. ALL SIGNAGE TO BE RAISED LETTER.
8. THE SCALES OF JUSTICE WILL BE THE LOGO PLACED ON THE COURTROOM SIGNS, SPECIFIED ON THE DRAWINGS.
8. MANUFACTURER TO PROVIDE SAMPLE SIGN TO INTERIOR DESIGNER FOR APPROVAL.
9. REFER TO DRAWINGS FOR MOUNTING METHOD.
10. REFER TO DRAWINGS FOR TYPOGRAPHY FORMATS, FONT SIZE AND PLAQUE SIZE.
11. CAPITAL LETTERS SHALL BE USED UNLESS OTHERWISE SHOWN ON DRAWINGS.
12. FONT SHALL BE: "HELVETICA REGULAR". UNLESS OTHERWISE NOTED ON DRAWINGS.

GROUND FLOOR PLAN

SHEET 2

*ALL SIGNS ON THIS SHEET SHALL BE FLAT SURFACE MOUNTED UNLESS OTHERWISE NOTED

1. **INTERVIEW ROOM G120**
A
*Plaque size: 8 3/4" x 4 1/2", Format: Upper left without symbol, Font size: 5/8"
2. **CONFERENCE/ WAITING ROOM G142**
A
*Plaque size: 8 3/4" x 4 1/2", Format: Upper left without symbol, Font size: 5/8"
*QUANTITY: 2
3. **RESTROOM**
C.3
w/out sym.
*Plaque size: 8 3/4" x 4 1/2", Format: Upper left without symbol, Font size: 5/8"
4. **CONFERENCE ROOM G143**
A
*Plaque size: 8 3/4" x 4 1/2", Format: Upper left without symbol, Font size: 5/8"
*QUANTITY: 2
5. **IN CASE OF FIRE USE STAIRS, NOT ELEVATOR**
B.2
*Plaque size: 8 3/4" x 8 3/4", Format: Center/Center without symbol, Font size: 5/8"
6. **GROUND LEVEL FIRE EXIT ST01**
C.4
*Plaque size: 8 3/4" x 8 3/4", Format: Center/center without symbol, Font size: 3/4"
- 6A. **GROUND LEVEL FIRE EXIT ST02**
C.4
*Plaque size: 8 3/4" x 8 3/4", Format: Center/center without symbol, Font size: 3/4"
7. **RESTROOM**
C.3
graphis G46 (Unisex Restrooms) & G22 (Accessibility)
*Plaque size: 8 3/4" x 8 3/4", Format: Center/center with symbol, Font size: 3/4"
8. **GROUND LEVEL ST01**
F.1
*Plaque size: 7" x 7", Format: Center/center without symbol, Font size: 3/4"
- 8A. **GROUND LEVEL ST02**
F.1
*Plaque size: 7" x 7", Format: Center/center without symbol, Font size: 3/4"
9. **GROUND**
F.1
*Plaque size: 7" x 7", Format: Center/center without symbol, Font size: 3/4"
10. **RECEPTION G133**
A
*Plaque size: 8 3/4" x 4 1/2", Format: Upper left without symbol, Font size: 5/8"
- 10A. **RECEPTION G157**
A
*Plaque size: 8 3/4" x 4 1/2", Format: Upper left without symbol, Font size: 5/8"

A = (7)
 C.3 = (1) C.4 = (2)
 C.3 w/out = (1) B.2 = (1) F.1 = (3)

GROUND FLOOR PLAN

SHEET 3

*ALL SIGNS ON THIS SHEET SHALL BE FLAT SURFACE MOUNTED UNLESS OTHERWISE NOTED

11. CONFERENCE ROOM G135 **A**
**Plaque size: 8 3/4" x 4 1/2", Format: Upper left without symbol, Font size: 5/8"*

16. CONFERENCE ROOM G137 **A**
**Plaque size: 8 3/4" x 4 1/2", Format: Upper left without symbol, Font size: 5/8"*

21. VIEWING ROOM G139 **A**
**Plaque size: 8 3/4" x 4 1/2", Format: Upper left without symbol, Font size: 5/8"*

12. CONFERENCE ROOM G136 **A**
**Plaque size: 8 3/4" x 4 1/2", Format: Upper left without symbol, Font size: 5/8"*

17. CONFERENCE ROOM G138 **A**
**Plaque size: 8 3/4" x 4 1/2", Format: Upper left without symbol, Font size: 5/8"*

22. PLEASE SEE RECEPTIONIST G123 **A**
**Plaque size: 8 3/4" x 4 1/2", Format: Upper left without symbol, Font size: 5/8"*

13. Juvenile Court Waiting Room **G**
**Insert size: 12" x 12", Format: Center/center with symbol, Font size: 1"*
**Insert at existing floor mounted sign*

18. CONFERENCE ROOM G140 **A**
**Plaque size: 8 3/4" x 4 1/2", Format: Upper left without symbol, Font size: 5/8"*

23. PLEASE SEE RECEPTIONIST G141 **A**
**Plaque size: 8 3/4" x 4 1/2", Format: Upper left without symbol, Font size: 5/8"*

19. CONFERENCE ROOM G156 **A**
**Plaque size: 8 3/4" x 4 1/2", Format: Upper left without symbol, Font size: 5/8"*

20. ~~CONFERENCE ROOM G167~~
**Insert size: 12" x 12", Format: Center/center with symbol, Font size: 1"*
**Insert at existing courtroom sign*

14. ATTORNEY CONFERENCE G130 **A**
**Plaque size: 8 3/4" x 4 1/2", Format: Upper left without symbol, Font size: 5/8"*

24. ACCESS TO FIRE PANEL MECHANICAL ROOM AND SPRINKLER CONTROL VALVE G161 **D.I**
**Wall mount: 12" x 12", Format: Center center Font size: 5/8"*

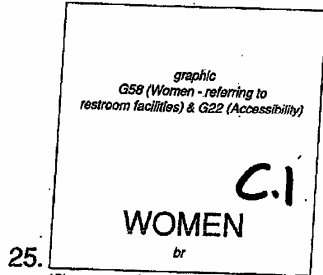
15. PUBLIC DEFENDER G129 **A**
**Plaque size: 8 3/4" x 4 1/2", Format: Upper left without symbol, Font size: 5/8"*

A = (11) D.I = (1)
 G = (1) Lexan copy

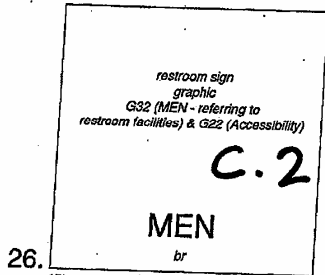
GROUND FLOOR PLAN

SHEET 4

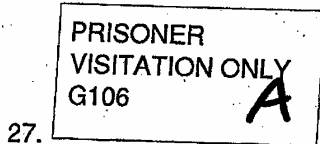
*ALL SIGNS ON THIS SHEET SHALL BE FLAT SURFACE MOUNTED UNLESS OTHERWISE NOTED



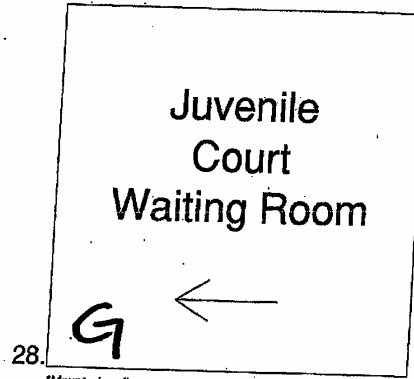
*Plaque size: 8 3/4" x 8 3/4", Format: Center/center with symbol, Font size: 3/4"



*Plaque size: 8 3/4" x 8 3/4", Format: Center/center with symbol, Font size: 3/4"



*Plaque size: 8 3/4" x 4 1/2", Format: Upper left without symbol, Font size: 5/8"



*Mounted on floor standards - Signs will read on both sides
*Plaque size: 12" x 12", Format: Center/center with symbol, Font size: 1"

(2) LEXAN COPIES
(1) FLOOR MOUNTED
SIGN - double sided
pocket ~~free~~ free standing
sign.

A = (1) C.2 = (1)
C.1 = (1) G = (2) LEXAN COPIES
(1) FL. MNTD. SIGN

FIRST FLOOR PLAN (NORTH & SOUTH)

SHEET 5

*ALL SIGNS ON THIS SHEET SHALL BE FLAT SURFACE MOUNTED UNLESS OTHERWISE NOTED

1. **ATTORNEYS ONLY**
120 **A.3**
*Plaque size: 8 3/4" x 4 1/2", Format: Upper left without symbol, Font size: 3/8"
*Perpendicular mounted (PEM)

2. **INTERVIEW ROOM**
119 **A**
*Plaque size: 8 3/4" x 4 1/2", Format: Upper left without symbol, Font size: 3/8"
*QUANTITY: 2

3. **CONFERENCE ROOM**
118 **A**
*Plaque size: 8 3/4" x 4 1/2", Format: Upper left without symbol, Font size: 3/8"
*QUANTITY: 3

4. **COURTROOM 1-EAST**
108 **A**
*Plaque size: 8 3/4" x 4 1/2", Format: Upper left without symbol, Font size: 3/8"
*QUANTITY: 2

5. **LEVEL 1 FIRE EXIT ST01**
C.4
*Plaque size: 8 3/4" x 8 3/4", Format: Center/center without symbol, Font size: 3/4"

5A. **LEVEL 1 FIRE EXIT ST04**
C.4
*Plaque size: 8 3/4" x 8 3/4", Format: Center/center without symbol, Font size: 3/4"
*Quantity: 2

5B. **LEVEL 1 FIRE EXIT 141**
C.4
*Plaque size: 8 3/4" x 8 3/4", Format: Center/center without symbol, Font size: 3/4"
*QUANTITY: 2

5C. **LEVEL 1 FIRE EXIT ST04**
F.1
*Plaque size: 8 3/4" x 8 3/4", Format: Center/center without symbol, Font size: 3/4"

5D. **LEVEL 1 FIRE EXIT ST01**
F.1
*Plaque size: 8 3/4" x 8 3/4", Format: Center/center without symbol, Font size: 3/4"

5E. **LEVEL 1 FIRE EXIT ST02**
C.4
*Plaque size: 8 3/4" x 8 3/4", Format: Center/center without symbol, Font size: 3/4"

5F. **LEVEL 1 FIRE EXIT ST02**
F.1
*Plaque size: 8 3/4" x 8 3/4", Format: Center/center without symbol, Font size: 3/4"

A = (7) C.4 = (6)
A.3 = (1) F.1 = (3)

FIRST FLOOR PLAN (NORTH & SOUTH)

SHEET 6

*ALL SIGNS ON THIS SHEET SHALL BE FLAT SURFACE MOUNTED UNLESS OTHERWISE NOTED

5G. **LEVEL 1
FIRE EXIT
109**
br **C.4**

*Plaque size: 8 3/4" x 8 3/4", Format: Center/center without symbol, Font size: 5/8"

6. **IN CASE OF
FIRE USE
STAIRS, NOT
ELEVATOR**
br **B.2**

*Plaque size: 8 3/4" x 8 3/4", Format: Center/center without symbol, Font size: 5/8"

8. **Civil Court** **DIR. 2**
Division
br
**Small Claims
Associate Clerk**

*Plaque size: 12" x 12", Format: Center/center without symbol, Font size: 5/8" and 1"
*Six inserts

9. **1**
br **F.2**

*Plaque size: 7" x 7", Format: Center/center without symbol, Font size: 3"

7. **Offices of the
Circuit Clerk**
106 **DIR. 1**
br
**Civil Court Division 106
Family Court Division 106**
**Court Reporters 132-135
Division VI 136-137
Division VII 136-137**

*Plaque size: 12" x 12", Format: Center/center without symbol, Font size: 5/8" and 1"
*Six inserts

10. **Family Court** **DIR. 2**
Division
br
**Orders of Protection
Child Support
Juvenile
Domestic Relations**

*Plaque size: 12" x 12", Format: Center/center without symbol, Font size: 5/8" and 1"
*Six inserts

C.4 = (1) B.2 = (1) DIR.1 = (1) F.2 = (1) DIR.2 = (2)

FIRST FLOOR (NORTH & SOUTH)

SHEET 7

*ALL SIGNS ON THIS SHEET SHALL BE FLAT SURFACE MOUNTED UNLESS OTHERWISE NOTED

11. *graphic*
G46 (Unisex Restrooms) &
G22 (Accessibility)
C.3
RESTROOM
br

*Plaque size: 8 3/4" x 8 3/4", Format: Center/center with symbol, Font size: 3/4"

15. *graphic*
G82 (Men - referring to
restroom facilities)
C.2
w/out sym
MEN
br

*Plaque size: 8 3/4" x 8 3/4", Format: Center/center with symbol, Font size: 3/4"

16. EMPLOYEES
ONLY
A.2

*Plaque size: 8 3/4" x 4 1/2", Format: Upper left without symbol, Font size: 5/8"

17. PUBLIC ADMINISTRATOR
175
~~Connie B. Hendren~~
A.5
br

*Plaque size: 8 3/4" x 4 1/2", Format: Upper left without symbol, Font size: 5/8"

CATHY D. RICHARDS

12. COURT MARSHAL
167
A
br

*Plaque size: 8 3/4" x 4 1/2", Format: Upper left without symbol, Font size: 5/8"

- a.m. Courtroom 3 West
- p.m. Courtroom 3 West
- p.m. Ceremonial Courtroom
- a.m. Ceremonial Courtroom
- a.m. Hearing Room Three
- p.m. Hearing Room Three

LEXAN
~~Deposited~~
Replacement Inserts w/ Reverse Copy.

13. PUBLIC COMPUTER ACCESS 105
A.3

*Plaque size: 8 3/4" x 4 1/2", Format: Upper left without symbol, Font size: 5/8"
*Perpendicular mounted (PEM)

18. *Insert size: 1" x 18", Format: Upper left without symbol, Font size: 1/2"
*Font: CENTURY
*Inserts will be used at Courtroom Directory wall mounted sign

14. *graphic*
G58 (Women - referring to
restroom facilities)
C.1
w/out sym.
WOMEN
br

*Plaque size: 8 3/4" x 8 3/4", Format: Center/center with symbol, Font size: 3/4"

19. PERSONAL CHECKS NOT ACCEPTED
A.2
br

*Plaque size: 8 3/4" x 4 1/2", Format: Upper left without symbol, Font size: 5/8"
*Quantity: 2

20. IT HELP DESK
156
A
br

*Plaque size: 8 3/4" x 4 1/2", Format: Upper left without symbol, Font size: 5/8"

- C.3 = (1)
- A = (2)
- A.3 = (1)
- C.1 w/out sym = (1)
- C.2 w/out sym = (1)
- A.2 = (3)
- A.5 = (1)
- Rep. Inserts = (6)

FIRST FLOOR (NORTH & SOUTH)

SHEET 8

*ALL SIGNS ON THIS SHEET SHALL BE FLAT SURFACE MOUNTED UNLESS OTHERWISE NOTED

21. **Offices Of The
Circuit Clerk
183
br** **DIR. IB**

Accounting Division
Fines And Costs
Garnishments
Restitution
Traffic

*Plaque size: 12" x 12", Format: Center/center
without symbol, Font size: 5/8"
*Seven Inserts

25. **WITNESS
WAITING
147
br** **A**

*Plaque size: 8 3/4" x 4 1/2", Format: Upper left
without symbol, Font size: 5/8"

26. **Offices Of
Court Services
157
br** **DIR. IB**

Court Services
Drug Court Administrator
Technology Services

*Plaque size: 12" x 12", Format: Center/center
without symbol, Font size: 5/8"
*Seven Inserts

22. **WITNESS
WAITING
144
br** **A**

*Plaque size: 8 3/4" x 4 1/2", Format: Upper left
without symbol, Font size: 5/8"

27. NOT USED

28. See SHEET 9

23. **ATTORNEY
CONFERENCE
145
br** **A**

*Plaque size: 8 3/4" x 4 1/2", Format: Upper left
without symbol, Font size: 5/8"

29. **COURTROOM
1-WEST
143
br** **A**

*Plaque size: 8 3/4" x 4 1/2", Format: Upper left
without symbol, Font size: 5/8"

32. **RESTROOM
C.3 w/out
Sym.
br**

*Plaque size: 8 3/4" x 4 1/2", Format: Upper left
without symbol, Font size: 5/8"
*QUANTITY: 2

24. **ATTORNEY
CONFERENCE
146
br** **A**

*Plaque size: 8 3/4" x 4 1/2", Format: Upper left
without symbol, Font size: 5/8"

30. **PLEASE TURN
OFF CELL
PHONES AND
SILENCE PAGERS
BEFORE
ENTERING
THIS OFFICE** **E.1**

*Plaque size: 8 3/4" x 6 3/4", Format: Center/center
without symbol, Font size: 5/8"
*Quantity: 2

31. **ALARM WILL
SOUND
UPON
OPENING
DOOR** **E.1**

*Plaque size: 8 3/4" x 8 3/4", Format: Center/center
without symbol, Font size: 5/8"

A = (5)
E.1 = (3)
C.3 w/out sym = (2)
DIR. IB = (2)

FIRST FLOOR (NORTH & SOUTH)

*ALL SIGNS ON THIS SHEET SHALL BE FLAT SURFACE MOUNTED UNLESS OTHERWISE NOTED

SHEET 9

Main Directory Module
 Metal Ring Frame - alloy brass finish
 Lockable Glass Cover
 Format: Upper left without symbol, Font size: 1/2"
 50 insert signs needed

BUILDING DIRECTORY
GROUND FLOOR
COURTROOM GR-WEST G167
JUVENILE G133, G157
FIRST FLOOR
PAY TELEPHONES
CIRCUIT CLERK - CIVIL DIVISION 106
CIRCUIT CLERK - FAMILY COURT DIVISION 108
COURTROOM 1-EAST 108
COURT REPORTERS 132, 133, 134, 135
Circuit Judges- Division VI and VII 136, 137
COURTROOM 1-WEST 143
TECHNOLOGY SERVICES 156
COURT SERVICES 157
PUBLIC ADMINISTRATOR 175
CIRCUIT CLERK - ACCOUNTING DIVISION 183
SECOND FLOOR
COURTROOM 2-WEST 211
COURTROOM 2-EAST 217
ASSOCIATE CIRCUIT JUDGES 235
CIRCUIT JUDGES 235
COURT ADMINISTRATOR 235
CIRCUIT CLERK - CRIMINAL DIVISION 277
HEARING ROOM ONE 280
COUNSEL CHAMBERS 283
CIRCUIT CLERK - PROBATE DIVISION 285
THIRD FLOOR
COURT MARSHAL 305
JURY ASSEMBLY 305
COURTROOM 3-WEST 342
GRAND JURY ASSEMBLY 346
CEREMONIAL COURTROOM 350
HEARING ROOM TWO 363
HEARING ROOM THREE 362
FOURTH FLOOR
PROSECUTING ATTORNEY 401
TRAINING ROOM 404
Public Accomodations on each floor
PUBLIC ACCOMODATIONS ON EACH FLOOR
PUBLIC RESTROOMS
ATTORNEY CLIENT CONFERENCE ROOM
WITNESS WAITING ROOM

28.

Building DIR. (1)

SECOND FLOOR PLAN (NORTH & SOUTH)

SHEET 10

*ALL SIGNS ON THIS SHEET SHALL BE FLAT SURFACE MOUNTED UNLESS OTHERWISE NOTED

1. **COUNSEL CHAMBERS**
283
br
A

*Plaque size: 8 3/4" x 4 1/2", Format: Upper left without symbol, Font size: 3/8"

4A. **F.1**
LEVEL
2
ST01
br

*Plaque size: 7" x 7", Format: Center/center without symbol, Font size: 3/4"

6A. **C.4**
LEVEL 2
FIRE EXIT
ST01
br

*Plaque size: 8 3/4" x 8 3/4", Format: Center/center without symbol, Font size: 3/4"

2. **HEARING WAITING ROOM**
278
br
A

*Plaque size: 8 3/4" x 4 1/2", Format: Upper left without symbol, Font size: 3/8"

4B. **F.1**
LEVEL
2
ST02
br

*Plaque size: 7" x 7", Format: Center/center without symbol, Font size: 3/4"

6B. **C.4**
LEVEL 2
FIRE EXIT
ST02
br

*Plaque size: 8 3/4" x 8 3/4", Format: Center/center without symbol, Font size: 3/4"

3. graphic
G58 (Women - referring to restroom facilities) & G22 (Accessibility)
C.1
WOMEN
br

*Plaque size: 8 3/4" x 8 3/4", Format: Center/center with symbol, Font size: 3/4"

5. **F.2**
2
br

*Plaque size: 7" x 7", Format: Center/center without symbol, Font size: 3"

7. **B.2**
IN CASE OF
FIRE USE
STAIRS, NOT
ELEVATOR
br

*Plaque size: 8 3/4" x 8 3/4", Format: Center/center without symbol, Font size: 5/8"

4. **F.1**
LEVEL
2
ST04
br

*Plaque size: 7" x 7", Format: Center/center without symbol, Font size: 3/4"

6. **C.4**
LEVEL 2
FIRE EXIT
ST04
br

*Plaque size: 8 3/4" x 8 3/4", Format: Center/center without symbol, Font size: 3/4"

- A = (2)
- B.2 = (1)
- F.1 = (3)
- C.1 = (1)
- C.4 = (3)
- F.2 = (1)

SECOND FLOOR PLAN (NORTH & SOUTH)

SHEET 11

*ALL SIGNS ON THIS SHEET SHALL BE FLAT SURFACE MOUNTED UNLESS OTHERWISE NOTED

8. Please
Turn Off
Cell Phones
And Silence
Pagers Before
Entering
This Office
E.1

*Plaque size: 12" x 12", Format: Center/center
without symbol, Font size: 3/4"

10. Probate
Division
And
Hearing Room
← **G**

*Mounted on floor standards - Signs will read on both sides

*Plaque size: 12" x 12", Format: Center/center
with symbol, Font size: 1"

(2) LEXAN COPIES
(1) FLOOR MNTD. SIGN

9. Offices Of The
Circuit Clerk
252
br **DIR.1**
Christy Blakemore
Criminal Division 277
Probate Division 285
Counsel Chambers 283
Hearing Room One 280

*Plaque size: 12" x 12", Format: Center/center
without symbol, Font size: 5/8"
*Eight inserts

11. HEARING
WAITING
ROOM - 278
AND
HEARING ROOM
ONE - 280
br **E.3**

*Plaque size: 8 3/4" x 8 3/4", Format: Center/center
without symbol, Font size: 5/8"

12. NOT USED

13. restroom sign
graphic
G32 (MEN - referring to
restroom facilities) & G22 (Accessibility)
C.2
MEN
br

*Plaque size: 8 3/4" x 8 3/4", Format: Center/center
with symbol, Font size: 3/4"

14. COURTROOM
2-EAST
217
br **A**

*Plaque size: 8 3/4" x 4 1/2", Format: Upper left
without symbol, Font size: 3/8"

A = (1)
E.1 = (1)
E.3 = (1)
C.2 = (1)
DIR.1 = (1)
G = (2) Lex. copies
(1) floor mntd
sign

SECOND FLOOR PLAN (NORTH & SOUTH)

SHEET 12

*ALL SIGNS ON THIS SHEET SHALL BE FLAT SURFACE MOUNTED UNLESS OTHERWISE NOTED

15.

PROBATE DIVISION 285 br	A
----------------------------------	---

**Plaque size: 8 3/4" x 4 1/2", Format: Upper left
without symbol, Font size: 3/8"*

16.

PROSECUTING ATTORNEY FILINGS ONLY 256 br	A
--	---

**Plaque size: 8 3/4" x 4 1/2", Format: Upper left
without symbol, Font size: 3/8"*

17.

Criminal Division 277 br	DIR. 1A
Clerks	
Criminal Pleading and Bonds	

**Plaque size: 12" x 7", Format: Center/center
without symbol, Font size: 5/8" and 1/2"
*Six inserts
*Sign shall not increase in width - sign must be 7"
wide*

18.

COURTROOM 2-WEST 211 br	A
----------------------------------	---

**Plaque size: 8 3/4" x 4 1/2", Format: Upper left
without symbol, Font size: 3/8"*

A = (3)
DIR. 1A = (1)

SECOND FLOOR PLAN (NORTH & SOUTH)

SHEET 13

*ALL SIGNS ON THIS SHEET SHALL BE FLAT SURFACE MOUNTED UNLESS OTHERWISE NOTED

19. ATTORNEY
CONFERENCE
213
br
A

**Plaque size: 8 3/4" x 4 1/2", Format: Upper left without symbol, Font size: 5/8"*

23. NOT USED
24. NOT USED
25. NOT USED

29. PLEASE SEE
RECEPTIONIST
br
A.2

**Plaque size: 8 3/4" x 4 1/2", Format: Upper left without symbol, Font size: 5/8"*

20. WITNESS
WAITING
212
br
A

**Plaque size: 8 3/4" x 4 1/2", Format: Upper left without symbol, Font size: 5/8"*

26. HEARING
ROOM ONE
280
br
A

**Plaque size: 8 3/4" x 4 1/2", Format: Upper left without symbol, Font size: 5/8"*

21. ATTORNEY
CONFERENCE
214
br
A

**Plaque size: 8 3/4" x 4 1/2", Format: Upper left without symbol, Font size: 5/8"*

restroom sign
graphic
G32 (MEN - referring to
restroom facilities)

C.2
br
MEN

**Plaque size: 8 3/4" x 8 3/4", Format: Center/center with symbol, Font size: 3/4"*
**QUANTITY: 2*

graphic
G46 (Unisex Restrooms)

C.3
w/out sym
RESTROOM
br

**Plaque size: 8 3/4" x 8 3/4", Format: Center/center with symbol, Font size: 3/4"*

22. WITNESS
WAITING
215
br
A

**Plaque size: 8 3/4" x 4 1/2", Format: Upper left without symbol, Font size: 5/8"*

27. graphic
G58 (Women - referring to
restroom facilities)

C.1
w/out sym
WOMEN
br

**Plaque size: 8 3/4" x 8 3/4", Format: Center/center with symbol, Font size: 3/4"*
**QUANTITY: 2*

A = (5)
A.2 = (1)
C.2 = (2)
C.1 w/out sym = (2)
C.3 w/out sym = (1)

THIRD FLOOR PLAN (NORTH & SOUTH)

SHEET 14

*ALL SIGNS ON THIS SHEET SHALL BE FLAT SURFACE MOUNTED UNLESS OTHERWISE NOTED

1. **ATTORNEY CONFERENCE 302** *br* **A**
 *Plaque size: 8 3/4" x 4 1/2", Format: Upper left without symbol, Font size: 5/8"

3A. **JURY ASSEMBLY ROOM 309** *br* **A**
 *Plaque size: 8 3/4" x 4 1/2", Format: Upper left without symbol, Font size: 5/8"

7. **COURTROOM 3-WEST 342** *br* **A**
 *Plaque size: 8 3/4" x 4 1/2", Format: Upper left without symbol, Font size: 5/8"

1A. **ATTORNEY CONFERENCE 303** *br* **A**
 *Plaque size: 8 3/4" x 4 1/2", Format: Upper left without symbol, Font size: 5/8"

3B. **JURY ASSEMBLY ROOM 313** *br* **A**
 *Plaque size: 8 3/4" x 4 1/2", Format: Upper left without symbol, Font size: 5/8"

8. **JURY DELIBERATION 329** *br* **A**
 *Plaque size: 8 3/4" x 4 1/2", Format: Upper left without symbol, Font size: 5/8"

2. **JURY INFORMATION DESK 343** *br* **A**
 *Plaque size: 8 3/4" x 4 1/2", Format: Upper left without symbol, Font size: 5/8"

4. **JURY SUPERVISOR 311** *br* **A**
 *Plaque size: 8 3/4" x 4 1/2", Format: Upper left without symbol, Font size: 5/8"
 *Quantity: 2

9. **LEVEL 3 ST01** *br* **F.1**
 *Plaque size: 7" x 7", Format: Center/center without symbol, Font size: 3/4"

3. **JURY ASSEMBLY ROOM AND COURT MARSHAL 305** *br* **E.2**
 *Plaque size: 8 3/4" x 8 3/4", Format: Center/center without symbol, Font size: 5/8"

5. **VENDING MACHINES 316** *br* **A**
 *Plaque size: 8 3/4" x 4 1/2", Format: Upper left without symbol, Font size: 5/8"

9B. **LEVEL 3 ST02** *br* **F.1**
 *Plaque size: 7" x 7", Format: Center/center without symbol, Font size: 3/4"

6. **COURT MARSHAL 317** *br* **A**
 *Plaque size: 8 3/4" x 4 1/2", Format: Upper left without symbol, Font size: 5/8"

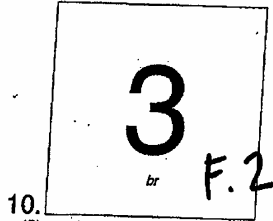
9C. **LEVEL 3 ST04** *br* **F.1**
 *Plaque size: 7" x 7", Format: Center/center without symbol, Font size: 3/4"

A = (11)
 E.2 = (1)
 F.1 = (3)

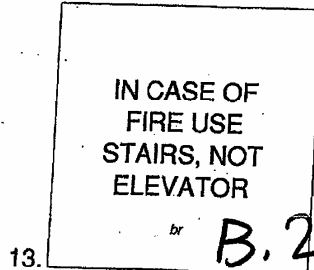
THIRD FLOOR PLAN (NORTH & SOUTH)

*ALL SIGNS ON THIS SHEET SHALL BE FLAT SURFACE MOUNTED UNLESS OTHERWISE NOTED

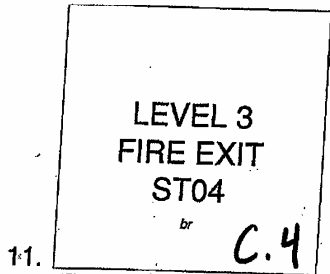
SHEET 15



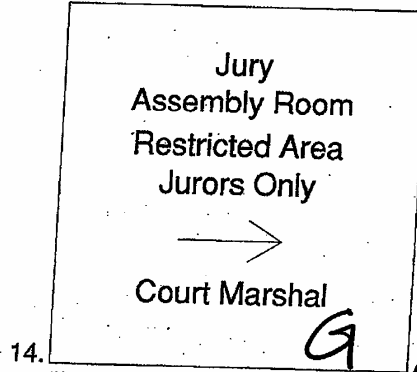
10. *Plaque size: 7" x 7", Format: Center/center without symbol, Font size: 3"



13. *Plaque size: 8 3/4" x 8 3/4", Format: Center/center without symbol, Font size: 5/8"

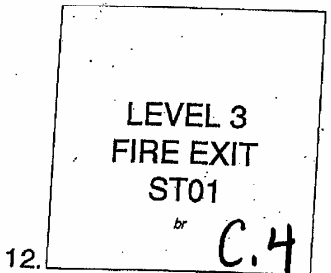


11. *Plaque size: 8 3/4" x 8 3/4", Format: Center/center without symbol, Font size: 5/8"

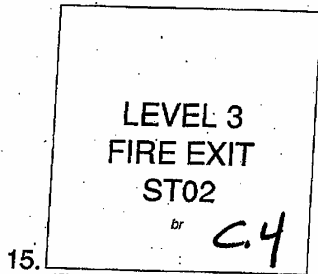


14. *Mounted on floor standards - Signs will read on both sides
*Plaque size: 12" x 12", Format: Center/center with symbol, Font size: 3/4"

(2) Lexan copies
(1) fl. mntd. sign



12. *Plaque size: 8 3/4" x 8 3/4", Format: Center/center without symbol, Font size: 5/8"



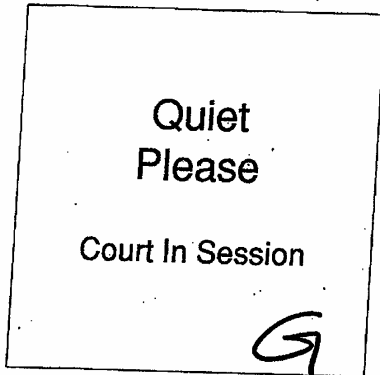
15. *Plaque size: 8 3/4" x 8 3/4", Format: Center/center without symbol, Font size: 5/8"

F.2 = (1)
C.4 = (3)
B.2 = (1)
G = (2) LEXAN copies
(1) fl. mntd. sign

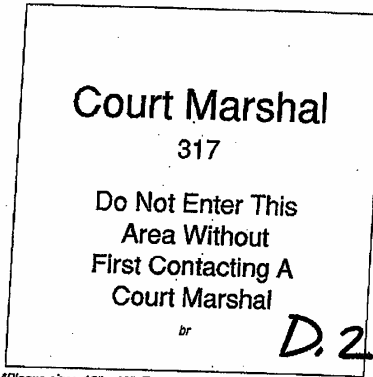
THIRD FLOOR PLAN (NORTH & SOUTH)

SHEET 16

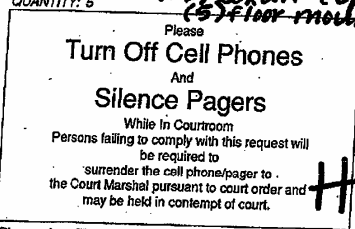
*ALL SIGNS ON THIS SHEET SHALL BE FLAT SURFACE MOUNTED UNLESS OTHERWISE NOTED



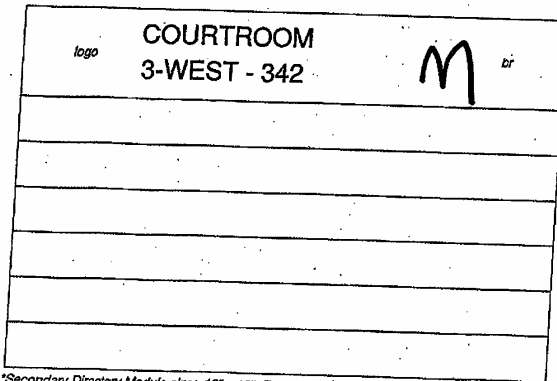
16. *Mounted on floor standards - Signs will read on both sides
 *Plaque size: 12" x 12", Format: Center/center without symbol,
 Font size: 1" and 3/4"
 *QUANTITY: 5



19. *Plaque size: 12" x 12", Format: Center/center without symbol, Font size: 1" and 5/8"



17. *Plaque size: 7" x 11 3/4", Format 7,
 Font size: 5/16" and 5/8"
 *QUANTITY: 5



18. *Secondary Directory Module size: 12" x 18". Format: Upper left with symbol,
 Font size: 5/8", Metal Filing Frame: Shiny brass finish
 *Six Inserts

*(12) lexan copies
 (5) floor-mounted signs*

*G = (12) lexan copies
 (5) flr. mntd signs*

H = (5)

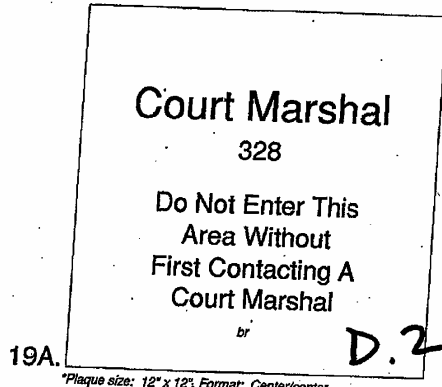
M = (1)

D.2 = (1)

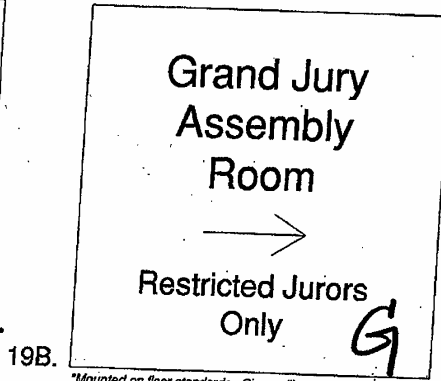
THIRD FLOOR PLAN (NORTH & SOUTH)

*ALL SIGNS ON THIS SHEET SHALL BE FLAT SURFACE MOUNTED UNLESS OTHERWISE NOTED

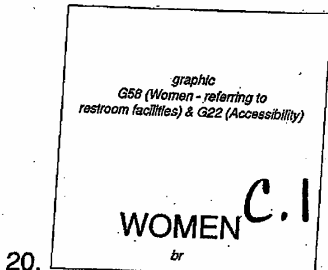
SHEET 17



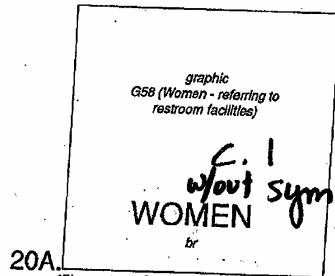
*Plaque size: 12" x 12", Format: Center/center without symbol, Font size: 1" and 5/8"



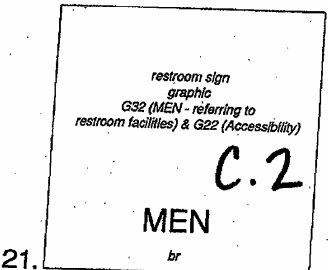
*Mounted on floor standards - Signs will read on both sides.
*Plaque size: 12" x 12", Format: Center/center without symbol, Font size: 1" and 5/8"



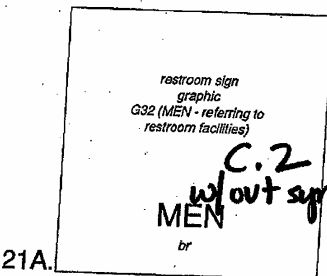
*Plaque size: 8 3/4" x 8 3/4", Format: Center/center with symbol, Font size: 3/4"
*Quantity: 3



*Plaque size: 8 3/4" x 8 3/4", Format: Center/center with symbol, Font size: 3/4"
*QUANTITY: 2



*Plaque size: 8 3/4" x 8 3/4", Format: Center/center with symbol, Font size: 3/4"
*Quantity: 3



*Plaque size: 8 3/4" x 8 3/4", Format: Center/center with symbol, Font size: 3/4"
*QUANTITY: 2

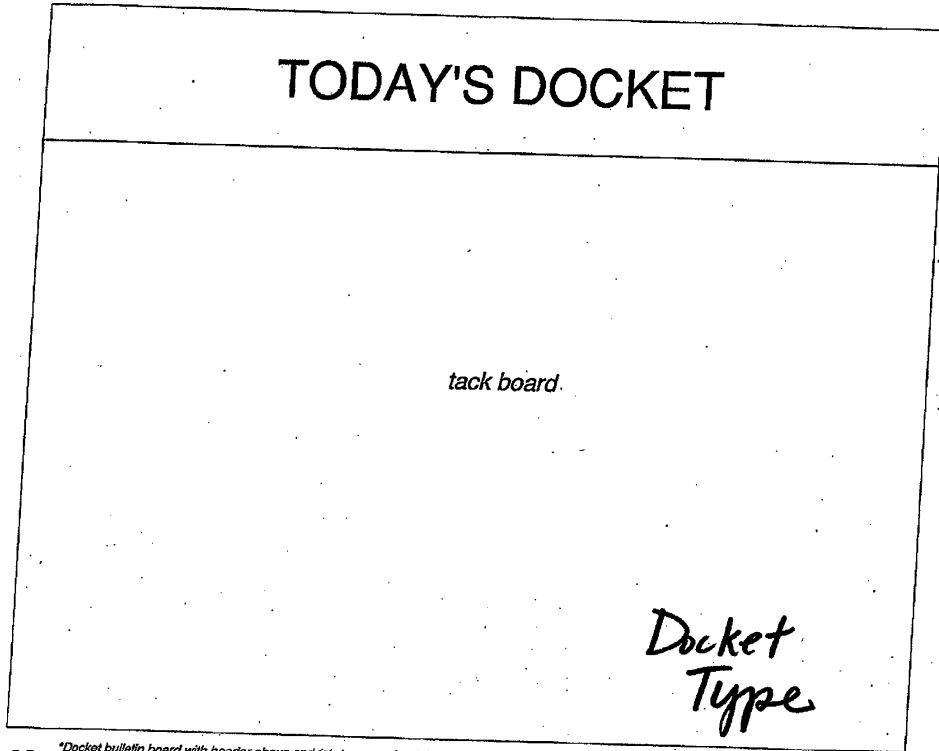
(2) lexan copies
(1) fl. mnt'd.
sign

D.2 = (1)
C.1 = (3)
C.2 = (3)
C.1 w/out sym = (2)
C.2 w/out sym = (2)
G = (2) lexan cop
(1) fl. mnt'd.
sign

THIRD FLOOR PLAN (NORTH & SOUTH)

SHEET 18

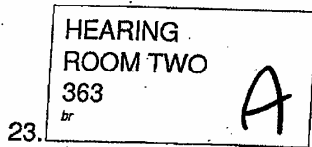
*ALL SIGNS ON THIS SHEET SHALL BE FLAT SURFACE MOUNTED UNLESS OTHERWISE NOTED



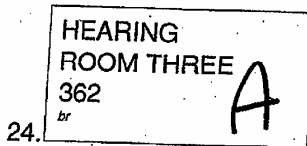
22. *Docket bulletin board with header above and fabric covered tack board for posting daily docket information. The bulletin board will be exposed for easy access and use.

*Plaque size: 24" x 36" Format: Center/center without symbol, Font size: 1 1/2"

*QUANTITY: ~~8~~ 8



23. *Plaque size: 8 3/4" x 4 1/2" Format: Upper left without symbol, Font size: 5/8"



24. *Plaque size: 8 3/4" x 4 1/2" Format: Upper left without symbol, Font size: 5/8"
*Quantity: 2

A = (3)
DOCKET TYPE = (8)

THIRD FLOOR PLAN (NORTH & SOUTH)

SHEET 19

*ALL SIGNS ON THIS SHEET SHALL BE FLAT SURFACE MOUNTED UNLESS OTHERWISE NOTED.

25. GRAND JURY ASSEMBLY
348
br
EMPLOYEES ONLY **A4.1**
IN SESSION ENTER

*Plaque size: 8 3/4" x 8 3/4", Format: Center/center without symbol, Font size: 5/8" and 3/2"
*With "IN SESSION / ENTER" SLIDING BAR (BOTTOM)

27. logo HEARING ROOM THREE - 362 **m**
br
br
br
br
br
br

*Secondary Module size: 12" x 18", Format: Upper left with symbol, Font size: 5/8", Metal Ring Frame: Shiny brass finish
*SB: Inserts

~~26. 383
*Insert size: 1" x 18", Format: Center/center without symbol, Font size: 5/8"
*Insert at existing wall mounted sign~~

28. ATTORNEY CONFERENCE
347
br
A

*Plaque size: 8 1/2" x 4 1/2", Format: Upper left without symbol, Font size: 5/8"

29. WITNESS WAITING
346
br
A

*Plaque size: 8 1/2" x 4 1/2", Format: Upper left without symbol, Font size: 5/8"

30. EMERGENCY EXIT ONLY
Push Until Alarm Sounds
Door Can Be Opened In 15 Seconds
D.3

*Plaque size: 12" x 12", Format: Center/center without symbol, Font size: 3/4"

32. STOP JURORS:
Do Not Leave This Area Until Authorized By A Court Marshal
br
D.3

*Plaque size: 12" x 12", Format: Center/center without symbol, Font size: 1" and 5/8"
*QUANTITY: 3

31. NOT USED

A = (2) M = (1)
A4.1 = (1) D.3 = (4)

FOURTH FLOOR PLAN

SHEET 20

*ALL SIGNS ON THIS SHEET SHALL BE FLAT SURFACE MOUNTED UNLESS OTHERWISE NOTED

1. **BAD CHECK COLLECTIONS 402**
br
MONEY ORDER ONLY
E.2
**Plaque size: 8 3/4" x 8 3/4", Format: Center/center without symbol, Font size: 5/8"*

2. **TRAINING ROOM 404**
br
A
**Plaque size: 8 3/4" x 4 1/2", Format: Upper left without symbol, Font size: 5/8"*

3. **RECEPTIONIST 402**
br
A
**Plaque size: 8 3/4" x 8 3/4", Format: Center/center without symbol, Font size: 5/8"*

4. **CONFERENCE ROOM 424**
br
A
**Plaque size: 8 3/4" x 4 1/2", Format: Upper left without symbol, Font size: 5/8"*
*QUANTITY: 2

5. **PLEASE SEE RECEPTIONIST 437**
br
A
**Plaque size: 8 3/4" x 4 1/2", Format: Upper left without symbol, Font size: 5/8"*

5A. **PLEASE SEE RECEPTIONIST 408**
br
A
**Plaque size: 8 3/4" x 4 1/2", Format: Upper left without symbol, Font size: 5/8"*

6. **4**
br
F.2
**Plaque size: 7" x 7", Format: Center/center without symbol, Font size: 3"*

7. **INTERVIEW ROOM 434**
br
A.4
IN USE ENTER
**Plaque size: 8 3/4" x 4 1/2", Format: Upper left without symbol, Font size: 5/8"*
*With "IN USE/ENTER" sliding bar

8. **INTERVIEW ROOM 433**
br
A.4
IN USE ENTER
**Plaque size: 8 3/4" x 4 1/2", Format: Upper left without symbol, Font size: 5/8"*
*With "IN USE/ENTER" sliding bar

9. **INTERVIEW ROOM 432**
br
A.4
IN USE ENTER
**Plaque size: 8 3/4" x 4 1/2", Format: Upper left without symbol, Font size: 5/8"*
*With "IN USE/ENTER" sliding bar

10. **INTERVIEW ROOM 429**
br
A.4
IN USE ENTER
**Plaque size: 8 3/4" x 4 1/2", Format: Upper left without symbol, Font size: 5/8"*
*With "IN USE/ENTER" sliding bar

11. **INTERVIEW ROOM 428**
br
A.4
IN USE ENTER
**Plaque size: 8 3/4" x 4 1/2", Format: Upper left without symbol, Font size: 5/8"*
*With "IN USE/ENTER" sliding bar

12. **INTERVIEW ROOM 413**
br
A
**Plaque size: 8 3/4" x 4 1/2", Format: Upper left without symbol, Font size: 5/8"*

13. **CONFERENCE ROOM 431**
br
A
**Plaque size: 8 3/4" x 4 1/2", Format: Upper left without symbol, Font size: 5/8"*

14. **WITNESS COORDINATOR 455**
br
A.3
**Plaque size: 8 3/4" x 4 1/2", Format: Upper left without symbol, Font size: 5/8"*
*Perpendicular mounted (PEM)

A=(8) A.4=(5) F.2=(1)
A.3=(1) E.2=(1)

FOURTH FLOOR PLAN

SHEET 21

*ALL SIGNS ON THIS SHEET SHALL BE FLAT SURFACE MOUNTED UNLESS OTHERWISE NOTED

15. NOT USED

16. *restroom sign graphic*
G32 (MEN - referring to restroom facilities) & G22 (Accessibility)
MEN
br
*Plaque size: 8 3/4" x 8 3/4", Format: Center/center with symbol, Font size: 3/4"

17. *graphic*
G58 (Women - referring to restroom facilities) & G22 (Accessibility)
WOMEN
br
*Plaque size: 8 3/4" x 8 3/4", Format: Center/center with symbol, Font size: 3/4"

18. LEVEL 4
FIRE EXIT
ST01
br
*Plaque size: 8 3/4" x 8 3/4", Format: Center/center without symbol, Font size: 3/4"

19. IN CASE OF
FIRE USE
STAIRS, NOT
ELEVATOR
br
*Plaque size: 8 3/4" x 6 3/4", Format: Center/center without symbol, Font size: 5/8"

20. LEVEL
4
ST01
br
*Plaque size: 7" x 7", Format: Center/center without symbol, Font size: 3/4"

21. LEVEL 4
FIRE EXIT
ST02
br
*Plaque size: 8 3/4" x 8 3/4", Format: Center/center without symbol, Font size: 3/4"

22. LEVEL
4
ST02
br
*Plaque size: 7" x 7", Format: Center/center without symbol, Font size: 3/4"

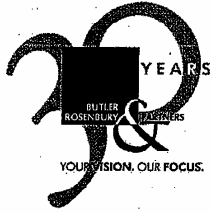
23. WITNESS
WAITING
450
br
*Plaque size: 8 3/4" x 4 1/2", Format: Upper left without symbol, Font size: 5/8"

24. *restroom sign graphic*
G32 (MEN - referring to restroom facilities)
MEN
br
*Plaque size: 8 3/4" x 8 3/4", Format: Center/center with symbol, Font size: 3/4"
*Quantity: 2

25. *graphic*
G58 (Women - referring to restroom facilities)
WOMEN
br
*Plaque size: 8 3/4" x 8 3/4", Format: Center/center with symbol, Font size: 3/4"
*Quantity: 2

26. PLEASE SEE
RECEPTIONIST
430
br
*Plaque size: 8 3/4" x 4 1/2", Format: Upper left without symbol, Font size: 5/8"

A = (2) C.1 = (1)
B.2 = (1) C.2 = (1) C.4 = (2) C.1 w/out sym = (2) C.2 w/out sym = (2)



319 N. Main, Suite 200 *Architecture*
Springfield, Missouri 65806 *Interior Design*
Phone (417) 865-6100 *Structural Engineering*
Fax (417) 865-6102 *Landscape Architecture*

MEMORANDUM

Date January 22, 2009
To Signage bidders
From Corey Sengstacken
Copies 06161.BOC3 – File
Regarding Boone County Courthouse Expansion – Interior Signage

Valerie -
The following signs need to be added to the quote:

SIGN TYPE G:

(1) Lexan copy to read:

(290 hand stop signal)

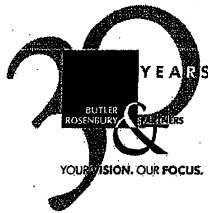
Witnesses:
By Order of the Court
Witnesses are Excluded.
(Open to the Public)

(1) Lexan copy to read:

Court of Appeals
←

(1) Lexan copy to read:

Excluded Witness Only
By Order of the Court
Open to the Public



319 N. Main, Suite 200 *Architecture*
Springfield, Missouri 65806 *Interior Design*
Phone (417) 865-6100 *Structural Engineering*
Fax (417) 865-6102 *Landscape Architecture*

MEMORANDUM

Date January 22, 2009
To Signage bidders
From Corey Sengstacken
Copies 06161.BOC3 – File
Regarding Boone County Courthouse Expansion – Interior Signage

The following signs (inserts) need to be added to the quote to fit with the courthouse directories & courtroom sign (please see Sheet 16, Sign 18 for example). These inserts will be changed out daily at the courthouse directories & courtroom signage. Please call if you have questions.

- (5) Judge Hamilton
- (2) Division I
- (2) Division II
- (2) Judge Oxenhandler
- (2) Division III
- (2) Judge Crane
- (2) Judge Aseel
- (2) Division IV
- (3) Division V
- (3) Judge Bryson
- (3) Division VI
- (2) Judge England
- (4) Judge Augustine
- (4) Division VII
- (3) Division VIII
- (2) Commissioner Miller
- (1) Division IX
- (1) Judge Carpenter
- (1) Judge Schneider
- (2) Division X
- (1) Judge Daniels
- (1) Division XI
- (3) Adoptions
- (4) Arraignments
- (4) Bench Trial
- (4) Civil Returns
- (8) Civil Trials
- (5) Closed Hearing
- (6) Criminal Trial
- (2) a.m. Ground Floor Jury Assembly

- (1) p.m. Ground Floor Jury Assembly
- (1) a.m. 3rd Floor Jury Assembly
- (1) p.m. 3rd Floor Jury Assembly
- (1) a.m. 3rd Floor Deliberation Room
- (1) p.m. 3rd Floor Deliberation Room
- (3) Court of Appeals
- (4) Welcome
- (1) Closed Hearing
- (2) Visiting Judge
- (3) Workers Compensation
- (1) Law Day
- (1) Division V Judge Bryson
- (1) Child Support
- (2) Chapter 7 & 13 Hearings
- (2) Bankruptcy Hearing
- (2) Criminal Jury Trial
- (2) Domestic Relations
- (1) Drug Court
- (2) DUR/DUS Hearing
- (3) General
- (3) Grand Jury
- (4) Hearings
- (3) Juvenile
- (5) Law Day
- (5) Mental Health
- (2) Mental Health Court
- (3) Paternity
- (4) Preliminary Hearing
- (5) Pre-Trial Motions
- (3) Probate
- (4) Probation Violations
- (7) Settlement Conferences
- (3) Small Claims
- (2) Traffic
- (4) Reintegration Court
- (1) Domestic Relations
- (4) Visiting Judge
- (4) No Court
- (2) a.m. Ground Floor Courtroom
- (1) p.m. Ground Floor Courtroom
- (2) p.m. Courtroom 1 East
- (1) a.m. Courtroom 1 East
- (2) a.m. Courtroom 1 West
- (1) p.m. Courtroom 1 West
- (2) a.m. Courtroom 2 East
- (3) p.m. Courtroom 2 East
- (3) a.m. Courtroom 2 West
- (1) a.m. Courtroom 3rd Floor
- (1) p.m. Courtroom 3rd Floor
- (4) a.m. Hearing Room One
- (3) p.m. Hearing Room One
- (3) p.m. Hearing Room Two
- (1) a.m. Hearing Room Two
- (1) a.m. Counsel Chamber – 1st Floor
- (1) p.m. Counsel Chamber – 1st Floor

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Page 3

(1) a.m. Law Library – 2nd Floor
(1) p.m. Law Library – 2nd Floor

 COURTRROOM
GR. - WEST

Division XI

Judge Daniels

Criminal Trial

General

12" x 18"

PROVIDE BRAILLE FOR RM #

6800

(M) - (1) Replacement Inserts. (4)

ASSISTIVE LISTENING DEVICES

may be obtained for your
use by contacting the
Court Marshal's Office or
the deputy marshal at the
security screening station.

SIZE 12" X
FLR MOUNT
SIGN TO REAR

(9) (2) LEXAN COPIES (1) FLR. MNTD. SIGN



SIZE 12' X 2'
FLOOR MOUNTED SIGN
SIGN TO BE ON BOTH SIDES

(G) (2) LEXAN COPIES (1) FLOOR MOUNTED SIGN

COURTROOM
DIRECTORY

Division VII Judge Augustine

am Courtroom 1 East

Adoptions

Domestic Relations

Motions

Division VIII Commissioner Miller

am Hearing Room Two

Adult Abuse

Domestic Relations

Motions

Division IX Judge Carpenter

pm Courtroom 2 West

Drug Court

Replacement Inserts - (13)

(14) - (1)



COURTROOM DIRECTORY

Division X Judge Schneider

a.m. Courtroom 2 East

Adult Abuse

Division XI Judge Daniels

am Ground Floor Courtroom

Criminal Trial

pm Ground Floor Courtroom

General

Visiting Judge

Replacement Inserts - (9)

(N) - (1)



COURTROOM DIRECTORY

Division IV Judge Asel

a.m. Courtroom 3rd floor

p.m. Courtroom 3rd floor

Civil Jury Trial

Division V Judge Bryson

Court Not In Session

Division VI Judge England

Court Not in Session

516

Replacement Inserts - (8) (14) - (1)



COURTROOM DIRECTORY

Division I Judge Hamilton

Court Not in Session

Division II Judge Ozenhandler

Court Not in Session

Division III Judge Crane

am Courtroom 1 West

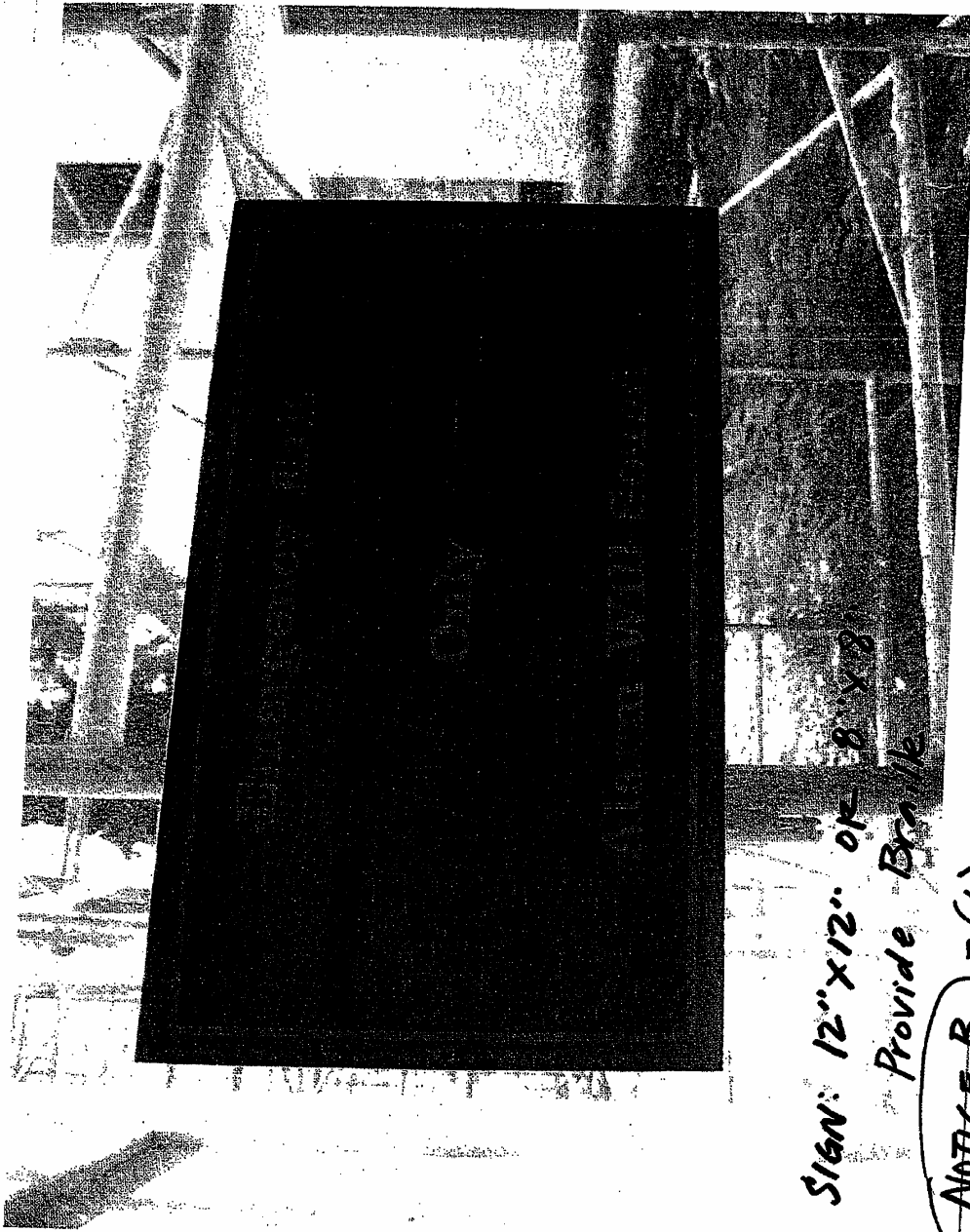
p.m. Courtroom 1 West

Civil Jury Trial

Staff 16 W - 1/10/15

Replacement Inserts - (6)

(N) - (1)



Sign: 12" x 12" or 8" x 8"
Provide Braille

NOTICE B - (1)

Persons failing to comply with these requests may be required to pay a fee for the Court's services. Pursuant to Court rules, any fee may be held in escrow until the trial is complete.

COURTROOM 1-WEST

Division III
Judge Crane
Civil Jury Trial

SIZE 12" X 18"

BRaille FOR RM #

(M) = (1) Replacement Inserts - (3)



COURTROOM
1-EAST

SIZE 12" X 18"

PROVIDE BEANBULK FOR RM #

(M) - (1)

Opening This Door

Will Sound an Alarm

6:00 pm to 6:00 am Monday - Friday
and All Day Weekends and Holidays

NOTICE - (1)

Offices of The
Thirteenth

Judicial Court 1955

Circuit Judges

Associate Circuit Judges

Family Court Commissioner

Court Administrator

Law Library

Sign: 12" X 12"

PROVIDE DRAWING FOR RM #

DIR. 1B - (1)

COURTROOM
2-EAST

sign: 12" x 18"

PROVIDE BRAILLE FOR DM #

(17) = (1)

~~Public Cell Phones
Cell Phone Policy
When in the courtroom
proceedings, the cell phone must be
turned off. The cell phone/pager to
the Court Marshal must be turned on and
may be held in compliance of court.~~


**COURTROOM
2-WEST**

Division IX

Judge Carpenter

Drug Court

SIZE 1/2
PROVIDE

(177) = (1) Replacement Inserts - (3)



DIR-1B-(1)

Excluded
Witness Only

By Order Of The Court
Open To The Public

SIGN: 24" X 12"
FLOOR MOUNTED SIGN
SIGN TO READ ON BOTH
SIDES.

(G) (2) LEXAN COPIES (1) FUR MNT. SIGN

HEARING
ROOM ONE

SIZE 12' X 18'

PROVIDE BRAILLE AT ROOM #

(M) - (1)

HEARING
ROOM TWO

SIZE 12" X 18"

PROVIDE BRAILLE AT RM #.

(M) - (1)

Please
Turn Off Cell Phones
and
Silence Pagers

While in Courtroom
Iverson, talking to people with this equipment will
be required to
hydrate. The cell phone/pagers
the Court's electronic equipment to court video and
may be held in contempt of court.

CEREMONIAL COURTROOM

Division IV
Judge Auel

2" x 18"

BRANBLE FOR RM #

(111) - (1) Replacement Inserts - (2)

Jury in
session.
No
employees.

SIZE 4 1/2" X 4 1/2"

PORTABLE SIGN

PORTABLE - (1)