



Request for Proposals
Amy Van Andel Library & Community Center Cleaning Services

Ada Township
7330 Thornapple River Dr.
Ada, MI 49301

REQUEST FOR PROPOSALS

Notice is hereby given that the Township of Ada, MI will be accepting sealed proposals for cleaning services for the Amy Van Andel Library & Community Center located at 7215 Headley St., Ada MI 49301 which is owned by Ada Township.

Sealed proposals clearly labeled "Library Cleaning Services" will be received until 10:00 AM on Friday January 15, 2021 at Ada Township Hall located at 7330 Thornapple River Dr. Proposal instructions and specifications may be obtained by visiting www.adatownship.org or contacting Julius Suchy, Township Manager at 616-676-9191 Ext. 48 or via e-mail at jsuchy@adatownshipmi.com.

Ada Township reserves the right to reject or accept any proposal or to waive any irregularities in any proposal deemed to be in the best interest of Ada Township.

Introduction:

Ada Township is soliciting proposals for a three (3) year contract for cleaning services for the Amy Van Andel Library & Community Center.

Contractors are required to submit written proposals that present qualifications and understanding of the work to be performed. The Contractor's proposal should provide all the information it considers pertinent to its qualifications for the specifications listed herein.

The proposal must be received via mail or in person no later than 10:00 AM on Friday January 15, 2021, directed to the following address:

Ada Township
Re: Library Cleaning Services
7330 Thornapple River Drive
PO Box 370
Ada, MI 49301

A mandatory walkthrough/site visit is required for all vendors who will be submitting a proposal. This may be scheduled by contacting Julius Suchy, Township Manager at (616) 676-9191 Ext. 48.

General Instructions for Proposal:

- a. Proposal Content – A completed proposal must contain the following:
 - Proposal Form & Signature Page – the proposal form and signature page must be completed and signed by an individual authorized to bind the Contractor. All proposals submitted without such proposal form and signature page may be deemed non-responsive.
 - References – Proposals shall include a list of three (3) references including name, address, phone number, and contact person.
 - Insurance – As noted herein.
 - Management Approach/Communications/Accountability – Written explanation shall be provided as to the approach the Contractor intends to pursue in order to hire and retain qualified staff members, ensure that sites are cleaned and maintained in a manner acceptable to the Township, provide the Township with a means of communicating questions and concerns and resolve problems associated with Contractor's staff and services.
 - Contractor Quality Control Program – Contractor shall establish a complete quality control program (QCP) to assure that the requirements of the Township's agreement are met as specified. A draft QCP shall be submitted as part of the contractor's response to this RFP. The QCP shall be a system for identifying and correcting deficiencies in the quality of services before the level of performance becomes unacceptable and/or Ada

Township representatives point out the deficiencies. This plan shall incorporate the use of checklists that will be signed, dated and maintained at agreed to locations (s).

- Bidder Questionnaire Form – As noted herein.
- b. Proposal Period – After the proposal has been submitted to Ada Township, it may not be withdrawn for thirty (30) calendar days after the date of the opening.
- c. Proposal Award – It is the intent of Ada Township to accept the proposal that balances cost with high quality service and accountability. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the Contractor's qualifications and capabilities to provide the specified service, and other factors which the Township may consider. The Township reserves the right to accept or reject any or all proposals and to waive irregularities therein. Proposals will be opened and tab results compiled and made available by request to vendors who submitted proposals.
- d. Term and Renewal – The term of the contract shall be for three (3) years unless earlier terminated. The Contract may be terminated by either party with a ninety (90) day written notice. The contract may be terminated by either party without cause with less than ninety (90) day notice by mutual agreement or in the event of substantial failure to perform with the terms set forth in the Contract.
- e. Basis of Payment – Payment will be made to the contractor within thirty (30) days upon receiving the contractor's monthly invoice and after approval by the Township Board. The invoices shall state the date the service was performed and the amount. Special services will be billed via a separate invoice and described by the service provided and the date it was provided. Special services requiring additional cost must be approved by the Township prior to being performed.

Specifications:

The specifications outline the requirements for cleaning services for the Amy Van Andel Library & Community Center. Floor plan layouts for the facility are included at the end of this document.

Amy Van Andel Library & Community Center - 2 Floors, 25,786 sq. ft.

Includes entryways, lobby-common areas, front desk areas, community rooms, study rooms, restrooms (6), kitchen-break room area, hallways, elevator, stairs and offices.

Responsibilities of the Contractor:

The following cleaning instructions are outlined by building, cleaning location within the building and a cleaning schedule.

Equipment and Cleaning Chemicals – Ada Township will supply all trash bags, paper towels, hand soap and toilet paper. Restocking of cleaning supplies and chemicals will be coordinated with the Building & Grounds staff by a designated Contractor supervisor. The Contractor will submit a list of supplies needed prior to services being performed, and the Township will purchase all supplies.

Cleaning chemicals shall be provided shall be provided by the Contractor and shall be based on manufacturer's recommendations (for tile, carpet, floors, etc.) subject to approval by the Building and Grounds staff.

Equipment, including but not limited to vacuums, brooms, mops, buckets, etc. shall be provided for and maintained by the Contractor.

Reporting of Maintenance Issues – All items needing repair, such as burned out lights, loose railings, water leaks, plugged drains, etc. must be immediately reported by Contractor's employees to the Building and Grounds staff.

Communications – The Contractor shall keep open communications with the Township's Building and Grounds staff at all times.

The Contractor shall maintain a communication log book to be placed in a location that is designated by the Township Manager. Examples of communications may include cleaning items or supply replenishment which have been missed, activities requiring an area to be avoided on a certain day, or items that will require special attention from the contractor (i.e. carpet or upholstery spots).

Material Safety Data Sheets – A Material Safety Data Sheet shall be posted at the facility for all chemicals used by the Contractor.

Closing Instructions – Each day, following the cleaning schedule for the facility, lights will be turned off, doors and windows locked/secured.

Cleaning Requirements:

****Entrances, lobbies, general offices, study/meeting rooms, open areas, kitchen, breakrooms, community rooms, hallways, stairs, elevator, restrooms****

Daily Sunday – Saturday, seven (7) days per week, Mon – Saturday, six (6) days per week Memorial Day to Labor Day

1. Empty all trash and recycling receptacles (trash and recycling to be collected in separate containers with recycling collected into clear plastic bags), replace trash liners as needed, and deposit trash and recycling in provided exterior dumpster/collection containers.
2. Vacuum all carpet areas and mats
3. Dust mop hard surface floors, then damp-mop hard surface floors, taking care to get into corners, along edges, and beneath furniture with disinfecting floor cleaner.
4. Spot clean doors, frames, trash receptacles, counters/surfaces and switches with disinfecting all-purpose cleaner.
5. Spot clean all internal partition glass free of smudges and fingerprints using a glass cleaner.
6. Spot dust where visible
7. Clean counters/surfaces and switches with disinfecting all-purpose cleaner (kitchen/break room, restrooms).
8. Clean mirrors and interior glass with glass cleaner
9. Clean/scrub and disinfect sinks, toilets, and urinals with disinfecting cleaner (restrooms)

10. Restock paper and soap products

Monthly

1. Dust all high and low vertical surfaces and corners not cleaned in the course of normal dusting.
2. Dust blinds, light fixtures, ceiling vents, wall/picture frames.
3. Dust down, vacuum baseboards.

As Requested by Township

1. Cleaning of Community Room 1 (Room 226) and Community Room 2 (Room 223) and Kitchenette (Room 222). These rooms are not required to be cleaned on a daily basis with the rest of the facility.

Proposal Form

Request for Proposals for Cleaning Services

I/We hereby offer to provide janitorial and cleaning services in complete accordance with the specification, terms and conditions of the Ada Township Request for Proposals – Cleaning Services.

Factors other than price may be taken into consideration when making a recommendation for award of contract.

The bidder hereby agreed to perform all work described in this RFP for the sum as described below.

<u>Building</u>	<u>Monthly Cleaning Cost</u>	<u>Annual Cleaning Cost</u>
Amy Van Andel Library & Community Center	\$_____	\$_____

Percentage Increase for Year 2 of the contract: ____%

Percentage Increase for Year 3 of the contract: ____%

As Needed Cleaning Costs:	<u>Per Clean</u>
Community Room #1 (Room #226)	\$_____
Community Room #2 (Room #223)	\$_____
Kitchenette (Room #222)	\$_____

Signature: _____ Date: _____

Name (Print): _____

Title: _____

Vendor Address: _____

Vendor Contact: _____

Phone: _____

E-mail: _____

Bidder Questionnaire Form
Request for Proposals for Cleaning Services

In order to assist in evaluating bids for this work, it will be necessary to have the following information about your management plans for this work. If your answers require more space, please submit them on a separate paper clearly labeled "Bidder Questionnaire Form":

1. How many persons are employed by your company?
2. How many of these employees are supervisors?
3. Will the award of this solicitation necessitate a work force increase? (If so, please elaborate)
4. What is the average number of years of experience of the supervisors?
5. How many employees would be assigned to this contract?
6. What is the average wage of employees who would work on this job?

\$ _____

7. What is the average wage of supervisors who would work on this job?

\$ _____

8. How much would you expect to pay for cleaning supplies, equipment, rentals and insurance?

\$ _____

9. If you were awarded this contract, what percent of your total business would this represent?

_____ %

10. Do you currently hold, or have you held in the past three (3) years, any contracts with a municipality?

11. Has your company ever defaulted on a contract? If so, where and why?

The above information is to be given in sufficient detail to show your ability to manage this contract work profitably for the expected term of such a contract.

Independent Contractor

It is expressly understood that the Contractor is an independent contractor and not the agent, partner, or employee of the Township. Contract and Contractor's workers, if any, are not employees of the Township and are not entitled to tax withholdings, Worker's Compensation, unemployment compensation, or any employee benefits, statutory or otherwise by the Township. Contract shall not have the authority to enter into any contract or agreement to bind the Township and shall not represent to anyone that the Contractor has such authority. Contractor represents and warrants to the Township that in performing the Services, Contractor will not be in breach of any agreement with a third party. Contractor agrees that he/she is subject to Township ordinances and regulations, laws of the United States and of the State of Michigan, and then, in the event of violation of these, or behavior that is considered to be detrimental to the general public or the Township, the Township shall have the right to dismiss Contractor without prior notice.

Insurance

At Contractor's expense, Contractor will maintain the following insurance coverages:

- i. Commercial general liability insurance with minimum limits of \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury and property damage.
- ii. Worker compensation insurance with statutory limits and employer liability coverage with minimum limits of \$500,000 per occurrence and in the aggregate.
- iii. Automobile liability insurance covering all owned, non-owned and hired vehicles with at least a \$1,000,000 per accident limit for bodily injury and property damage.
- iv. Property-damage insurance covering Contractor's equipment and other personal property used in connection with services provided under this Agreement, to the extent not covered by Contractor's automobile insurance.
- v. Umbrella liability insurance with minimum limits of \$1,000,000 per occurrence.

General Insurance Requirements. Contractor is responsible for deductibles applicable to Contractor's required insurance. Contractor's insurance must:

- i. Contain no self-insurance or co-insurance terms;
- ii. Be primary, so that any Township insurance is excess, secondary, and non-contributing;

- iii. Be written by carriers authorized to write insurance in Michigan and having at least an A rating in the most recently published version of A.M. Best Company Insurance Ratings;
- iv. Be endorsed to provide that the policy will not be canceled or materially changed without 30 days written notice to the Township;

Insurance Waivers of Subrogation. With the exception of professional liability insurance, each of Contractor's required insurance policies must waive all of insurer's subrogation rights with respect to losses payable under the policy.

Additional Insured. Contractor's liability, auto liability, and umbrella liability policies must name the Township as additional insureds.

Certificates of Insurance. Before Contractor begins performing any services, Contractor must deliver to the Township Certificates of Insurance for all of Contractor's required insurance. Contractor must deliver renewal certificates at least 30 days before each policy's expiration date.

Policy duration – contractor will maintain insurance coverage as outlined above for the duration of the contract.

Indemnity. Contractor agrees to indemnify and hold harmless Ada Township, and their respective agents for bodily injury or damage to equipment that may result from the services rendered by Contractor.

Client References
Request for Proposal for Cleaning Services

Please list three (3) client references. The Township reserves the right to contract the references set forth below and references other than, and/or in addition to, those being furnished below.

1. Company and Contact Name: _____

Address: _____

Phone/E-mail: _____

2. Company and Contact Name: _____

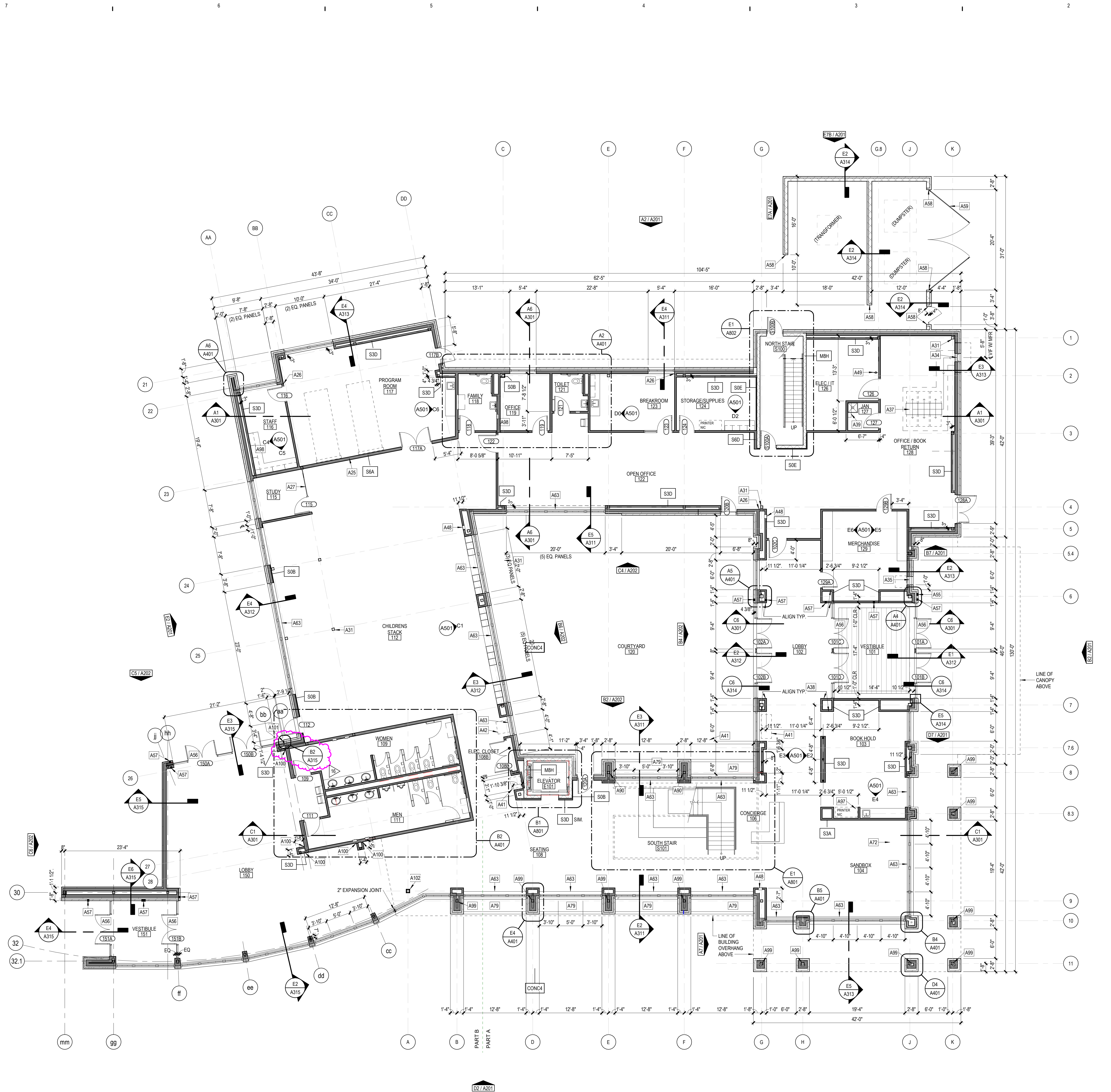
Address: _____

Phone/E-mail: _____

3. Company and Contact Name: _____

Address: _____

Phone/E-mail: _____



FIRST FLOOR PLAN - PART A
1/8" = 1'-0"

GENERAL NOTES

- DO NOT SCALE DRAWINGS.
- FINISH FLOOR ELEVATION = 100' - 0". REFER TO CIVIL DRAWINGS FOR SITE DATUM ELEVATION EQUIVALENT.
- BEGINNING WORK INDICATES THAT THE CONTRACTOR HAS ACCEPTED AND VERIFIED EXISTING CONDITIONS.
- REFER TO CODE COMPLIANCE DRAWING(S) FOR LOCATIONS OF RATED ASSEMBLIES AND CODE SUMMARY.
- ABBREVIATIONS: TYPICAL MOUNTING DIMENSIONS, ANNOTATION SYMBOLOLOGY, MATERIAL KEYING AND MATERIAL SYMBOLS ARE SHOWN ON GENERAL INFORMATION DRAWINGS.
- WALL DIMENSIONS ARE TO FACE OF MASONRY, FACE OF CONCRETE, FACE OF STUDS, COLUMN CENTERLINE AS SHOWN OR EXISTING CONSTRUCTION UNLESS OTHERWISE NOTED.
- ALL DIMENSIONS ARE PERPENDICULAR AND PARALLEL, UNLESS NOTED OTHERWISE.
- PATCH ALL DISTURBED SURFACES WITH MATERIALS TO MATCH ADJACENT SURFACE CONSTRUCTION.
- PROVIDE APPROVED SMOKE/FIRESTOPPING ASSEMBLIES AT ALL MECHANICAL AND ELECTRICAL PENETRATIONS THROUGH FIRE RATED AND SMOKE RESISTANT PARTITIONS IDENTIFIED ON CODE COMPLIANCE DRAWINGS.
- OWNER FURNISHED EQUIPMENT IS SHOWN LIGHT DASHED FOR REFERENCE ONLY.

INTERIOR PARTITION GENERAL NOTES

- CONSTRUCT ALL WALLS TIGHT TO DECK ABOVE.
- PROVIDE DEFLECTION TRACK AT THE TOP OF ALL INTERIOR NON-BEARING METAL STUD WALLS CAPABLE OF ACCOMMODATING 1" ROOF FLOOR DEFLECTION.
- REFER TO CODE COMPLIANCE PLAN FOR RATED WALL LOCATIONS. FIRE RATED AND SMOKE RESISTANT ASSEMBLIES SHALL BE CONTINUOUS, WITH OTHER PARTITIONS ABUTTING THEM.
- PROVIDE FIRESTOPPING/ SMOKE SEALANT AT ALL PENETRATIONS THROUGH FIRE RATED AND SMOKE RESISTANT ASSEMBLIES, CORRIDORS, AND FLOORS WITH OCCUPABLE SPACES ABOVE AND BELOW.
- PERMANENTLY IDENTIFY FIRE RATED AND SMOKE RESISTANT PARTITIONS ON WALL ABOVE CEILING AT 30 FEET ON CENTER.
- PROVIDE ACOUSTICAL SEALANT AT ACOUSTIC RATED WALL ASSEMBLIES.
- PROVIDE 5/8" MOISTURE RESISTANT GYPSUM WALLBOARD AT ALL WALLS OF TOILET ROOMS, WALLS RECEIVING TILE, AND WALLS BEHIND AND ADJACENT TO SINKS.
- REFER TO STRUCTURAL DRAWINGS FOR MASONRY REINFORCING AND GROUTING.
- PROVIDE BULLDOSE CONCRETE MASONRY UNITS AT EXPOSED SILLS AND AT ALL INTERIOR EXPOSED VERTICAL CORNERS, INCLUDING WINDOW AND DOOR JAMBS.
- ALL INTERIOR PARTITIONS ARE TYPE S3A UNLESS NOTED OTHERWISE.
- ALL DIMENSIONS TAKEN FROM FACE OF STUD.

INTERIOR PARTITION TAG LEGEND

CORE MATERIAL	CORE SIZE (NOMINAL)				
	S	W	C	M	H
S - STEEL STUDS	1	7/8"			
W - WOOD STUDS	2	1 1/8"			
C - CONCRETE	3	1 1/2"	2x (Hd)		2 1/2"
M - MASONRY	4	4"	2x4	4"	4"
H - CH / SHAFTWALL	5	6"	2x6	6"	6"
ACOUSTICALLY RATED WALL ASSEMBLY	6	8"	2x8	8"	8"
	7	8"	2x8	8"	8"
	8	8"	2x8	8"	8"
	9	10"	10"	10"	10"
	10	10"	10"	10"	10"
	11	12"	12"	12"	12"
	12	12"	12"	12"	12"

PARTITION TYPE SUFFIX

REFER TO SCHEDULE BELOW

ALL INTERIOR WALLS TO BE S3A UNLESS NOTED OTHERWISE.

INTERIOR PARTITION TYPE SUFFIXES

A	(1) LAYER 5/8" GYPSUM BOARD ON BOTH SIDES, 3" ACOUSTIC BATT INSULATION, DEFLECTION HEAD TRACK, EXTEND ALL WALL COMPONENTS TO DECK.
B	(1) LAYER 5/8" GYPSUM BOARD ON ROOM SIDE ONLY, EXTEND TO 6" ABOVE FINISH ADJACENT CEILING (OR TO HARD CEILING WHERE OCCURS).
C	(1) LAYER 5/8" GYPSUM BOARD ONE SIDE, C-H STUD FRAMING, 1" SHAFT LINER TO DECK ABOVE ON OTHER SIDE, 1-HR RATED UL DESIGN RUL415-A.
D	(1) LAYER 5/8" GYPSUM BOARD ON ROOM SIDE ONLY, EXTEND TO DECK.
E	(2) LAYERS 5/8" GYPSUM BOARD ON BOTH SIDES, 3" ACOUSTIC INSULATION, DEFLECTION HEAD TRACK, EXTEND ALL WALL COMPONENTS TO DECK.
F	(2) LAYERS 5/8" GYPSUM BOARD ON BOTH SIDES, 3" ACOUSTIC INSULATION, DEFLECTION HEAD TRACK, EXTEND ALL WALL COMPONENTS TO DECK ABOVE, STC-65.
G	PARTIAL HEIGHT WALL SAME AS TYPE-A (SEE PLAN FOR HEIGHT AFF).
H	8" CONCRETE MASONRY UNIT 1-HR RATED PER UL DESIGN H965.
J	(2) LAYERS 5/8" GYPSUM BOARD ON ROOM SIDE, 3" ACOUSTIC INSULATION, DEFLECTION HEAD TRACK, 1" CLEAR AIR SPACE BETWEEN CMU AND METAL STUD FRAMING EXTEND ALL WALL COMPONENTS TO DECK ABOVE.
L	NOT USED
M	NOT USED

KEYNOTES

NUMBER	NOTE
A25	CENTER WALL ON COLUMN LINE.
A26	ALIGN
A27	GLAZED INTERIOR WALL AND DOOR ASSEMBLY (10 2310)
A31	EXPOSED STEEL COLUMN, PAINT.
A34	THROUGH-WALL BOOK SORTER DROP BOX, CONTRACTOR TO COORDINATE FINISH OPENING SIZE AND SILL HEIGHT WITH EQUIPMENT MANUFACTURER, (OWNER PROVIDED AND OWNER VENDOR INSTALLED).
A35	THROUGH-WALL BOOK DROP BOX WITH RFID, MFR: BIBLIOTHECA MODEL: XXXX, CONTRACTOR TO COORDINATE FINISH OPENING SIZE AND MOUNTING HEIGHT WITH EQUIPMENT MFR, (OWNER PROVIDED / CONTRACTOR INSTALLED).
A37	BOOK SORTER, MFR: BIBLIOTHECA MODEL: FLEX AHM LIBRARY SORTATION SYSTEM, (OWNER PROVIDED / OWNER VENDOR INSTALLED).
A38	RECESSED WALK-OFF GRILLE, SEE INTERIOR DRAWINGS.
A39	UTILITY SHELF MFR: BOBRICK MODEL: B-239X34.
A41	AUTOMATIC CHECKOUT KIOSK, (OWNER PROVIDED / OWNER INSTALLED).
A42	AUTOMATIC LAPTOP KIOSK, (OWNER PROVIDED / OWNER INSTALLED).
A48	FULLY RECESSED FIRE EXTINGUISHER CABINET WITH FIRE EXTINGUISHER.
A49	WALL MOUNTED FIRE EXTINGUISHER.
A55	RECESSED MOUNT KNOX BOX, MFR: KNOX MODEL: 3275.
A56	POWER OPERATED DOOR LEAF.
A57	POWER OPERATED DOOR ACTUATOR.
A58	BRICK RETURN AT END OF WALL.
A59	DUMPSTER ENCLOSURE GATE AND RELATED BUMP POSTS: REFER TO CIVIL DRAWINGS FOR DETAILS AND LOCATIONS.
A63	(1) LAYER GYP. BOARD OVER 2 1/2" METAL STUD FURRING OVER CONCRETE KNEE WALL BELOW WINDOW SILL.
A72	CAST-IN-PLACE ARCHITECTURAL CONCRETE STAIR.
A79	ELEVATED PLANTER, REFER TO LANDSCAPE DRAWINGS.
A90	STRUCTURAL STEEL COLUMN AND ALL CONNECTED STEEL FRAMING TO HAVE HIGH-PERFORMANCE PAINT APPLIED FOR 2'-0" EXTENDING ON EACH SIDE OF STEEL COLUMN PENETRATION THROUGH EXTERIOR BUILDING INSULATION ENVELOPE, REFER TO E2/A311 FOR TYPICAL PAINT LOCATION.
A97	COPPER, KDL PROVIDED & KDL INSTALLED.
A98	WALL MOUNTED RETRACTABLE TABLE, COORDINATE WALL BLOCKING WITH MANUFACTURER.
A99	FOAMED-IN-PLACE INSULATION FULL VOID OF TUBE STEEL COLUMN AND 2" THICK FOAM-IN-PLACE INSULATION AT EXTERIOR SURFACE OF TUBE STEEL COLUMN, SEE WALL SECTIONS FOR ADDITIONAL NOTES.
A100	2" EXPANSION JOINT, BASIS OF DESIGN - MFR: BALCO, 75FVG DRYWALL ELASTOMERIC INTERIOR WALL/CEILING SERIES.
A101	2" WALL EXPANSION JOINT, BASIS OF DESIGN - MFR: EMSEAL SERIES: COLORSEAL.
A102	COLUMN ENCLOSURE: 5/8" GYP. BOARD OVER 7/8" METAL FURRING, EXTEND TO 6" ABOVE FINISH CEILING.

BID PACKAGE 3: BALANCE OF WORK

progressive

FIRST FLOOR PLAN
A101

PROJECT MANAGER
PROFESSIONAL
DRAWN BY
CHECKED BY

KB
JFC
MMZ
EEB

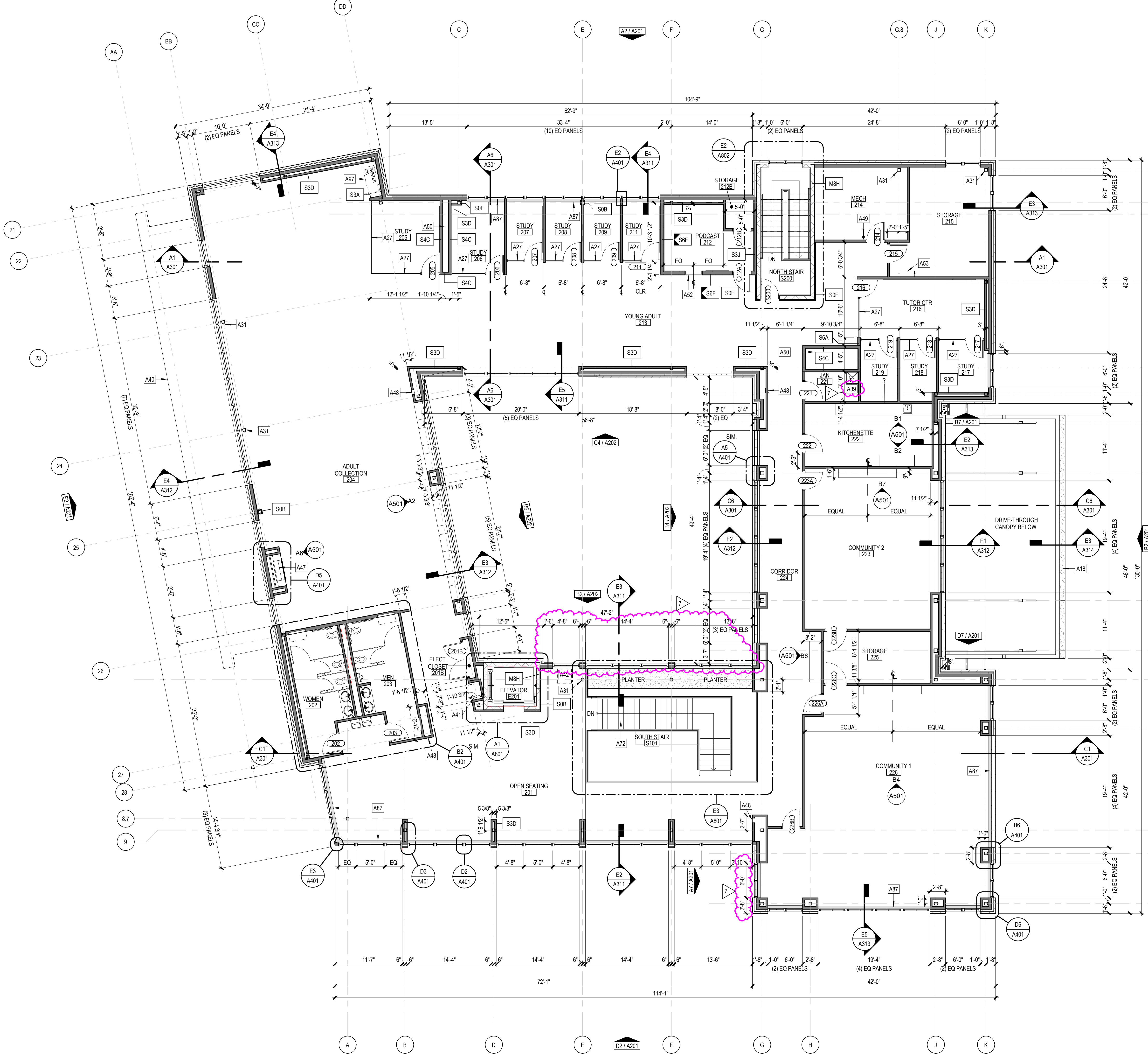
ISSUANCE

BIDS AND PERMITS
08/16/2019

REVISIONS

NO.	DATE	DESCRIPTION
1	09/06/2019	BP3 ADDENDUM 1
2	09/18/2019	BP3 ADDENDUM 4
4	10/04/2019	BULLETIN 1
5	10/29/2019	BULLETIN 2
6	12/05/2020	BULLETIN 3
7	02/05/2020	BULLETIN 4
8	2/10/2020	FURNITURE UPDATE
9	2/14/2020	BULLETIN 5
10	03/26/2020	RPI 090
11	04/20/2020	CCD 002
13	06/05/2020	BULLETIN 7
14	06/26/2020	ASI 003
15	07/07/2020	RPI 102
16	08/17/2020	RPI 103

If this document is sealed and signed in a digital or electronic format and is required from someone other than the sealing professional identified in the document, you must contact the sealing professional in writing to validate authenticity of the document. The sealing professional discloses the seal and signature and shall not be liable for any liability associated with it where the authenticity of any digital or electronic seal or signature has not been validated in this manner.



SECOND FLOOR PLAN
1/8" = 1'-0"

GENERAL NOTES

- DO NOT SCALE DRAWINGS.
- FINISH FLOOR ELEVATION = 100'-0". REFER TO CIVIL DRAWINGS FOR SITE DATUM ELEVATION EQUIVALENT.
- BEGINNING WORK INDICATES THAT THE CONTRACTOR HAS ACCEPTED AND VERIFIED EXISTING CONDITIONS.
- REFER TO CODE COMPLIANCE DRAWING(S) FOR LOCATIONS OF RATED ASSEMBLIES AND CODE SUMMARY.
- ABBREVIATIONS: TYPICAL MOUNTING DIMENSIONS, ANNOTATION SYMBOLOLOGY, MATERIAL KEYING AND MATERIAL SYMBOLS ARE SHOWN ON GENERAL INFORMATION DRAWINGS.
- WALL DIMENSIONS ARE TO FACE OF MASONRY, FACE OF CONCRETE, FACE OF STUDS, COLUMN CENTERLINE AS SHOWN OR EXISTING CONSTRUCTION UNLESS OTHERWISE NOTED.
- ALL DIMENSIONS ARE PERPENDICULAR AND PARALLEL, UNLESS NOTED OTHERWISE.
- PATCH ALL DISTURBED SURFACES WITH MATERIALS TO MATCH ADJACENT SURFACE CONSTRUCTION.
- PROVIDE APPROVED SMOKE/FIRESTOPPING ASSEMBLIES AT ALL MECHANICAL AND ELECTRICAL PENETRATIONS THROUGH FIRE RATED AND SMOKE RESISTANT PARTITIONS IDENTIFIED ON CODE COMPLIANCE DRAWINGS.
- OWNER FURNISHED EQUIPMENT IS SHOWN LIGHT DASHED FOR REFERENCE ONLY.

INTERIOR PARTITION GENERAL NOTES

- CONSTRUCT ALL WALLS TIGHT TO DECK ABOVE.
- PROVIDE DEFLECTION TRACK AT THE TOP OF ALL INTERIOR NON-BEARING METAL STUD WALLS CAPABLE OF ACCOMMODATING 1" ROOF FLOOR DEFLECTION.
- REFER TO CODE COMPLIANCE PLAN FOR RATED WALL LOCATIONS. FIRE RATED AND SMOKE RESISTANT ASSEMBLIES SHALL BE CONTINUOUS, WITH OTHER PARTITIONS ABUTTING THEM.
- PROVIDE FIRESTOPPING/ SMOKE SEALANT AT ALL PENETRATIONS THROUGH FIRE RATED AND SMOKE RESISTANT ASSEMBLIES, CORRIDORS, AND FLOORS WITH OCCUPABLE SPACES ABOVE AND BELOW.
- PERMANENTLY IDENTIFY FIRE RATED AND SMOKE RESISTANT PARTITIONS ON WALL ABOVE CEILING AT 30 FEET ON CENTER.
- PROVIDE ACOUSTICAL SEALANT AT ACOUSTIC RATED WALL ASSEMBLIES.
- PROVIDE 5/8" MOISTURE RESISTANT GYPSUM WALLBOARD AT ALL WALLS OF TOILET ROOMS, WALLS RECEIVING TILE, AND WALLS BEHIND AND ADJACENT TO SINKS.
- REFER TO STRUCTURAL DRAWINGS FOR MASONRY REINFORCING AND GROUTING.
- PROVIDE BULLNOSE CONCRETE MASONRY UNITS AT EXPOSED SILLS AND AT ALL INTERIOR EXPOSED VERTICAL CORNERS, INCLUDING WINDOW AND DOOR JAMBS.
- ALL INTERIOR PARTITIONS ARE TYPE S3A UNLESS NOTED OTHERWISE.
- ALL DIMENSIONS TAKEN FROM FACE OF STUD.

INTERIOR PARTITION TAG LEGEND

CORE MATERIAL		CORE SIZE (NOMINAL)				
S	STEEL STUDS	S	W	C	M	H
W	WOOD STUDS	0	7/8"			
C	CONCRETE	1	1 5/8"	2x (flat)		2 1/2"
M	MASONRY	2	2 1/2"			
H	CH / SHAFT WALL	3	3 5/8"			
ACOUSTICALLY RATED WALL ASSEMBLY						
PARTITION TYPE SUFFIX						
REFER TO SCHEDULE BELOW						
ALL INTERIOR WALLS TO BE S3A UNLESS NOTED OTHERWISE.						

INTERIOR PARTITION TYPE SUFFIXES

A	(1) LAYER 5/8" GYPSUM BOARD ON BOTH SIDES; 3" ACOUSTIC BATT INSULATION; DEFLECTION HEAD TRACK. EXTEND ALL WALL COMPONENTS TO DECK.
B	(1) LAYER 5/8" GYPSUM BOARD ON ROOM SIDE ONLY; EXTEND TO 6" ABOVE FINISH ADJACENT CEILING OR TO HARD CEILING WHERE OCCURS.
C	(1) LAYER 5/8" GYPSUM BOARD ONE SIDE; C-CH STUD FRAMING; 1" SHAFT LINER TO DECK ABOVE ON OTHER SIDE; 1 HR RATED UL DESIGN #415-A.
D	(1) LAYER 5/8" GYPSUM BOARD ON ROOM SIDE ONLY; EXTEND TO DECK.
E	(2) LAYERS 5/8" GYPSUM BOARD ON ROOM SIDE ONLY; 3" ACOUSTIC INSULATION; DEFLECTION HEAD TRACK; EXTEND ALL WALL COMPONENTS TO DECK.
F	(2) LAYERS 5/8" GYPSUM BOARD ON BOTH SIDES; 3" ACOUSTIC INSULATION; DEFLECTION HEAD TRACK; EXTEND ALL WALL COMPONENTS TO DECK ABOVE. STC-55.
G	PARTIAL HEIGHT WALL, SAME AS TYPE-A (SEE PLAN FOR HEIGHT AFF).
H	8" CONCRETE MASONRY UNIT 1-HR RATED PER UL DESIGN #415-A.
J	(2) LAYERS 5/8" GYPSUM BOARD ON ROOM SIDE; 3" ACOUSTIC INSULATION; DEFLECTION HEAD TRACK, 1" CLEAR AIR SPACE BETWEEN CMU AND METAL STUD FRAMING EXTEND ALL WALL COMPONENTS TO DECK ABOVE.
L	NOT USED
M	NOT USED

KEYNOTES

NUMBER	NOTE
A18	ALUMINUM COMPOSITE PANEL (ACM) AT ROOF OFFSET BELOW
A27	GLAZED INTERIOR WALL AND DOOR ASSEMBLY (10 2310)
A31	EXPOSED STEEL COLUMN, PAINT
A39	UTILITY SHELF MFR: BOBRIK, MODEL - B-239X34
A40	LINE OF BUILDING BELOW AT FIRST FLOOR
A41	AUTOMATIC CHECKOUT KIOSK, (OWNER PROVIDED / OWNER INSTALLED)
A42	AUTOMATIC LAPTOP KIOSK, (OWNER PROVIDED / OWNER INSTALLED)
A47	MANUFACTURED GAS FIREPLACE
A48	FULLY-RECESSED FIRE EXTINGUISHER CABINET WITH FIRE EXTINGUISHER
A49	WALL MOUNTED FIRE EXTINGUISHER
A50	FIRE RATED SHAFT ENCLOSURE
A52	PREMANUFACTURED ACOUSTICAL STEEL WINDOW ASSEMBLY @ 3'-0"W X 2'-6"H SILL AT 42" AFF, PAINT
A53	ROOF ACCESS LADDER
A72	CAST-IN-PLACE ARCHITECTURAL CONCRETE STAIR
A87	FLOOR MOUNTED FINED TUBE SHOWN GREY, TYPICAL - SEE MECHANICAL FOR ADDITIONAL INFORMATION
A97	COPPER KDL PROVIDED & KDL INSTALLED

BID PACKAGE 3: BALANCE OF WORK
AMY VAN ANDEL LIBRARY AND COMMUNITY CENTER
ADA TOWNSHIP

ISSUANCE
BIDS AND PERMITS
08/16/2019

NO.	DATE	DESCRIPTION
2	08/13/2019	BP3 ADDENDUM 2
3	08/16/2019	BP3 ADDENDUM 4
5	10/26/2019	BULLETIN 2
6	12/20/2019	BULLETIN 3
7	02/05/2020	BULLETIN 4

FILE NUMBER	72330012
PROJECT MANAGER	KB
PROFESSIONAL	JFC
DRAWN BY	MMZ
CHECKED BY	EEB

SECOND FLOOR
PLAN
A102

**BID PACKAGE 3: BALANCE OF WORK
ADA TOWNSHIP
AMY VAN ANDEL LIBRARY AND
COMMUNITY CENTER**

BID PACKAGE 3: BALANCE OF WORK

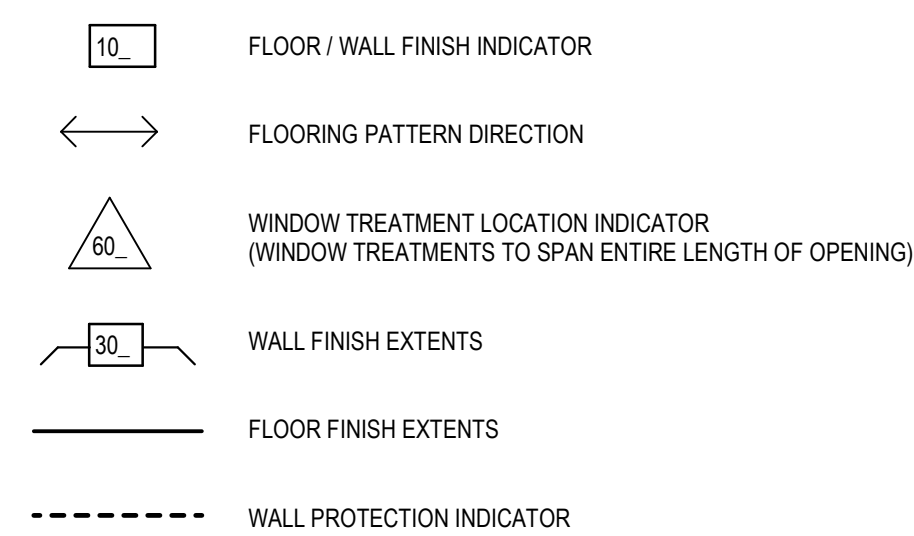
ADA TOWNSHIP

COMMUN

FINISH GENERAL NOTES

2. FLOORING:
- A. INSTALL FLOORING MATERIAL IN DIRECTION INDICATED ON FINISH PLAN. UNLESS NOTED OTHERWISE.
 - B. PROVIDE A CEMENTITIOUS COMPOUND BETWEEN FLOOR MATERIALS OF DIFFERENT THICKNESS. FEATHER FLOOR FOR SMOOTH TRANSITION.
 - C. USE CARPET TAIL TRANSITION STRIPS BETWEEN USG FLOORING TRANSITION TYPES IN YOUR PROJECT HERE: TILE / CARPET TILE, CARPET TILE / RUBBER, CARPET TILE / VINYL.
 - D. NO TRANSITION NEEDED BETWEEN CARPET TILE AND LVT.
3. BASE:
- A. TYPICAL BASE PROFILE AT CARPET SHALL BE STRAIGHT.
 - B. TYPICAL BASE PROFILE AT RESILIENT FLOORING SHALL BE COVE.
4. WALLS:
- A. TYPE F FIRE EXTINGUISHER CABINETS TO MATCH ADJACENT WALL COLOR, UNLESS STAINLESS STEEL OR BRUSHED ALUMINUM FINISH.
5. SULKHEADS:
- A. PAINT BULKHEAD UNDERSIDES: COLOR TO BE 40B.
 - B. PAINT BULKHEAD FACE TO MATCH ADJACENT WALL COLOR.
6. DOORS AND FRAMES:
- A. PAINT ALL INTERIOR HOLLOW METAL DOOR FRAMES: COLOR TO BE 30J.
 - B. FRAME COLOR TRANSITION TO TAKE PLACE AT INSIDE CORNER OF STOP ON DOOR.
7. WALL PROTECTION:
- A. WALL HIGH IMPACT WALL PROTECTION SHALL TERMINATE AT 5'1" AFF. BUT JOINT SHALL BE AT 5'0" AFF. COLOR MATCH CAULK. REFER TO SPEC FOR LOCATIONS.
 - B. USE CORNER GUARD EGG AT OUTSIDE CORNERS INDICATED TO RECEIVE WALL PROTECTION.
8. WINDOW DETAILS:
- A. WINDOW SILL IN COMMUNITY 1 AND COMMUNITY 2 TO BE 50C.
9. DIFFUSERS AND COVERS:
- A. WINDOW SILL DIFFUSER AND AIR GRILLE COVERS TO MATCH ADJACENT WALL.

FINISH PLAN LEGEND



KEYNOTES

NUMBER	NOTE
A66	BULLETIN BOARDS - 60A
A67	MAGNETIC MARKER BOARDS - 60B

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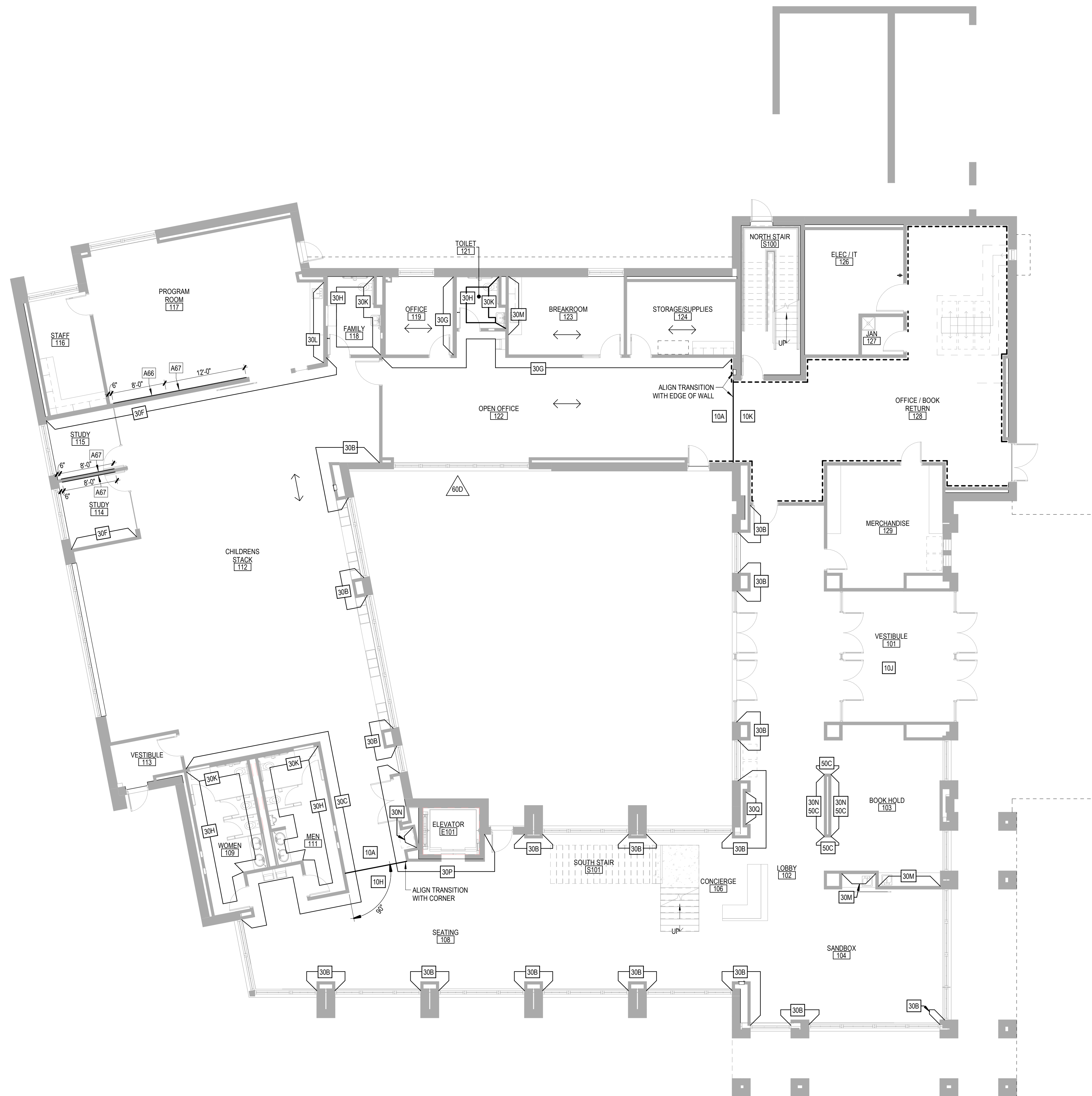
BIDS AND PERMITS
08/16/2019

REVISIONS

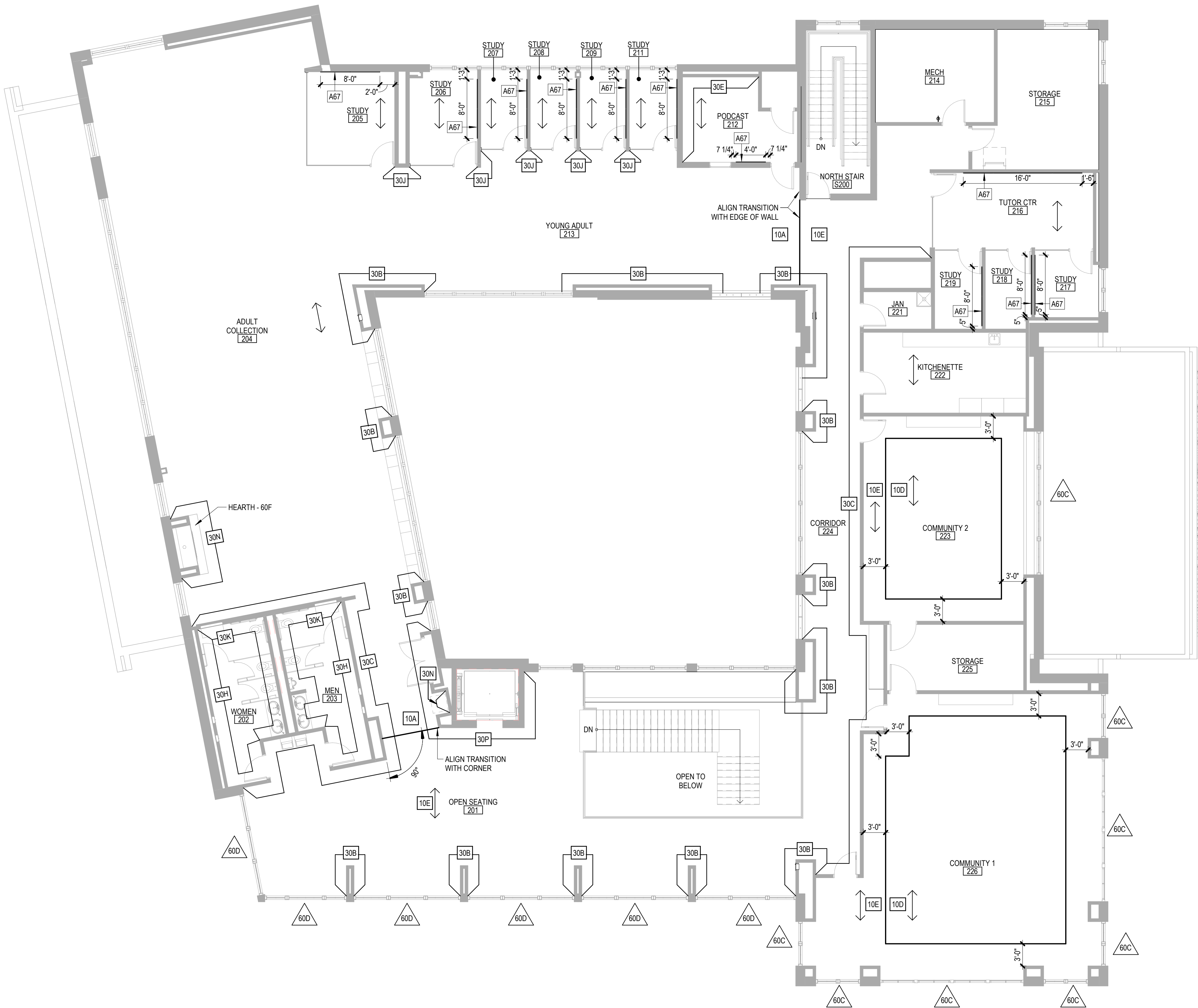
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FILE NUMBER	7223001
PROJECT MANAGER	KR
PROFESSIONAL	JFO
DRAWN BY	SJ
CHECKED BY	EE

**FIRST FLOOR
FINISH PLAN
A121**



 FIRST FLOOR FINISH PLAN
1/8" = 1'-0"



SECOND FLOOR FINISH PLAN
1/8" = 1'-0"

FINISH GENERAL NOTES

- FLOORING:
 - INSTALL FLOORING MATERIAL IN DIRECTION INDICATED ON FINISH PLAN, UNLESS NOTED OTHERWISE.
 - PROVIDE A CEMENTITIOUS COMPOUND BETWEEN FLOOR MATERIALS OF DIFFERENT THICKNESS. FEATHER FLOOR FOR SMOOTH TRANSITION.
 - USE ALUMINUM TILE TRANSITION STRIPS BETWEEN (LIST ALL FLOORING TRANSITION TYPES IN YOUR PROJECT HERE - TILE / CARPET TILE, CARPET TILE / RUBBER.
 - NO TRANSITION NEEDED BETWEEN CARPET TILE AND LVT.
- BASE:
 - TYPICAL BASE PROFILE AT CARPET SHALL BE STRAIGHT.
 - TYPICAL BASE PROFILE AT RESILIENT FLOORING SHALL BE COVE.
- WALLS:
 - PAIN FIRE EXTINGUISHER CABINETS TO MATCH ADJACENT WALL COLOR, UNLESS STAINLESS STEEL OR BRUSHED ALUMINUM FINISH.
- BULKHEADS:
 - PAINT BULKHEAD UNDERSIDES. COLOR TO BE 40B.
 - PAINT BULKHEAD FACE TO MATCH ADJACENT WALL COLOR.
- DOORS AND FRAMES:
 - PAINT ALL INTERIOR HOLLOW METAL DOOR FRAMES. COLOR TO BE 30J.
 - FRAME COLOR TRANSITION TO TAKE PLACE AT INSIDE CORNER OF STOP ON DOOR SIDE.
- WALL PROTECTION:
 - ALL HIGH IMPACT WALL PROTECTION SHALL TERMINATE AT 5'1" A.F.F. BUTT JOINT VERTICALS AND COLOR MATCH CAULK. REFER TO SHEET A121 FOR LOCATIONS.
 - USE CORNER GAUDD 60S AT OUTSIDE CORNERS INDICATED TO RECIEVE WALL PROTECTION.
- WINDOW SILLS:
 - WINDOW SILL IN COMMUNITY 1 AND COMMUNITY 2 TO BE 50C.
- DIFFUSERS AND COVERS:
 - PAINT WALL DIFFUSER AND AIR GRILLE COVERS TO MATCH ADJACENT WALL.

FINISH PLAN LEGEND

- | | |
|-----|---|
| 10 | FLOOR / WALL FINISH INDICATOR |
| ↔ | FLOORING PATTERN DIRECTION |
| 60 | WINDOW TREATMENT LOCATION INDICATOR
(WINDOW TREATMENTS TO SPAN ENTIRE LENGTH OF OPENING) |
| 30 | WALL FINISH EXTENTS |
| — | FLOOR FINISH EXTENTS |
| --- | WALL PROTECTION INDICATOR |

KEYNOTES

NUMBER	NOTE
A67	MAGNETIC MARKER BOARDS - 60B

BID PACKAGE 3: BALANCE OF WORK

ADA TOWNSHIP

AMY VAN ANDEL LIBRARY AND
COMMUNITY CENTER

7218 HEADLEY ST SE, ADA MI 49301

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ISSUANCE

BIDS AND PERMITS
08/16/2019

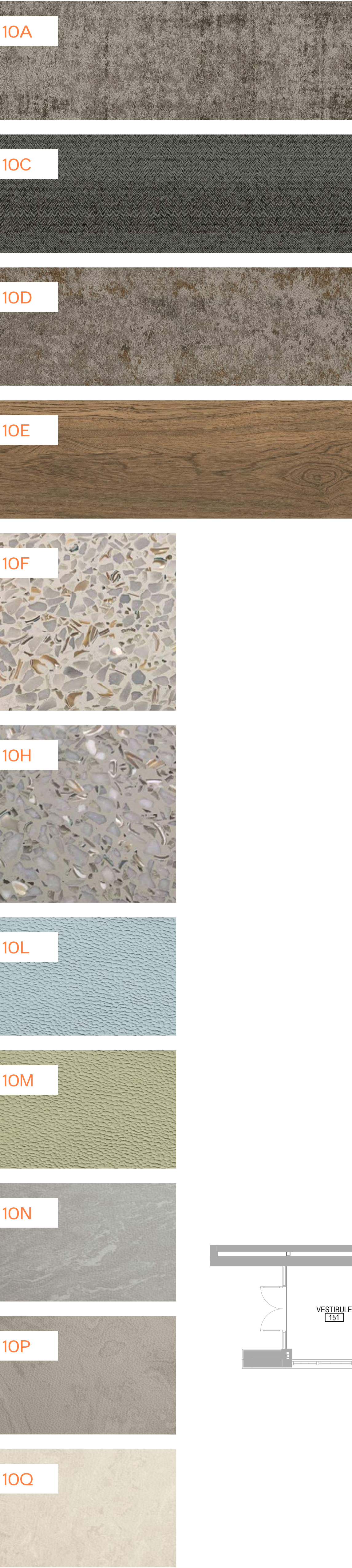
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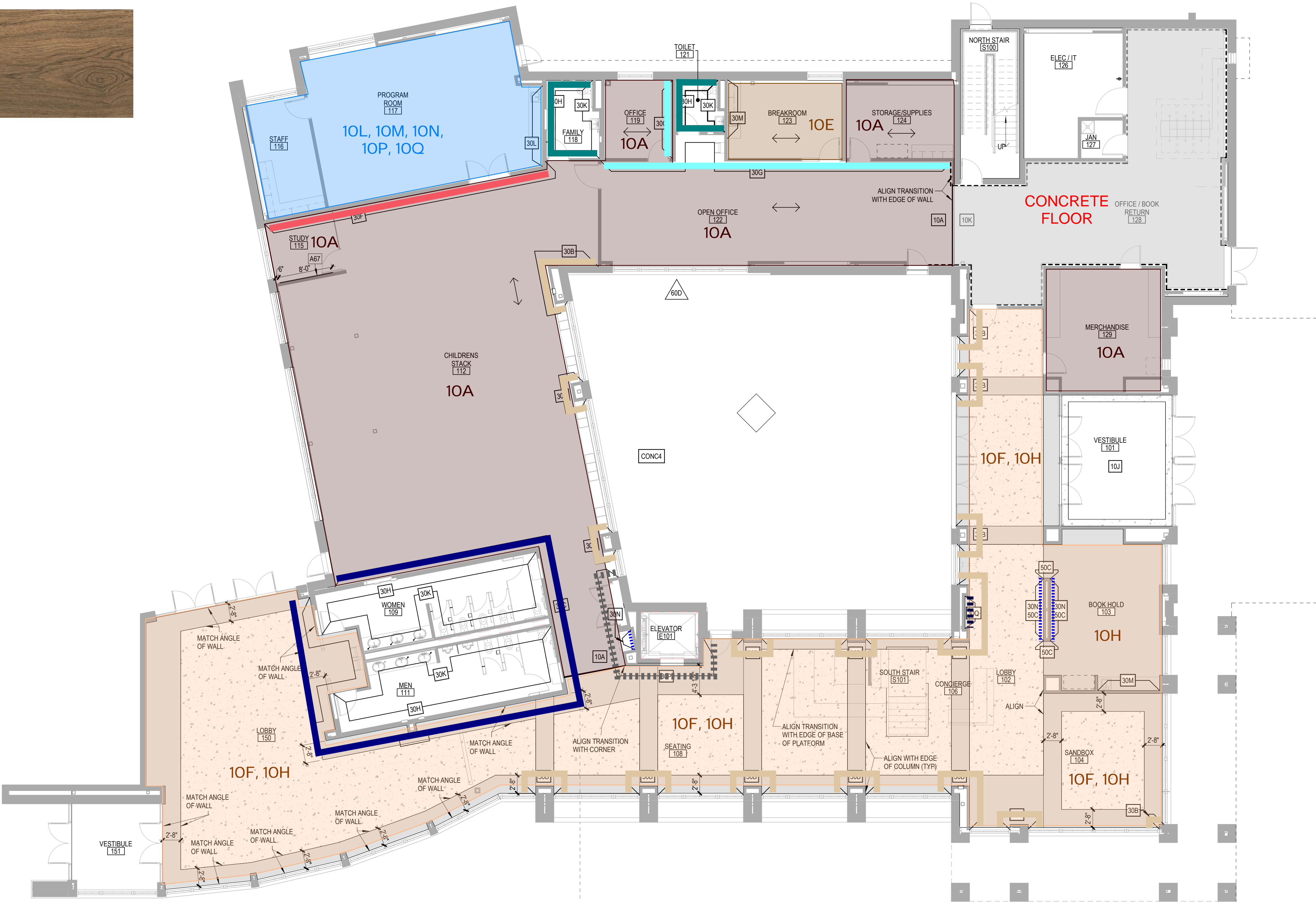
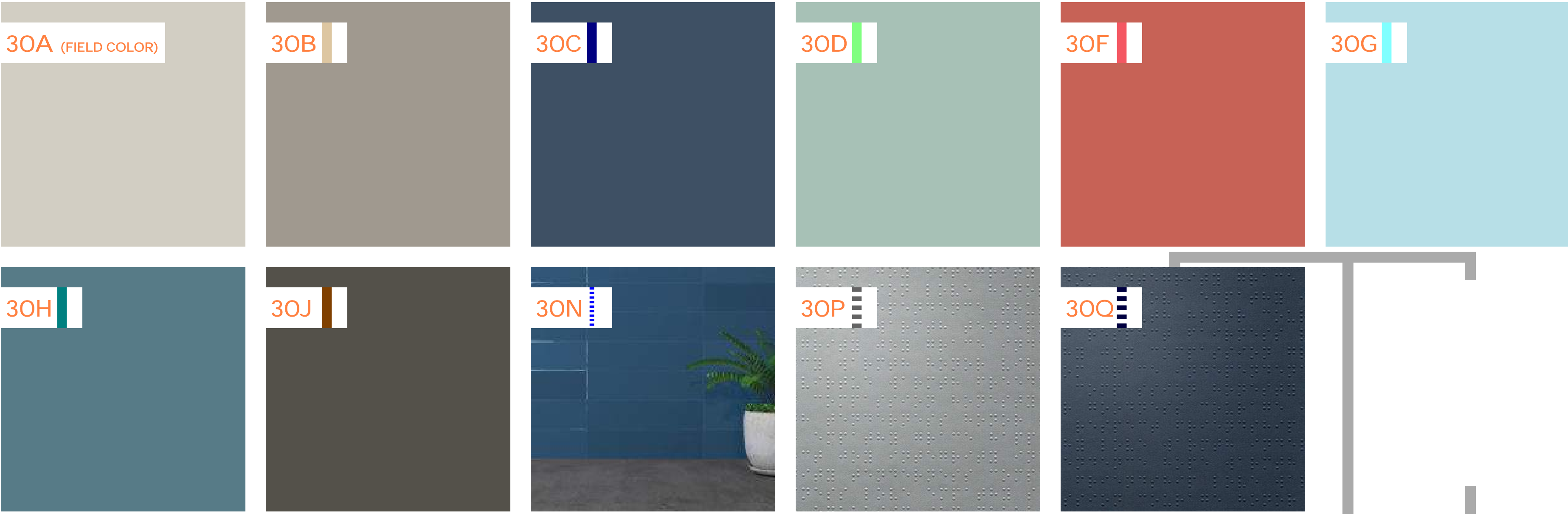
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PROJECT MANAGER	KB
PROFESSIONAL	JFC
DRAWN BY	SJF
CHECKED BY	EEB

SECOND FLOOR
FINISH PLAN
A122

FLOOR FINISHES



WALL FINISHES



FINISH GENERAL NOTES

- FLOORING:
 - INSTALL FLOORING MATERIAL IN DIRECTION INDICATED ON FINISH PLAN. UNLESS NOTED OTHERWISE.
 - PROVIDE A CEMENTITIOUS COMPOUND BETWEEN FLOOR MATERIALS OF DIFFERENT THICKNESS. FEATHER FLOOR FOR SMOOTH TRANSITION.
 - USE ALUMINUM TILE TRANSITION STRIPS BETWEEN (LIST ALL FLOORING TRANSITION TYPES IN YOUR PROJECT HERE - TILE / CARPET TILE, CARPET TILE / RUBBER.
 - NO TRANSITION NEEDED BETWEEN CARPET TILE AND LVT.
- BASE:
 - TYPICAL BASE PROFILE AT CARPET SHALL BE STRAIGHT.
 - TYPICAL BASE PROFILE AT RESILIENT FLOORING SHALL BE COVE.
- WALLS:
 - PAIN FIRE EXTINGUISHER CABINETS TO MATCH ADJACENT WALL COLOR, UNLESS STAINLESS STEEL OR BRUSHED ALUMINUM FINISH.
- BULKHEADS:
 - PAINT BULKHEAD UNDERSIDES. COLOR TO BE 40B.
 - PAINT BULKHEAD FACE TO MATCH ADJACENT WALL COLOR.
- DOORS AND FRAMES:
 - PAINT ALL INTERIOR HOLLOW METAL DOOR FRAMES. COLOR TO BE 30J.
 - FRAME COLOR TRANSITION TO TAKE PLACE AT INSIDE CORNER OF STOP ON DOOR SIDE.
- WALL PROTECTION:
 - ALL HIGH IMPACT WALL PROTECTION SHALL TERMINATE AT 51" A.F.F. BUTT JOINT VERTICALS AND COLOR MATCH CAULK. REFER TO SHEET A121 FOR LOCATIONS.
 - USE CORNER GAUGE 60S AT OUTSIDE CORNERS INDICATED TO RECIEVE WALL PROTECTION.
- WINDOW SILLS:
 - WINDOW SILL TO BE SOLID SURFACE 50K
- DIFFUSERS AND COVERS:
 - PAINT WALL DIFFUSER AND AIR GRILLE COVERS TO MATCH ADJACENT WALL.

FINISH PLAN LEGEND

- FLOOR / WALL FINISH INDICATOR
- FLOORING PATTERN DIRECTION
- WINDOW TREATMENT LOCATION INDICATOR (WINDOW TREATMENTS TO SPAN ENTIRE LENGTH OF OPENING)
- WALL FINISH EXTENTS
- FLOOR FINISH EXTENTS
- WALL PROTECTION INDICATOR
- TERRAZZO FINISH 10F
- TERRAZZO FINISH 10H

KEYNOTES

NUMBER	NOTE
A67	MAGNETIC MARKER BOARDS - 60B

BID PACKAGE 3: BALANCE OF WORK

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ISSUANCE

BIDS AND PERMITS
08/16/2019

REVISIONS

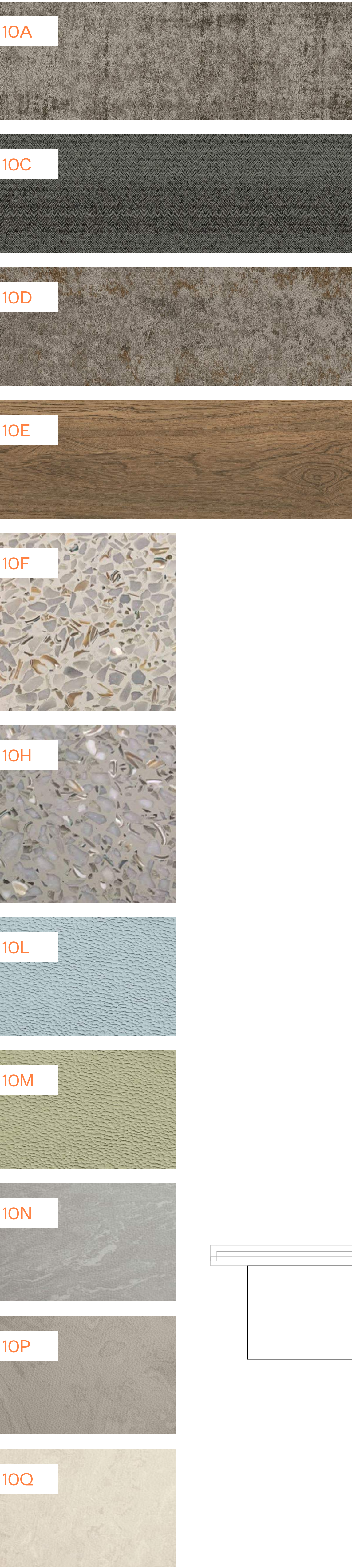
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7	02/05/2020	BULLETIN 4
9	2/14/2020	BULLETIN 5
13	06/05/2020	BULLETIN 7

FILE NUMBER	KB
PROJECT MANAGER	JFC
PROFESSIONAL	SJF
DRAWN BY	EEB
CHECKED BY	

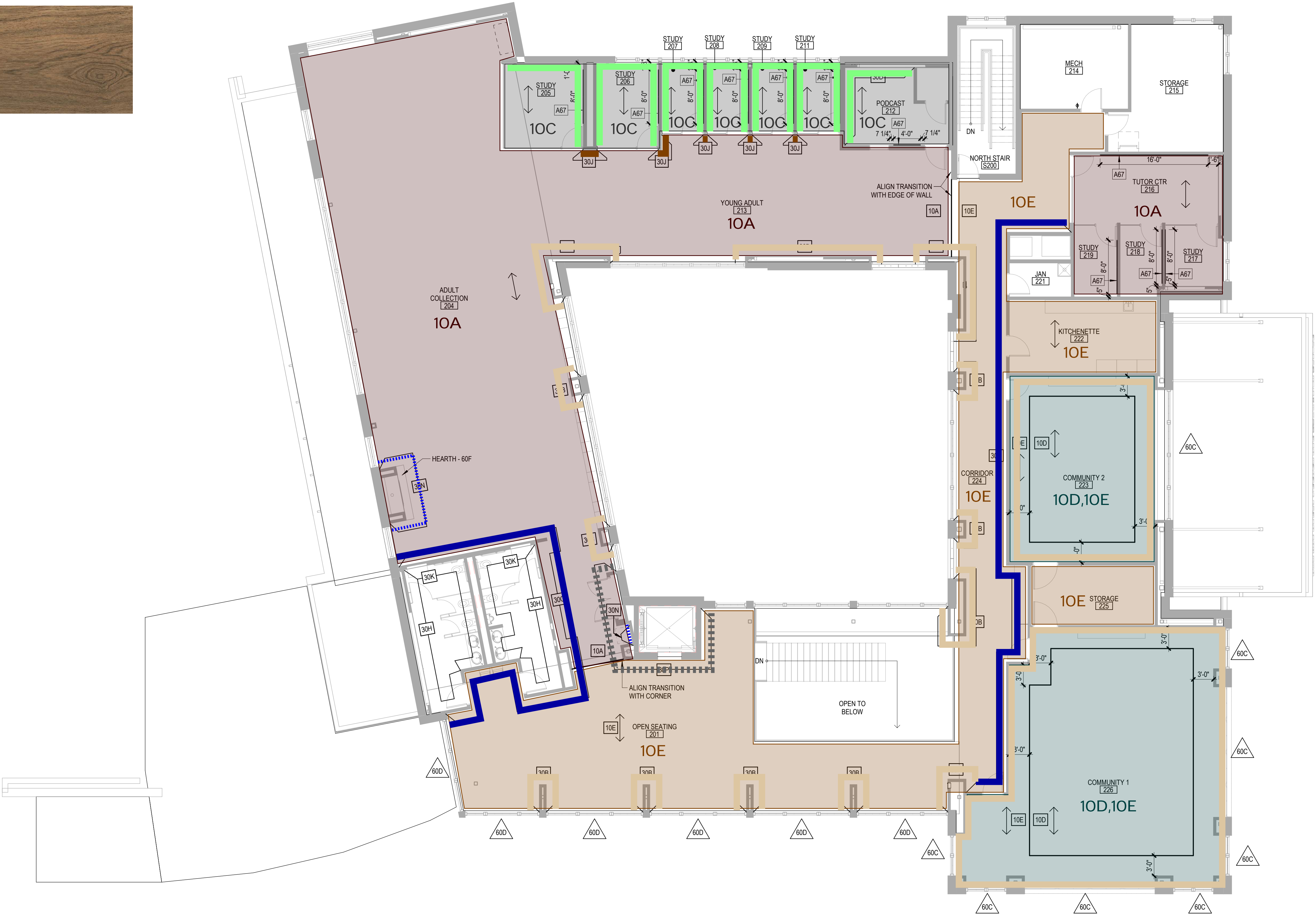
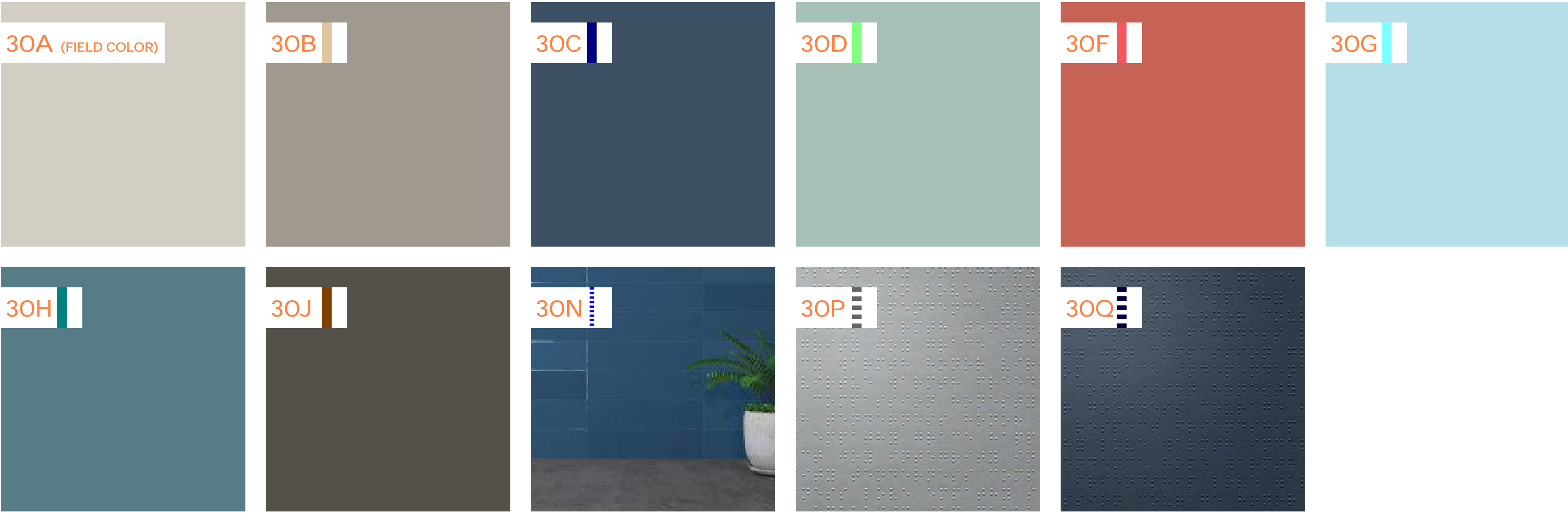
FIRST FLOOR
FINISH PLAN
A121

FIRST FLOOR FINISH PLAN
1/8" = 1'-0"

FLOOR FINISHES



WALL FINISHES



FINISH GENERAL NOTES

2. FLOORING:
 - A. INSTALL FLOORING MATERIAL IN DIRECTION INDICATED ON FINISH PLAN. UNLESS NOTED OTHERWISE.
 - B. PROVIDE A CEMENTITIOUS COMPOUND BETWEEN FLOOR MATERIALS OF DIFFERENT THICKNESS. FEATHER FLOOR FOR SMOOTH TRANSITION.
 - C. USE ALUMINUM TILE TRANSITION STRIPS BETWEEN (LIST ALL FLOORING TRANSITION TYPES IN YOUR PROJECT HERE - TILE / CARPET TILE, CARPET TILE / RUBBER.
 - D. NO TRANSITION NEEDED BETWEEN CARPET TILE AND LVT.
3. BASE:
 - A. TYPICAL BASE PROFILE AT CARPET SHALL BE STRAIGHT.
 - B. TYPICAL BASE PROFILE AT RESILIENT FLOORING SHALL BE COVE.
4. WALLS:
 - A. PAINT FIRE EXTINGUISHER CABINETS TO MATCH ADJACENT WALL COLOR, UNLESS STAINLESS STEEL OR BRUSHED ALUMINUM FINISH.
5. BULKHEADS:
 - A. PAINT BULKHEAD UNDERSIDES. COLOR TO BE 40B.
 - B. PAINT BULKHEAD FACE TO MATCH ADJACENT WALL COLOR.
6. DOORS AND FRAMES:
 - A. PAINT ALL INTERIOR HOLLOW METAL DOOR FRAMES. COLOR TO BE 30J.
 - B. FRAME COLOR TRANSITION TO TAKE PLACE AT INSIDE CORNER OF STOP ON DOOR SIDE.
7. WALL PROTECTION:
 - A. ALL HIGH IMPACT WALL PROTECTION SHALL TERMINATE AT 5" A.F.F. BUTT JOINT VERTICALS AND COLOR MATCH CAULK. REFER TO SHEET A121 FOR LOCATIONS.
 - B. USE CORNER GAUGE 60S AT OUTSIDE CORNERS INDICATED TO RECEIVE WALL PROTECTION.
8. WINDOW SILLS:
 - A. WINDOW SILL TO BE SOLID SURFACE 50K.
9. DIFFUSERS AND COVERS:
 - A. PAINT WALL DIFFUSER AND AIR GRILLE COVERS TO MATCH ADJACENT WALL.

FINISH PLAN LEGEND

- FLOOR / WALL FINISH INDICATOR
- FLOORING PATTERN DIRECTION
- WINDOW TREATMENT LOCATION INDICATOR (WINDOW TREATMENTS TO SPAN ENTIRE LENGTH OF OPENING)
- WALL FINISH EXTENTS
- FLOOR FINISH EXTENTS
- WALL PROTECTION INDICATOR
- TERRAZZO FINISH 10F
- TERRAZZO FINISH 10H

KEYNOTES

NUMBER	NOTE
A67	MAGNETIC MARKER BOARDS - 60B

BID PACKAGE 3: BALANCE OF WORK

ISSUANCE

BIDS AND PERMITS
08/16/2019

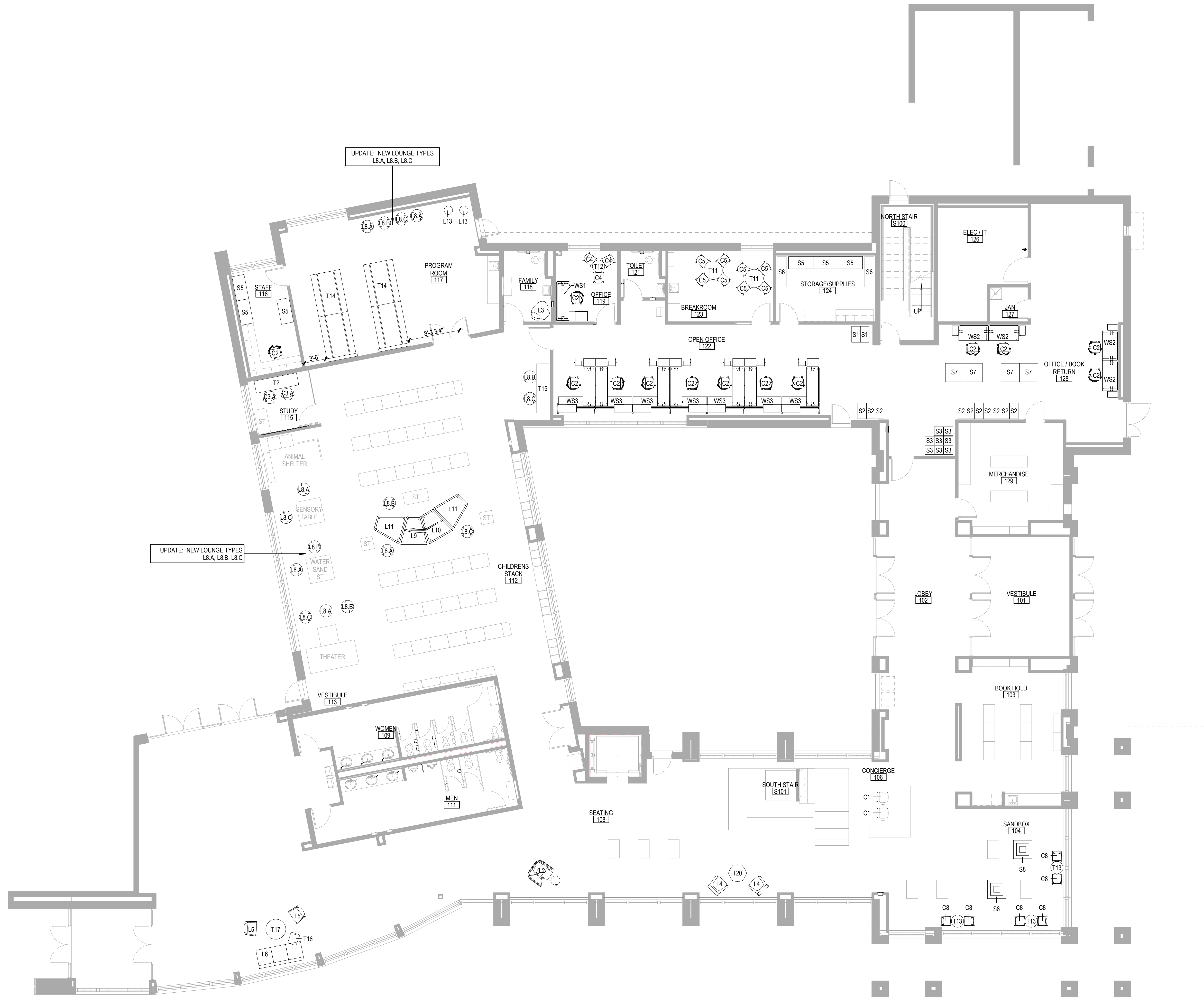
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NO. DATE DESCRIPTION
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FILE NUMBER
PROJECT MANAGER
PROFESSIONAL
DRAWN BY
CHECKED BY

KB
JFC
SUF
EEB

SECOND FLOOR
FINISH PLAN
A122

SECOND FLOOR FINISH PLAN
1/8" = 1'-0"



FIRST FLOOR FURNISHING PLAN
1/8" = 1'-0"

ADA TOWNSHIP

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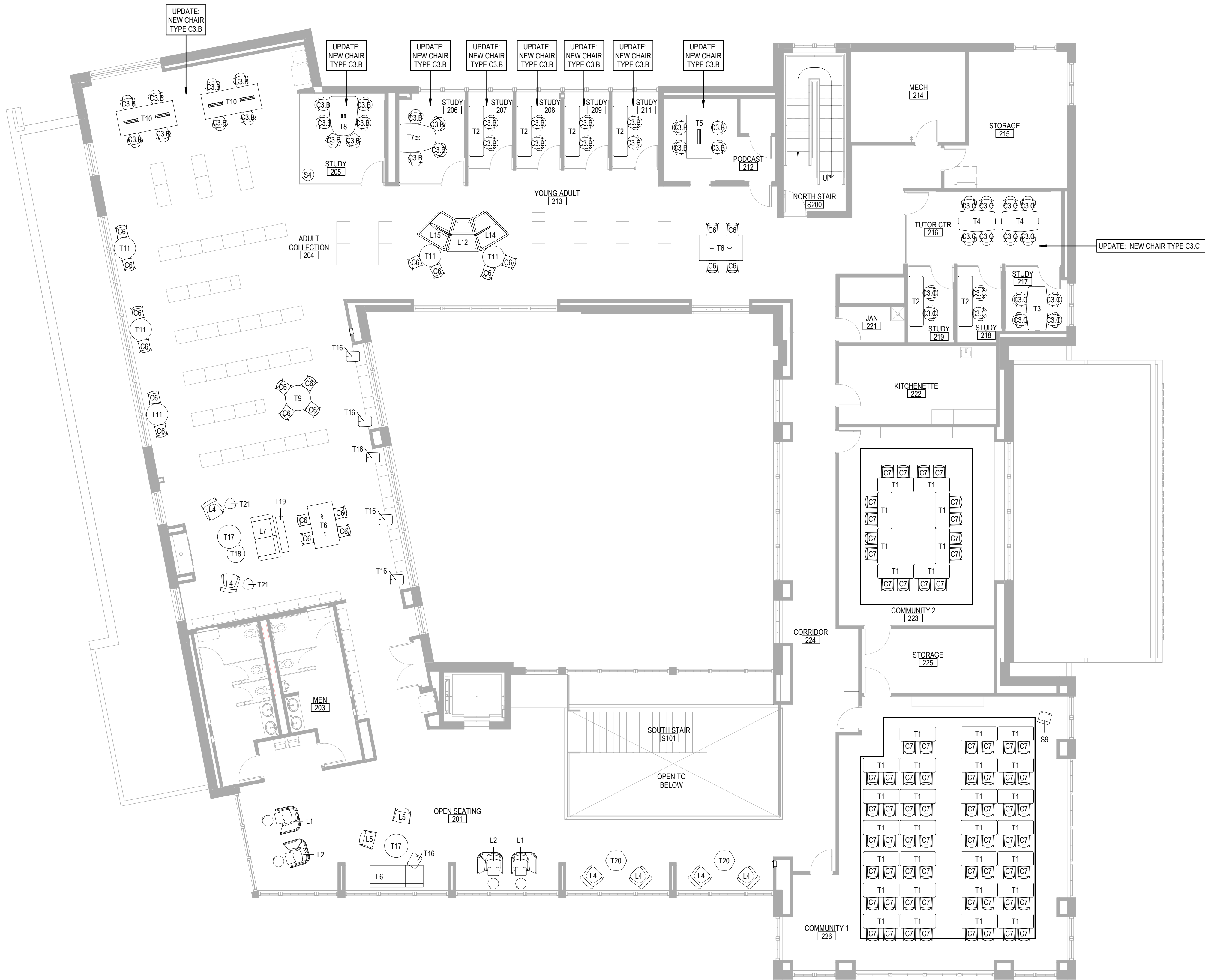
BIDS & PERMITS
08/16/2019

REVISIONS

NO.	DATE	DESCRIPTION
8	2/10/2020	FURNITURE UPDATE

FILE NUMBER		KB
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PROFESSIONAL		SJF
DRAWN BY		
CHECKED BY		

FIRST FLOOR
FURNITURE PLAN
A131



SECOND FLOOR FURNITURE PLAN
1/8" = 1'-0"