



**CITY OF RICHMOND**

**REQUEST FOR QUOTATION**

**CONTRACT 2948Q**

**SUPPLY AND DELIVERY OF PHOTOGRAPHIC IMAGES ONTO SILK SCREENED  
STREET BANNERS**

Bidders are requested to respond to this Quotation call as instructed subject to the provisions contained herein.

Name of Bidder: \_\_\_\_\_

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

City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

**TABLE OF CONTENTS**

Cover Page ..... 1

Table of Contents..... 2

Instructions to Bidders ..... 3 – 4

Quotation Form ..... 5

Schedule of Quantities and Prices..... 6

List of Previous Contracts ..... **Error! Bookmark not defined.**

Specifications..... **Error! Bookmark not defined.**

General Conditions of the Contract..... 11 - 13

Drawings

HHC223 Sheet 1 of 5  
HHC223 Sheet 3 of 5

### INSTRUCTIONS TO BIDDERS

1. Sealed quotations, plainly marked on the envelope:

**CONTRACT 2359Q - SUPPLY AND DELIVERY OF PHOTOGRAPHIC IMAGES ONTO SILK SCREENED STREET BANNERS**

will be received at the Information Counter, Main Floor, Richmond City Hall, addressed to the Manager - Purchasing and Insurance, 6911 No. 3 Road, Richmond, B.C., V6Y 2C1, until 12:00 noon:

**Thursday, November 9, 2006**

2. Quotations received in the office of the Manager - Purchasing and Insurance after the above-mentioned time and date will be returned unopened.
3. Quotations must be submitted on the attached Forms and be authorized by a signing officer of the Bidder's company. The entire Request for Quotation must be returned to the City.
4. This Document and completed Forms will become part of the Contract Documents between the City and the successful Bidder.
5. The City reserves the right to accept all or any part of a quotation or to waive irregularities at their own discretion. The lowest or any quotation will not necessarily be accepted.
6. Proprietary names, unless otherwise stated, are used solely to establish standards of materials and finish. Items of other manufacture may be accepted as equal to those specified, at the discretion of the City.
7. Alternate Quotations will be considered and should be submitted under separate cover and be marked "Alternate Quotation".
8. Prices, in Canadian currency, shall be shown for each unit specified and shall include all packing, crating, freight, cartage, shipping charges, cost of unloading supplies at destination, and all tariffs, taxes and duties.
9. Inquires during submission of Quotation should be directed as follows:

Contractual:

Sheryl Hrynyk  
Buyer II  
Purchasing Department  
City of Richmond  
6911 No. 3 Road  
Richmond, BC V6Y 2C1

Telephone: (604) 276-4135  
[shrynyk@richmond.bc.ca](mailto:shrynyk@richmond.bc.ca)

Technical:

Paul Brar  
Coordinator, Parks Programs  
Purchasing Department  
City of Richmond  
6911 No. 3 Road  
Richmond, BC V6Y 2C1

Telephone: (604) 244-1250  
[pbrar@richmond.ca](mailto:pbrar@richmond.ca)

10. Each Bidder shall state on the list provided to be submitted as part of his quotation, information regarding their previous Contracts. It is the intention of the City not to award the contract to any Bidder who does not furnish satisfactory evidence that he has the ability and experience to perform the various works covered under this Contract, and that he has sufficient capital and plant to enable him to execute the said works successfully, and to the satisfaction of the City, and to complete and deliver said works as quoted in his quotation.
11. Artwork will be available after November 1, 2006 and the bulk of the order must be supplied to the City no later than December 29, 2006.
12. Bidders are advised that submissions of quotes are subject to the Freedom of Information and Privacy Act.
13. Bidders are to note that the quantities for each item in this schedule are approximate only, and will be used as a basis for comparing Quotes. Quantities may be changed to reflect location requirements at the discretion of the Purchasing Department.
14. It will be the supplier's responsibility to ensure effective coordination with the City to ensure delivery schedule is maintained.
15. Quotations may be withdrawn by written notice only, provided such notice is received at the office of the City Purchasing Manager prior to time set as closing time for receiving Quotations.
16. Quotations shall be open for acceptance for 60 days following the submission closing date.
17. Each Bidder shall state on the list provided to be submitted as part of his quotation, information regarding their previous Contracts. It is the intention of the City not to award the contract to any Bidder who does not furnish satisfactory evidence that he has the ability and experience to perform the various works covered under this Contract, and that he has sufficient capital and plant to enable him to execute the said works successfully, and to the satisfaction of the City, and to complete and deliver said works as quoted in his Quotation.
18. Bidders are advised that submissions of quotes shall be in compliance to the Freedom of Information and Privacy Act.
19. Bidder's submissions will be evaluated based on, but not limited to, the following criteria:

- Cost
- Previous contracts/qualifications
- Completeness of submission
- Experience of firm
- Total cost implications
- Bidder's track record for performance and reliability.
- Bidder's conformance to specifications required.
- References provided
- Ability to meet required deadlines
- Samples provided

**QUOTATION FORM**

Manager - Purchasing and Insurance  
City of Richmond  
6911 No. 3 Road  
Richmond, B.C. V6Y 2C1

The undersigned Bidder, having carefully read and examined the Instructions to Bidders, Quotation Form, Schedule of Quantities and Prices, General Conditions of Contract and Specifications and Drawings, and having full knowledge of the work required, does hereby offer to provide all necessary materials in strict accordance with the Specifications and to do all therein called for on the terms and conditions and under the provisions therein set forth at the:

**LUMP SUM TOTAL QUOTED PRICE OF \$ \_\_\_\_\_**

**LUMP SUM TOTAL QUOTED PRICE FOR \$ \_\_\_\_\_  
OPTION (WITH UV INHIBITOR)**

(carried forward from Schedule of Quantities and Prices)

The above price includes and covers duties, Federal, (including G.S.T.), Provincial Taxes, handling and transportation charges, and all other charges incidental to and forming part of this Quotation.

Name of Bidder: \_\_\_\_\_

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

Telephone No: \_\_\_\_\_

Name, Signature,  
and Title of  
Signing Officer: \_\_\_\_\_  
\_\_\_\_\_

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

**SCHEDULE OF QUANTITIES AND PRICES**

The City shall pay in lawful money of Canada the amount shown for the following items subject to the conditions of the Contract Documents.

**BANNERS**

<b>ITEM DESCRIPTION</b>	<b>QUANTITY</b>	<b>UNIT PRICE</b>	<b>EXTENSION</b>
Banners	320	\$ _____	\$ _____
<b>TOTAL NUMBER</b>	<b>320</b>		
		Subtotal	\$ _____
		Provincial Sales Tax	\$ _____
		Goods and Services Tax	\$ _____
		<b>TOTAL QUOTED AMOUNT</b> (carried forward to Quotation Form)	\$ _____

**NOTE: BANNER WILL HAVE UP TO 8 DESIGNS. EXACT NUMBERS OF EACH BANNER WILL FOLLOW**

Payment Terms \_\_\_\_\_

\_\_\_\_\_  
Initials of Signing Officer

**LIST OF PREVIOUS CONTRACTS**

The Bidder has recently undertaken and completed the Contracts described following and authorizes the City of Richmond to inquire as to the nature of the Bidders performance on these contracts.

	<b>DESCRIPTION OF CONTRACT</b>	<b>TOTAL PRICE OF CONTRACT</b>	<b>DATE COMMENCED</b>	<b>DATE COMPLETED</b>
--	--------------------------------	--------------------------------	-----------------------	-----------------------

Owner:

Located at:

Contract for:

---

Owner:

Located at:

Contract for:

---

Owner:

Located at:

Contract for:

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Owner:

Located at:

Contract for:

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(If additional space is required, attach additional)

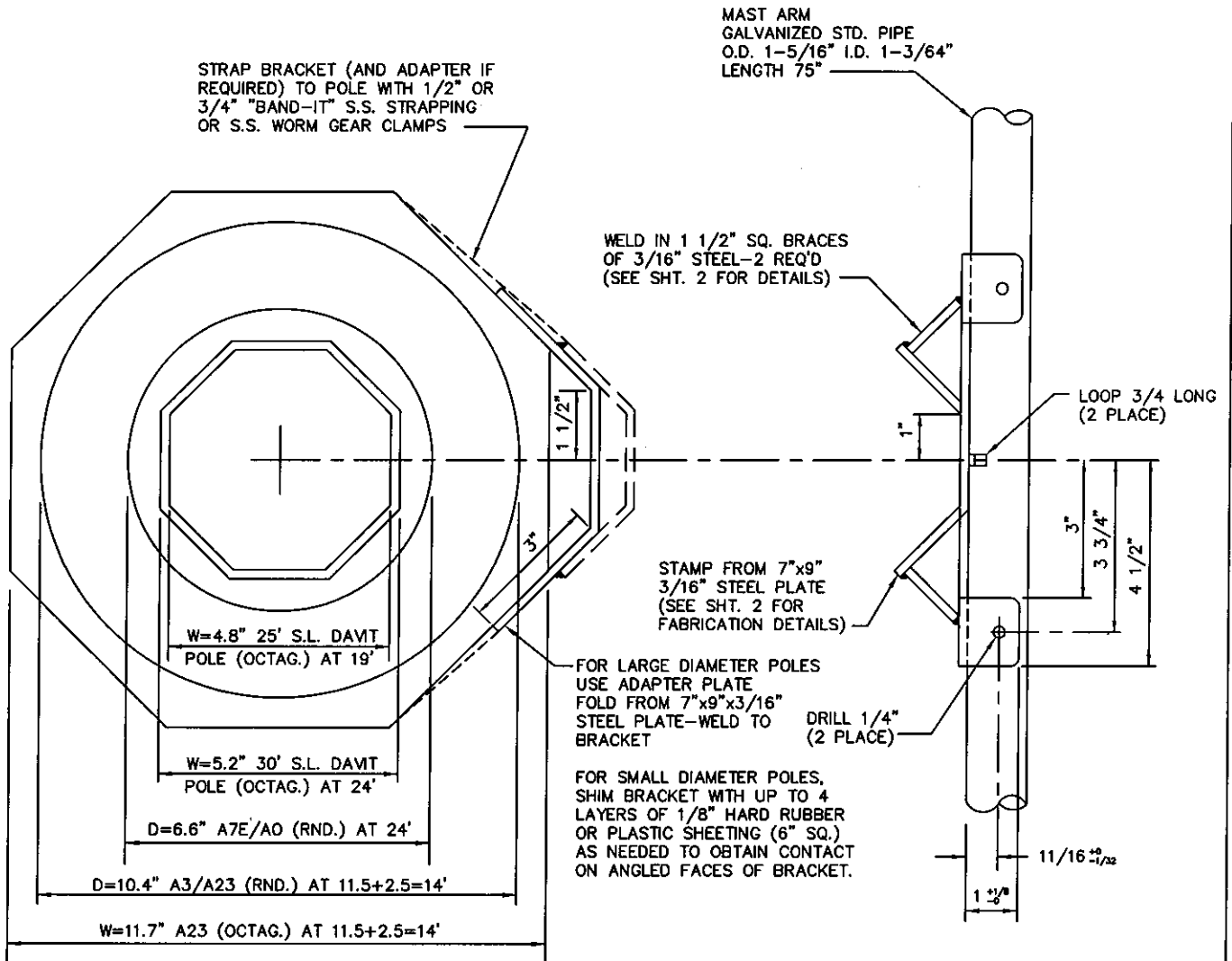


**SPECIFICATIONS**

<b>ITEM</b>	<b>CITY OF RICHMOND REQUIREMENTS</b>	<b>BIDDERS TO DESCRIBE ITEMS QUOTED</b>
MATERIAL:	200 Denier Nylon, NO EXCEPTIONS High Tenacity with Written Proof from Manufacturer	
SIZE:	32" x 80" c/w Sewn Sleeves and Grommets as per drawing HHC223 Sheet 5 of 5	
COLOUR:	Four Colours Silk Screened One Side	
DESIGN:	One Design as Per Quantities Listed For Banners. Up to Eight Designs One design for flags	
<b>DELIVERY:</b>	<b>Banners/Flags – To be delivered Friday, December 29, 2006 F.O.B. Richmond, B.C. *Delivery Date Must be Strictly Adhered to</b>	
ARTWORK:	Photographic Images will be available after November 1, 2006 will be a digital file in either Corel Draw, Adobe Illustrator, or Photoshop, or a hard copy	
MANUFACTURING:	To be exactly as per sheet 5 on drawing HH C223 Attached.	
GUARANTEE:	If the Banners Fade within five months the Manufacturer will replace them at their own expense. If banners are manufactured with UV Inhibitor banners are not to fade within seven months or the Manufacturer will replace them at their own expense.	

**SPECIFICATIONS (CONT'D)**

<b>ITEM</b>	<b>CITY OF RICHMOND REQUIREMENTS</b>	<b>BIDDERS TO DESCRIBE ITEMS QUOTED</b>
SAMPLE:	Supply a Small Silk Screened Sample of the Material	
FACTORY:	State where Banners will be Manufactured	
SCREENS:	Full size screens must be available locally for viewing prior to manufacturing of banners	
QUALITY CONTROL:	Approval required after viewing by City of Richmond Parks Department	
PACKING:	Packaged individually and marked left or right	
QUANTITIES:	The overall total may vary and the individual numbers for design may be more or less depending upon which area will be chosen for installation. This information will be provided at the time the Artwork is picked up.	
DYE:	Banners shall be UV resistant. Colour schemes may vary with each design.	
SCREEN COLOUR:	The City may exercise the option to change the colour scheme of the dye used on a banner or screen.	
COLOUR SCHEMES:	Colour schemes may vary with each design.	



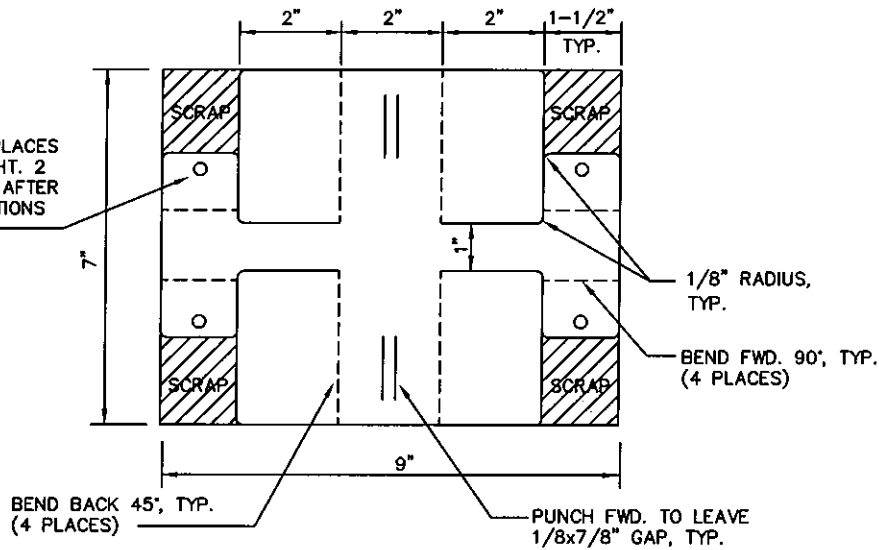
CITY OF RICHMOND

DES.	ENG.
DR. c.y.	DATE OCT. 93
CHK.	SCALE 1/4"=1"

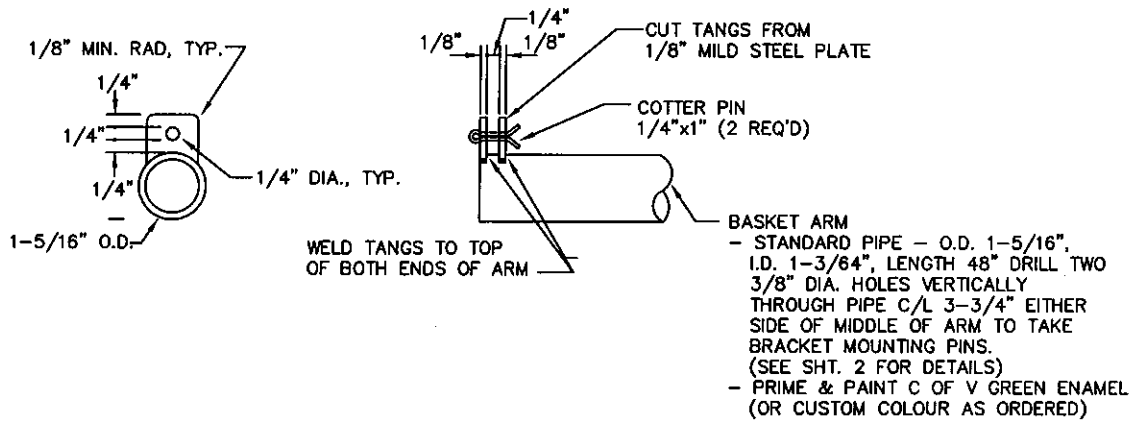
STREET BANNER  
 UNIVERSAL STREET DECORATION BRACKET

DR. No. HHC223
SHEET No. 1 of 5

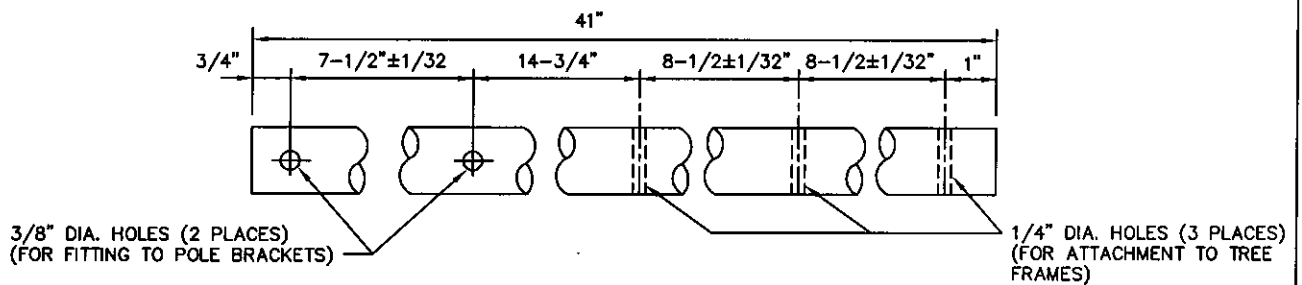
1/4" DIA. (TYP.) 4 PLACES  
SEE DWG. HHC223 SHT. 2  
FOR HOLE LOCATION AFTER  
ALL FORMING OPERATIONS  
ARE COMPLETED



**STREET DECORATION BRACKET PATTERN**  
**3/16" STEEL PLATE**



**FLOWER BASKET ARMS FOR USE WITH**  
**UNIVERSAL STREET DECORATION BRACKET**



- 3/8" DIA. HOLES (2 PLACES)  
(FOR FITTING TO POLE BRACKETS)
- 1/4" DIA. HOLES (3 PLACES)  
(FOR ATTACHMENT TO TREE  
FRAMES)
- TREE ARM - 1-5/16" O.D. PIPE - 3/32" MINIMUM WALL THICKNESS 6061-T6 ALUMINUM  
(PREFERRED) OR STEEL (OPTIONAL)
- LENGTH 41" DRILL TWO 3/8" DIA. HOLES HORIZONTALLY AND THREE 1/4" DIA. HOLES VERTICALLY THROUGH PIPE/TUBE AS SHOW
  - LEAVE UNFINISHED UNLESS PAINTING SPECIFIED ON WORK ORDER

**SINGLE CHRISTMAS TREE ARMS FOR USE WITH**  
**UNIVERSAL STREET DECORATION BRACKET**

CITY OF RICHMOND

DES.	ENG.	STREET BANNER UNIVERSAL STREET DECORATION BRACKET	DR. No. HHC223
DR. C.Y.	DATE NOV. 93		SHEET No. 3 of 5
CHK.	SCALE 1/4"=1"		

## GENERAL CONDITIONS OF THE CONTRACT

### 1. Definitions

The two parties to this contract are the Contractor and the City, defined as follows:

**The Contractor:** The successful bidder for the work upon receipt of a purchase order and written acceptance of his Quotation from the City.

**The City:** City of Richmond.

**Contract Documents:** Means and includes the Instructions to Bidders, Quotation Form, Schedule of Quantities and Prices, Specifications, General Conditions of the Contract, and the awarding Purchase Order to the successful bidder.

### 2. Responsibility For Supplies

The Contractor shall be responsible for the supplies covered by this contract until they are delivered at the designated delivery point, regardless of the point of inspection; and the contractor shall bear all risks of loss or damage to rejected supplies after notice of rejection.

### 3. Inspection

All supplies shall be subject to inspection and test by and shall meet the approval of the Manager - Purchasing and Insurance and his decision shall be final and binding upon all parties.

In case any supplies or lots of supplies are defective in material or workmanship otherwise not in conformity with the specifications of the contract, the Manager - Purchasing and Insurance shall have the right either to reject them or to require their correction.

Acceptance or rejection of the supplies shall be made as promptly as practicable after delivery, but failure to inspect and accept or reject supplies shall not relieve the contractor from responsibility for such supplies as are not in accordance with the specifications.

### 4. Warranty

Unless otherwise specified, the contractor warrants that in the manufacture of the supplies only the best workmanship and materials have been employed and if, within a period of one (1) year from the date of acceptance of the supplies by the City, such supplies or any portion thereof are found by the City to be defective or faulty due to imperfect or bad workmanship or material, the contractor agrees, to replace such defective supplies forthwith without expense to the City.

**5. Payments**

The contractor shall be paid within 30 Days after the submission by the contractor of properly prepared invoices to the Manager - Purchasing and Insurance for supplies delivered and accepted or services rendered and accepted. However, the City may withhold an amount equal to two times the value of goods or services not provided by the Contractor from any amounts owing to the Contractor.

**6. Indemnification and Insurance**

The Contractor will indemnify, hold and save harmless the City from and against all claims, losses, damages, costs, actions and other proceedings, made, sustained, brought or prosecuted in manner, based upon, occasioned by attributable to any injury, including death, property damage, infringement or damage arising from any act or omission of the Contractor, his employees, officers, volunteers, servants or agents or persons from whom the Contractor has assumed responsibility in the performance or purported performance of this agreement.

**7. Liens**

The Contractor shall fully indemnify the City from and against any and all liability or expenses by way of legal costs or otherwise in respect of any claim which may be made for a lien or charge at law or inequity or to any claim or liability under the Builders Lien Act, or to any attachment for debt, garnishee process, or otherwise.

**8. Patent Fees**

The Contractor shall pay all royalties and licence fees and shall save the City harmless from loss on account of suits or claims of infringement of patents in the doing of the work.

**9. Default**

- (a) The City may, by notice of default to the contractor, terminate the whole or any part of this contract if the contractor fails to make delivery of the supplies within the time specified, or to perform any other provisions of this contract.
- (b) In the event the City terminates this contract in whole or in part as provided in clause (a) the City may procure supplies or services similar to those so terminated, and the contractor shall be liable to the City for any excess costs for such similar supplies or services.
- (c) The contractor shall not be liable for any excess costs under clause (b) if failure to perform the contract arises by reason of strikes, lockouts, acts of God or acts of the City.

**10. Taxes**

Unless otherwise provided herein, the Contractor shall pay all government sales or excise taxes in force at the date of the Agreement, provided that any increase or decrease in such taxes shall increase or decrease the amount due under the Contract accordingly. Invoices shall show the appropriate amounts for Goods and Services Taxes and Provincial Sales Taxes separately.

**11. Laws**

The laws of British Columbia shall govern the work.

**12. Time**

Time shall be the essence in this Contract.

**13. Assignment**

Neither party to the Contract shall assign the Contract without the written consent of the other.

**14. Changes**

The City may make changes to the Contract and time and value shall be adjusted accordingly, except for emergencies all changes shall be made by written order.

**15. Notices**

Any notice required to be given in this Contract shall be deemed to be duly given to the City if sent by registered mail addressed to the City's Manager - Purchasing and Insurance at "City Hall, 6911 No. 3 Road, Richmond, BC V6Y 2C1" and to the Contractor if sent by registered mail addressed to the Contractor at the address set forth in the Quotation.

# CITY OF RICHMOND



**Note:** Receipt of this completed form will assist us in calling for future bids. Please complete and submit this form prior to the closing date and time as shown on the Request for Quotation/Proposal/Tender form. Please remember to include Quotation/Proposal/Tender No. at right.

## Notice of No Bid

Quotation/Proposal/Tender No.

# 2948Q

**A Quotation/Proposal/Tender is not being submitted for the following reason(s):**

- |   |  |
|---|--|
| <input type="checkbox"/> We do not manufacture/supply the required goods/services<br><input type="checkbox"/> We do not manufacture/supply to stated specifications<br><input type="checkbox"/> Specifications are not sufficiently defined<br><input type="checkbox"/> Insufficient information to prepare quote/proposal/tender<br><input type="checkbox"/> Quantity too small<br><input type="checkbox"/> Quantity too large<br><input type="checkbox"/> Quantity beyond our production capacity<br><input type="checkbox"/> Cannot meet packaging requirements<br><input type="checkbox"/> Cannot handle due to present plant loading | <input type="checkbox"/> Cannot obtain raw materials/goods in time to meet delivery requirements<br><input type="checkbox"/> Cannot meet delivery requirements<br><input type="checkbox"/> Cannot quote/tender a firm price at this time<br><input type="checkbox"/> Insufficient time to prepare quote/tender.<br><input type="checkbox"/> We are unable to competitively quote/tender at this time.<br><input type="checkbox"/> We do not have facilities to handle this requirement<br><input type="checkbox"/> Licensing restrictions (please explain)<br><input type="checkbox"/> Agreements with distributors/dealers do not permit us to sell directly.<br><input type="checkbox"/> Other reasons or additional comments (please explain below) |
|---|--|

I / We wish to quote / tender on similar goods / services in future <input type="checkbox"/> Yes <input type="checkbox"/> No	Authorized Company Official – Signature and Title	Date
This space for City of Richmond Comments	Firm Name	
	Address	
	City	
	Province <span style="float: right;">Postal Code</span>	
	Telephone Number	





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**To:** To Those Companies Receiving Copies of the Request for Quotation Document 2948Q – Supply and delivery of Photographic images onto Silk-Screened Banners **Date:** September 25, 2006

**From:** Kerry Lynne Gillis Acting Buyer II **File:** 02-0775-50-2948/Vol 01

**Re:** Request for Quotation – Contract 2948Q – Supply and delivery of Photographic images onto Silk-Screened Banners

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**Addendum Number Two**

Please consider the following information in the preparation of your quotation.

Corrections to the “Instructions to Bidders” Section (pp. 3 – 5)

1. Please replace Instruction No. 1 with the following information (note the revised contract number for page 3)

Sealed quotations, plainly marked on the envelope:

**CONTRACT 2948Q - SUPPLY AND DELIVERY OF PHOTOGRAPHIC IMAGES  
ONTO SILK SCREENED STREET BANNERS**

will be received at the Information Counter, Main Floor, Richmond City Hall, addressed to the Manager - Purchasing and Insurance, 6911 No. 3 Road, Richmond, B.C., V6Y 2C1, until 12:00 noon:

**Thursday, November 9, 2006**

2. Please replace Instruction No. 9 with the following information (note Paul Brar’s revised contact information for page 4):

Inquires during submission of Quotation should be directed as follows:

Technical:

Paul Brar  
Coordinator, Parks Programs  
Parks Department  
5599 Lynas Lane  
Richmond, BC V7C 5B2

Telephone: (604) 244-1250  
[pbrar@richmond.ca](mailto:pbrar@richmond.ca)

We apologize for any confusion this may cause and look forward to receiving your quotations on or before 12 noon on November 9<sup>th</sup>, 2006.

September 12, 2006

- 2 -

Sincerely,

A handwritten signature in black ink, appearing to be 'Kerry Lynne Gillis', written in a cursive style.

Kerry Lynne Gillis (for Sheryl Hrynyk and Paul Brar)  
*Acting Buyer II*

KG:kg

pc: Paul Brar  
Coordinator, Parks Programs



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**To:** To Those Companies Receiving Copies of the Request for Quotation Document 2948Q - Supply and delivery of Photographic images onto Silk-Screened Banners

**Date:** September 29, 2006

**From:** Kerry Lynne Gillis  
Acting Buyer II

**File:**

**Re:** Request for Quotation – Contract 2948Q – B: Supply and Delivery of Photographic Images onto Silk-Screened Banners

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**Addendum Number Two:**

Please be advised of the following revisions to the Request For Quotation in the preparation of your quotation.

1. Previous Addendum – Please note that the addendum issued on September 25, 2006, is Addendum One. That document is titled *Addendum Two* in error.
2. Contract Number – Please be advised that the contract number has changed and must now be referred to as **Contract 2948Q – B: Supply & Delivery of Photographic Images onto Silk-Screened Banners**.
3. Digital Imaging Option – Please provide a cost for providing a Digital Imaging Option in addition to the Four Coloured Silk Screened and the UV Inhibitor options.
4. Revised Number of Banners – Please base your quotation on 640 Banners instead of 320.
5. Drawings – Please find attached the complete set of drawings for this project. This includes three more drawings (HHC223 Sheets 2, 4 and 5).

These pages have been included with this addendum for clarification:

- Page 6 – Quotation Form (replaces page 6 of the Request for Quotation Document).
- Page 7 – Schedule of Quantities and Prices (replaces page 7 of the Request for Quotation Document).

We apologize for any confusion this may cause and look forward to receiving your quotations on or before 12 noon on November 9<sup>th</sup>, 2006.

Sincerely,

Kerry Lynne Gillis (for Sheryl Hrynyk and Paul Brar)  
*Acting Buyer II*

September 12, 2006

- 2 -

KG:kg

pc: Paul Brar  
Coordinator, Parks Programs

**QUOTATION FORM**

Manager - Purchasing and Insurance  
City of Richmond  
6911 No. 3 Road  
Richmond, B.C. V6Y 2C1

The undersigned Bidder, having carefully read and examined the Instructions to Bidders, Quotation Form, Schedule of Quantities and Prices, General Conditions of Contract and Specifications and Drawings, and having full knowledge of the work required, does hereby offer to provide all necessary materials in strict accordance with the Specifications and to do all therein called for on the terms and conditions and under the provisions therein set forth at the:

**LUMP SUM TOTAL QUOTED PRICE OF \$ \_\_\_\_\_  
(FOUR COLOUR SILK SCREENED)**

**LUMP SUM TOTAL QUOTED PRICE FOR \$ \_\_\_\_\_  
OPTION (WITH UV INHIBITOR)**

**LUMP SUM TOTAL QUOTED PRICE FOR \$ \_\_\_\_\_  
OPTION (WITH DIGITAL IMAGING)**

(carried forward from Schedule of Quantities and Prices)

The above price includes and covers duties, Federal, (including G.S.T.), Provincial Taxes, handling and transportation charges, and all other charges incidental to and forming part of this Quotation.

Name of Bidder: \_\_\_\_\_

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

Telephone No: \_\_\_\_\_

Name, Signature,  
and Title of  
Signing Officer: \_\_\_\_\_  
\_\_\_\_\_

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

**SCHEDULE OF QUANTITIES AND PRICES**

The City shall pay in lawful money of Canada the amount shown for the following items subject to the conditions of the Contract Documents.

**BANNERS**

---

<b>ITEM EXTENSION</b>	<b>DESCRIPTION</b>	<b>QUANTITY</b>	<b>UNIT PRICE</b>
Banners	640	\$ _____	\$ _____
<b>TOTAL NUMBER</b>	<b>640</b>		
		Subtotal	\$ _____
		Provincial Sales Tax	\$ _____
		Goods and Services Tax	\$ _____
		<b>TOTAL QUOTED AMOUNT</b>	<b>\$ _____</b>

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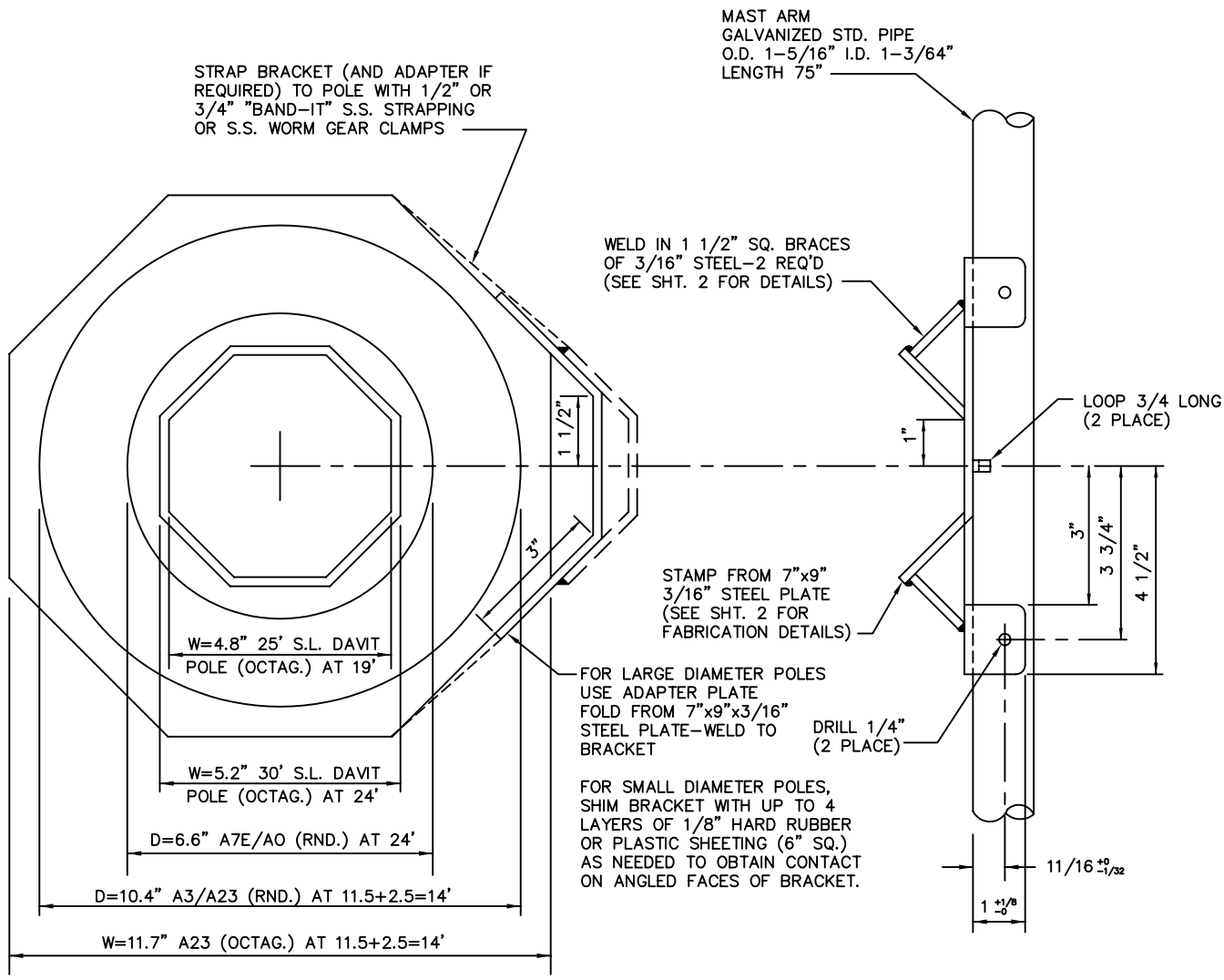
(carried forward to Quotation Form)

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**NOTE: BANNER WILL HAVE UP TO 8 DESIGNS. EXACT NUMBERS OF EACH BANNER WILL FOLLOW**

Payment Terms \_\_\_\_\_

\_\_\_\_\_  
Initials of Signing Officer



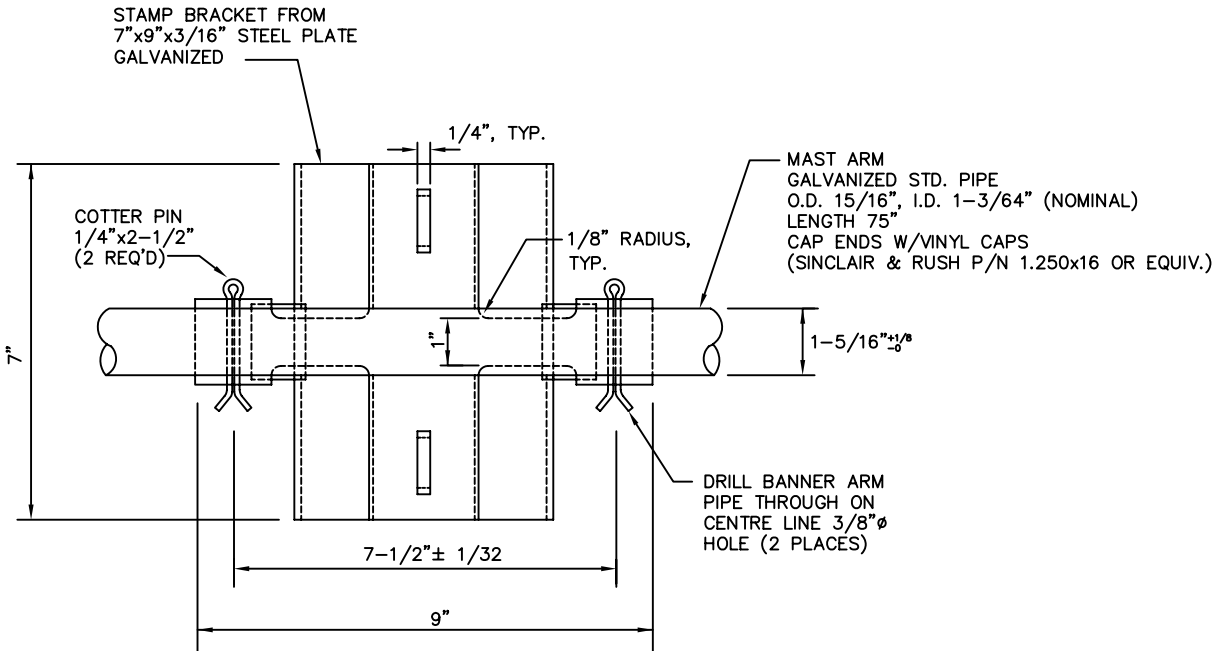
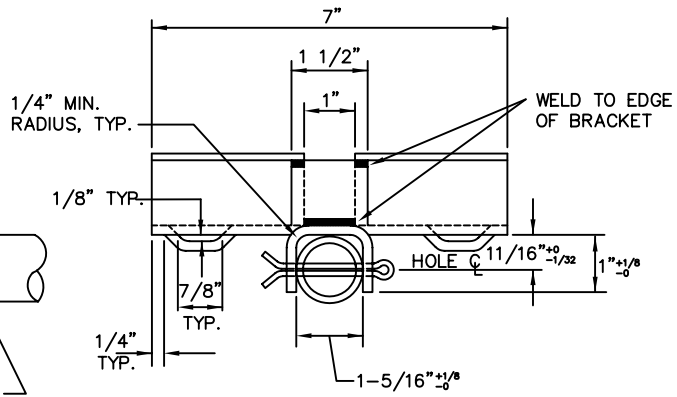
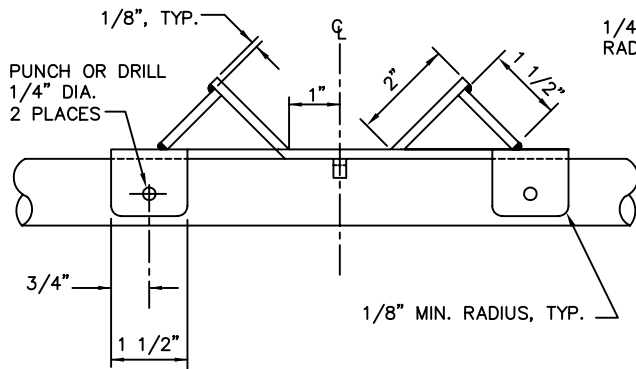
CITY OF RICHMOND

STREET BANNER

UNIVERSAL STREET DECORATION BRACKET

DES.	ENG.
DR. c.y.	DATE OCT. 93
CHK.	SCALE 1/4"=1"

DR. No. HHC223
SHEET No. 1 of 5



NOTE:

MAST ARM MUST BE INTERCHANGEABLE WITH ANY BRACKET - THEREFORE, HOLE LOCATION TOLERANCES MUST BE OBSERVED.

CITY OF RICHMOND

STREET BANNER

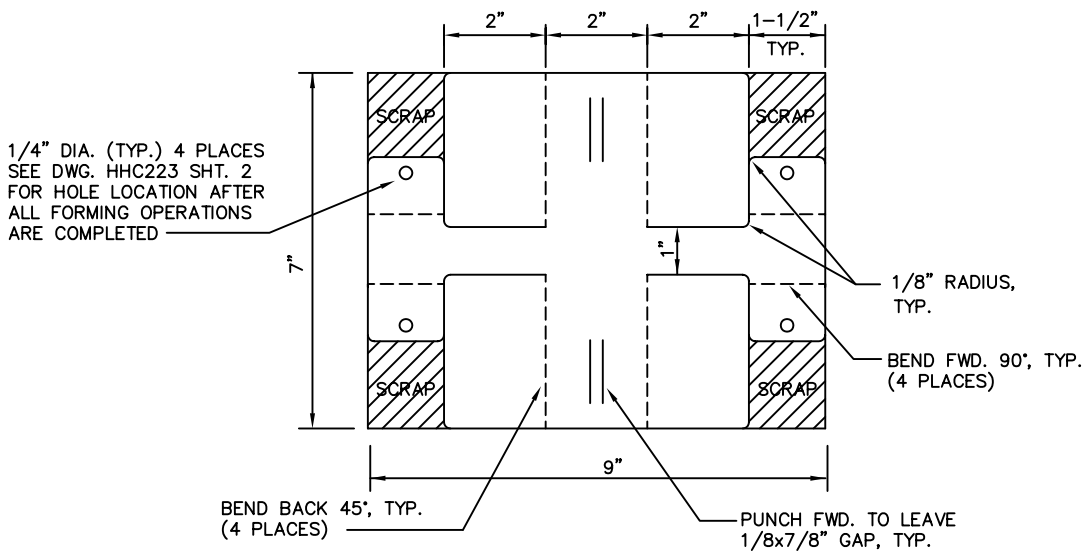
UNIVERSAL STREET DECORATION BRACKET

DR. No.  
HHC223

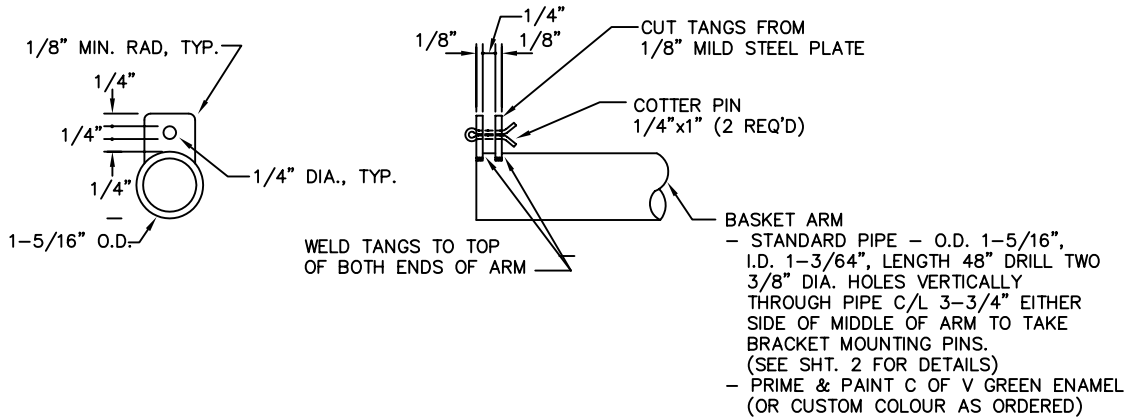
SHEET No.  
2 of 5

DES.	ENG.
DR. c.y.	DATE NOV. 93
CHK.	SCALE 1/4"=1"

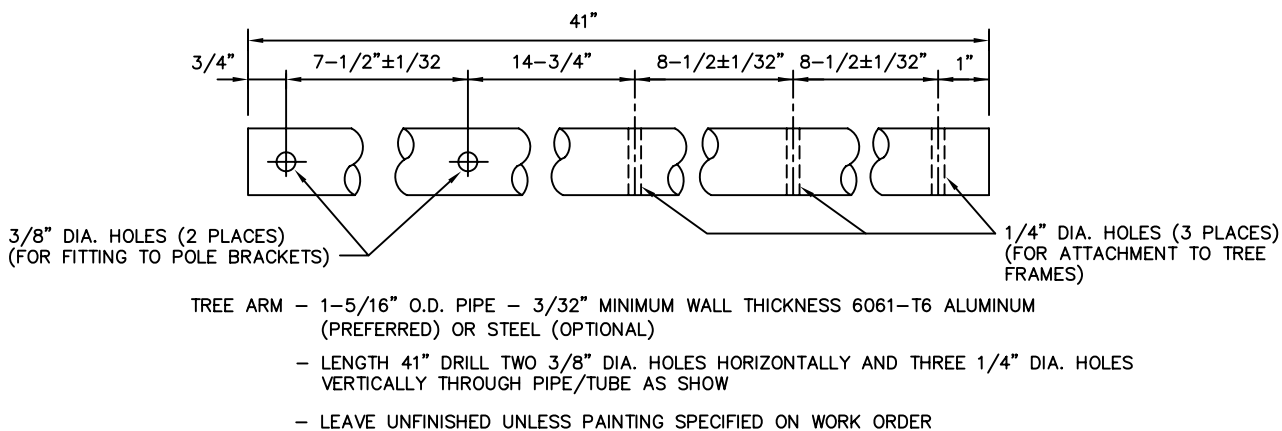




## STREET DECORATION BRACKET PATTERN 3/16" STEEL PLATE



## FLOWER BASKET ARMS FOR USE WITH UNIVERSAL STREET DECORATION BRACKET



## SINGLE CHRISTMAS TREE ARMS FOR USE WITH UNIVERSAL STREET DECORATION BRACKET

CITY OF RICHMOND

DES.	ENG.
DR. c.y.	DATE NOV. 93
CHK.	SCALE 1/4"=1"

STREET BANNER  
UNIVERSAL STREET DECORATION BRACKET

DR. No. HHC223
SHEET No. 3 of 5

INSTALL EA. 4 SPLIT PINS  
(1/4"x2-1/2") WITH EYES ON  
BANNER SIDE OF BANNER ARMS

527 MX TY RAP (4 REQ'D)  
-DO NOT OVER TIGHTEN  
-CUT OFF EXCESS

TROLLEY/O.S.L. POLE

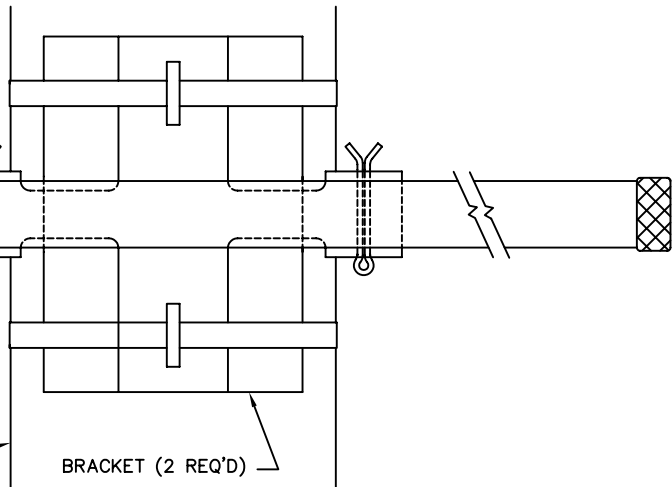
1. Mount banner brackets to pole at 78" or 90" centres (as specified), on the side of the pole away from approaching traffic. (In cases where other hardware on the pole interferes with this mounting position, the brackets may be mounted on the side of the pole facing approaching traffic.)
2. Mount banner brackets using two 3/4" "Band-it" straps, passing each strap through the loops provided on the bracket (some brackets may have two sets of loops - use the loops closest to the top and bottom of the bracket). In exposed, high wind areas such as bridges or water front areas, add two more 3/4" "Band-it" straps; one each just above and just below the banner arm attachment tangs.
3. On large octagonal poles, the angled faces of the bracket do not sufficiently bridge one face of the pole to allow at least 1/2 inch of contact between the angled bracket faces and the angled pole faces. On these poles and on round or fluted poles whose diameter at the bracket mounting location exceeds 10 inches, use modified brackets with welded-on, oversize backing plates.
4. Install a banner arm into the claws at either side of the upper bracket and pin in place with two 1/4" x 2-1/2" split pins with the eyes of the split pin DOWN.

NOTE: Each pin must have BOTH legs bent away from each other a MINIMUM of 45° (so that the included angle between the bent part of the pin legs is a MINIMUM of 90°.

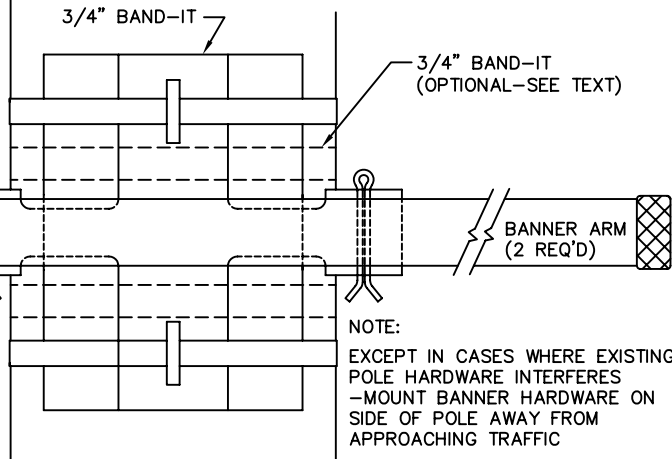
VINYL END CAP (4 REQ'D)  
SINCLAIR + RUSH P/N  
1.250x16 (OR EQUIV.)

45° MIN.  
TYP.

## BANNER HARDWARE



5. Ensure that there is a vinyl end cap on each end of the banner arm, then slide the upper sleeve of each banner over each arm. using one 527 MX Ty Rap cable tie for each banner, tie the banners to the banner arm split pin by passing the tie through the grommet in the banner and through the eye of the split pin. Do not over tighten the Ty rap or it will place undue strain on the grommet. Rotate Ty Rap so that its head rests against the eye of the split pin and cut off the excess Ty Rap tail.
6. Ensure that there is a vinyl end cap on each end of the lower banner arm and slip the arm into the lower sleeves of the banners. Install the arm into the claws at either side of the lower bracket and pin in place with two 1/4" x 2-1/2" split pins with the eyes of the split pins UP. Bend both legs of the split pins per the NOTE in paragraph 4 above and tie the banners in place per the instructions in paragraph 5 above.
7. If for any reason, the banner arm split pins are removed, the pins are to be discarded. They SHALL NOT be re-used. Similarly, no attempt is to be made to salvage or re-use the Ty Rap ties.
8. When banners are removed for the season, the arms are to be removed for storage and the brackets are to be inspected for security and condition. Damaged brackets shall be replaced and loose brackets shall be re-straped at this time. Bent arms shall be straightened prior to placing them in storage. Severely damaged arms shall be discarded after removing their end caps for return to stock. Loose or damaged brackets and bent or damaged arms are to be reported by street and pole number to the Electrical and Communications Design Engineer, local 7366.



NOTE:  
EXCEPT IN CASES WHERE EXISTING  
POLE HARDWARE INTERFERES  
-MOUNT BANNER HARDWARE ON  
SIDE OF POLE AWAY FROM  
APPROACHING TRAFFIC

# CITY OF RICHMOND

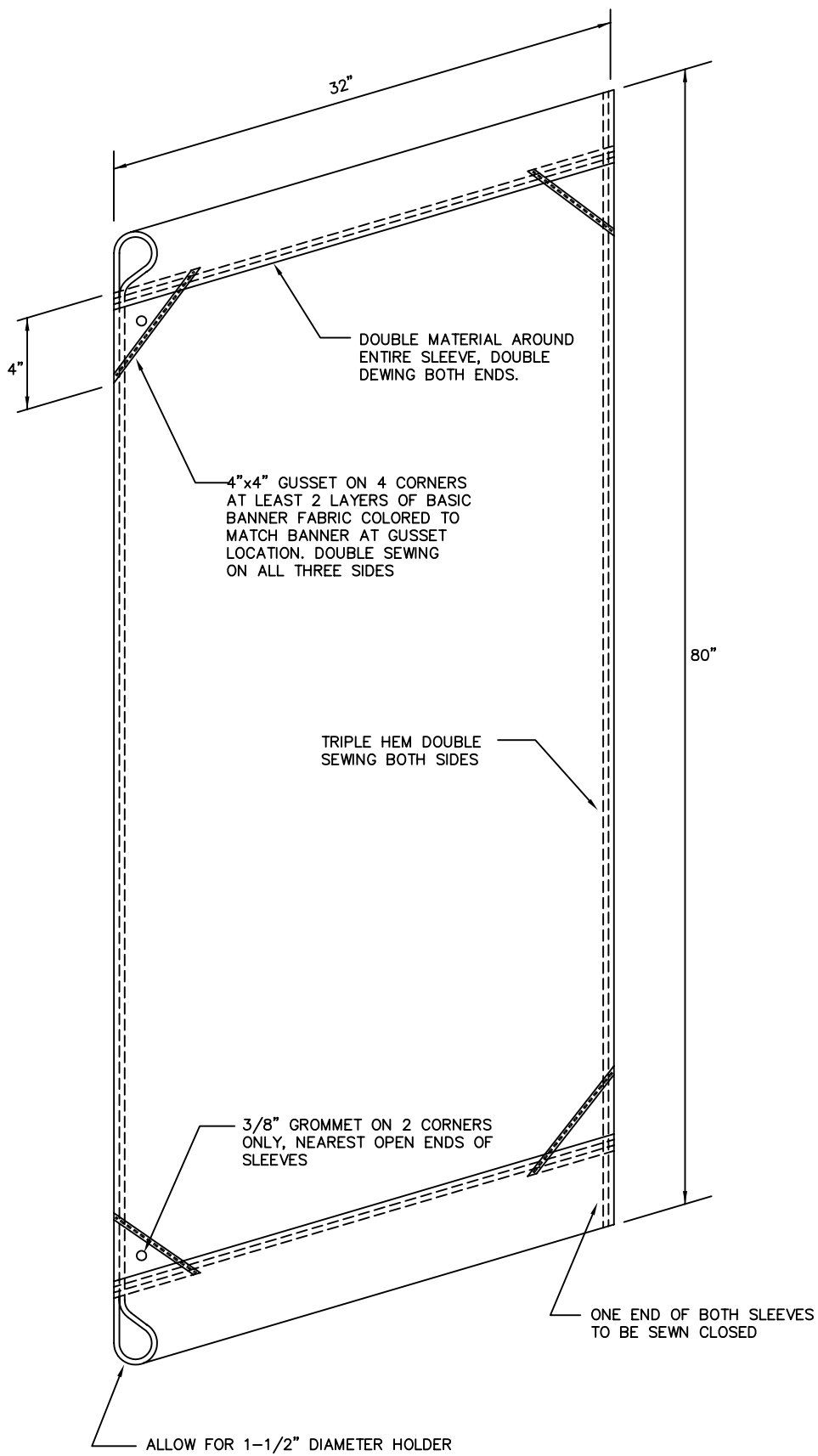
## STREET BANNER

## UNIVERSAL STREET DECORATION BRACKET

DR. No.  
HHC223

SHEET No.  
4 of 5

DES.	ENG.
DR. c.y.	DATE NOV. 93
CHK.	SCALE 1/4"=1"



CITY OF RICHMOND

STREET BANNER

SKETCH OF TYPICAL BANNER

DR. No.  
HHC223

SHEET No.  
5 of 5

DES.	ENG.
DR. c.y.	DATE NOV. 93
CHK.	SCALE 1/4"=1"