



TOWN OF NORTON
SELECT BOARD
MUNICIPAL CENTER
70 EAST MAIN STREET
NORTON, MA 02766

RECEIVED
NORTON TOWN CLERK

2024 APR 22 AM 11:31

Telephone (508) 285-0210; Facsimile (508) 285-0297

LEGAL NOTICE

TOWN OF NORTON
INVITATION FOR BIDDERS
JANITORIAL SERVICES FOR
NORTON MUNICIPAL CENTER, NORTON SENIOR AND COMMUNITY CENTER,
NORTON POLICE DEPARTMENT, AND EVERETT LEONARD PARK

The Town of Norton, acting through its Select Board, is accepting sealed bids for Janitorial Services for a two-year period commencing July 1, 2024, and terminating on June 30, 2026, for the Norton Municipal Center, Norton Senior and Community Center, Norton Police Department, and Everett Leonard Park, Norton, MA.

Specifications and bid forms are available at www.nortonma.org.

Sealed bids marked with the bidder's name and designation "**Janitorial Services**" on the outside envelope must be received no later than **11:00 A.M. on May 22, 2024**, at the Town Manager's Office, 70 East Main Street, Norton, MA 02766. Bids will be opened and read aloud at that time and may be held for a period of thirty (30) days from the date of opening.

Bidders must bid on all the items. The Select Board is the awarding authority and reserves the right to reject any or all bids, and/or to waive any informality if it determines said action to be in the best interest of the Town of Norton. A contract will be awarded, by location, to the vendor who is the lowest responsible and eligible bidder. All bidding shall be in strict accordance with the requirements of Massachusetts General Laws Chapter 30B.

Posted: Town Hall Bulletin Board (04/22/24)
Sun Chronicle (04/24/24)
Town Web Site (www.nortonma.org)
COMMBUYS
Goods and Services Bulletin

pc: Select Board
Bid List

INSTRUCTIONS TO BIDDERS

The Awarding Authority is the Select Board, which reserves the right to accept or reject bid(s) in the best interest of the Town. The Select Board shall notify the successful bidder(s) of contract award(s) within thirty (30) days of the bid opening. Delivery of all contract items is to be as soon as possible, but in no case longer than forty-five (45) days afterwards.

In order to receive consideration, the bidder shall make all bids in strict accordance with the following:

1. The bidder shall make all bids upon the forms provided therefore, properly executed and with all items filled out. The bidder shall not change the wording of the Bid Form. Unauthorized conditions, limitations or provisions shall be cause for rejection of the proposal. Alterations or erasure or interlineations must be explained or noted in the bid over the signature of the bidder.
2. A bidder may correct, modify, or withdraw a bid by written notice received in the office of the Town Manager prior to the time and date set for the bid opening. After the bid opening, a bidder may not change the price or any other provision of the bid in a manner prejudicial to the interests of the Town of Norton or fair competition. A bidder may withdraw a bid if a mistake is clearly evident on the face of the bid document but the intended correct bid is not similarly evident.
3. No bids received after the time fixed for receiving them shall be considered. Late bids shall be returned to the sender unopened.
4. Each bid shall be addressed to the Town of Norton and shall be delivered to the address given in the Invitation for Bid on or before the date and hour set for opening of the bids. Each bid shall be enclosed in a sealed envelope bearing the title of the specifications, the name of the bidder, and the date and hour of the bid opening. It is the sole responsibility of the bidder to see that the bid is received on time.
5. A complete bid will consist of requirements of the bid, as well as all of the following documents:
 - A. A completed Bid Quotation Form (Appendix A)
 - B. A signed Certificate of Non-Collusion (Appendix B)
 - C. A signed Bidder Authorization Form (Appendix C)
 - D. A signed "Good Standing with the Commonwealth" Form (Appendix D)
 - E. Insurance Certificates; and,
 - F. List of clients for whom comparable services have been provided within the past two (2) years with address, phone number, and name of contact person.



TOWN OF NORTON

Bid Quotation Form - Janitorial Services

Deadline to Submit Bid: May 22, 2024, AT 11:00 A.M.

Pursuant to and in accordance with the Invitation for Bids and the proposed Specifications relating to the Janitorial Services for the Norton Municipal Center, Norton Police Station, Norton Senior and Community Center, and Everett Leonard Park, copies of which are attached hereto, the undersigned, having become thoroughly familiar with the terms and conditions of the proposed Contract Documents and with local conditions affecting the performance and cost(s) of the bid Item(s) where applicable, hereby proposes and agrees to fully execute the bid Item(s) within the time stated and in strict accordance with the proposed Contract Documents.

It is acknowledged by the Bidder that the Town of Norton has two building construction projects that are anticipated to be completed in the Summer of 2024 for a new Norton Municipal Center at 72 East Main Street and a new Norton Senior and Community Center at 120 Mansfield Avenue, plans for which are also attached hereto and incorporated herein by reference. The Town will provide the successful bidder with advanced written notification of its intended date of occupation of these buildings, at which time services at the two new locations will commence and the services at the two former locations will cease.

Bidders are requested to submit proposals to perform said janitorial services:

NORTON MUNICIPAL CENTER

Five Day Work Schedule - Monday through Friday after 5:00 P.M.

BID	PRICE (PER YEAR)	CONTRACT PERIOD
-----	------------------	-----------------

Option #1

- A. \$ _____ **Monthly Rate** July 1, 2024, through TBD
\$ _____ **Monthly Rate** TBD through June 30, 2025
- B. \$ _____ **Yearly Rate** July 1, 2025, through June 30, 2026

**OPTION #2 SERVICES (SEPARATE PRICE,
SAID SERVICES TO BE RENDERED ONLY
AT TOWN'S REQUEST):**

\$ _____

**OPTION #3 SERVICES (SEPARATE PRICE,
SAID SERVICES TO BE RENDERED ONLY
AT TOWN'S REQUEST):**

\$ _____

Send to: Town Manager's Office
Municipal Center
70 East Main Street
Norton, MA 02766

Date: _____

Signature: _____

Name (typed/printed): _____

Company Name: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

NORTON POLICE STATION

Five Day Work Schedule – Monday through Friday

BID	PRICE (PER YEAR)	CONTRACT PERIOD
Option #1	\$ _____	July 1, 2024, through June 30, 2025
	\$ _____	July 1, 2025, through June 30, 2026
OPTION #1		
TOTAL BID PRICE	\$ _____	

**OPTION #2 SERVICES (SEPARATE PRICE,
SAID SERVICES TO BE RENDERED ONLY
AT TOWN'S REQUEST):**

\$ _____

**OPTION #3 SERVICES (SEPARATE PRICE,
SAID SERVICES TO BE RENDERED ONLY
AT TOWN'S REQUEST):**

\$ _____

Send to: Town Manager's Office
Municipal Center
70 East Main Street
Norton, MA 02766

Date: _____

Signature: _____

Name (typed/printed): _____

Company Name: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

NORTON SENIOR AND COMMUNITY CENTER

Three Day Work Schedule – Monday, Wednesday, and Friday after 6:00 P.M.

BID	PRICE (PER YEAR)	CONTRACT PERIOD
-----	------------------	-----------------

Option #1

A.	\$ _____ Monthly Rate	July 1, 2024, through TBD
	\$ _____ Monthly Rate	TBD through June 30, 2025
B.	\$ _____ Yearly Rate	July 1, 2025, through June 30, 2026

OPTION #2 SERVICES (SEPARATE PRICE,
SAID SERVICES TO BE RENDERED ONLY
AT TOWN'S REQUEST):

\$ _____

OPTION #3 SERVICES (SEPARATE PRICE,
SAID SERVICES TO BE RENDERED ONLY
AT TOWN'S REQUEST)

\$ _____ Hourly Rate

Send to: Town Manager's Office
Municipal Center
70 East Main Street
Norton, MA 02766

Date: _____

Signature: _____

Name (typed/printed): _____

Company Name: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

EVERETT LEONARD PARK

Two Day Work Schedule – Tuesday and Friday
(Seasonal May 10 to September 30)

BID	PRICE (PER YEAR)	CONTRACT PERIOD
Option #1	\$ _____	July 1, 2024, through June 30, 2025
	\$ _____	July 1, 2025, through June 30, 2026
OPTION #1		
TOTAL BID PRICE \$ _____		

Send to: Town Manager's Office
 Municipal Center
 70 East Main Street
 Norton, MA 02766

Date: _____

Signature: _____

Name (typed/printed): _____

Company Name: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Form shall be sealed if Bidder is a Corporation.

TOWN OF NORTON MUNICIPAL CENTER JANITORIAL SERVICES

CLEANING SCHEDULE SPECIFICATIONS - SCOPE OF SERVICES

Option #1:

1. WORK SCHEDULE:

Work schedule is to include five (5) times per week, performed Monday through Friday after 5:00 P.M.

2. DAILY DUTIES INCLUDE:

- Clean Bathrooms:
 - Wash and sanitize all restrooms (including toilets, urinals [including base of each unit], faucets, countertops, door knobs, and sinks) with disinfectant cleaner
 - Clean Mirrors
 - Vacuum, wash, and sanitize floors with disinfectant cleaner
 - Refill all supplies (including toilet paper, paper towels, seat covers, and soap dispensers)
- Clean Kitchen:
 - Wash and sanitize kitchen countertops, tables, faucets, door knobs, and sink with disinfectant cleaner
 - Wipe down appliances
 - Vacuum, wash, and sanitize floors with disinfectant cleaner
- Vacuum all flooring, including all hallways, lobby areas, and stairs
- Check conference rooms and clean as needed
- Dust surfaces, window sills, blinds, and baseboards
- Empty all trash receptacles and recycle bins

3. WEEKLY DUTIES INCLUDE:

- Clean windows, doors, tables, counters, and dust all areas, including hallways, lobby areas, common areas, and stairs)
- Wash all floors
- Clean elevator
- Check exterior parking lot and yard for litter and cleanliness and clean as needed
- Prepare trash and recycle bins for weekly pickup

4. MONTHLY DUTIES: Wash and wax all tile floors

5. ANNUAL DUTIES: Strip and wax all tile floors

6. EQUIPMENT AND SUPPLIES: All paper and cleaning supplies will be supplied by the Town

Option #2

- Shampoo all carpeting

Option #3 (ANNUAL DUTY)

- Strip and wax all tile floors of Fire Department

Please contact the Board of Health Office at (508) 285-0262 if you wish to view the Town Hall on May 8, 2024, at 10:30 A.M.

TOWN OF NORTON POLICE STATION JANITORIAL SERVICES

CLEANING SCHEDULE - SCOPE OF SERVICES

Option #1

1. WORK SCHEDULE:

Work schedule is to include five (5) times per week, performed Monday through Friday.

2. DAILY DUTIES INCLUDE:

- Empty all trash and recycle bins
- Vacuum front hallways and stairs
- Wash and sanitize all restrooms (including toilets, urinals [including the base of each unit], showers, faucets, countertops, door knobs, floors, and sinks) with disinfectant cleaner and refill supplies
- Wash and sanitize all locker rooms (including showers, faucets, countertops, door knobs, floors, and sinks) with disinfectant cleaner and refill supplies
- Clean windows, doors, floors, countertops, and dust the lobby area
- Clean windows, doors, floors, countertops, tables, and dust the kitchen area
- Clean windows, doors, floors, countertops, and dust the front desk area
- Clean windows, doors, floors, countertops, and dust the communications center area
- Wash and sanitize all cells that were used (including toilets, benches, doors, and windows) with disinfectant cleaner and refill supplies
- Check classroom and clean as needed, including washing windows and dusting the training room
- Check conference rooms and clean as needed
- Dust all common areas
- Wash all floors and stairwells daily

3. WEEKLY DUTIES INCLUDE:

- Clean cell block area and all cells
- Sweep sallyport
- Sweep garage bays
- Sweep firing range as needed
- Wash windows in firing range as needed
- Dust tops of lockers in locker rooms
- Dust fitness room and equipment, wash floor, mirrors, and windows
- Clean elevator
- Vacuum all carpeted areas, including edges
- Check exterior parking lots, prisoner fire escape area, and yard for litter and cleanliness and clean as needed
- Prepare recycle bins for weekly pickup
- Dust Detectives' and other offices
- Sweep, clean, dust, and wash other areas of the Police Department not specifically mentioned above upon request.

4. ANNUAL DUTIES:

- Strip and wax all tile floors

5. EQUIPMENT AND SUPPLIES:

- All paper and cleaning supplies will be supplied by the Town.

Option #2

- Shampoo all carpeting
- Clean bugs out of lights

Option #3

- Additional days or hours upon request

Please contact Deputy Chief Jackson at (508) 285-3302 to view the Police Station on May 8, 2024, at 9:30 A.M.

TOWN OF NORTON SENIOR AND COMMUNITY CENTER SERVICES

CLEANING SCHEDULE SPECIFICATIONS - SCOPE OF SERVICES

Option #1

1. **WORK SCHEDULE:**

Work schedule is to include three (3) times per week, performed Monday, Wednesday, and Friday after 6:00 P.M.

2. **DUTIES:**

Weekly Duties: Prepare trash and recycle bins for weekly pickup

Three Times Per Week:

- Vacuum and mop community room and craft room floors
- Vacuum carpets in front reading room, hallway, offices, and classrooms
- Clean Kitchen:
 - Wash and sanitize kitchen countertops, tables, faucets, door knobs, and sink with disinfectant cleaner
 - Wipe down appliances
 - Sweep, wash, and sanitize floors with disinfectant cleaner
- Wipe down blinds
- Dust surfaces, window sills, and baseboards
- Empty all trash receptacles
- Clean Bathrooms:
 - Wash and sanitize all restrooms (including toilets, urinals [including base of each unit], faucets, countertops, door knobs, and sinks) with disinfectant cleaner
 - Clean Mirrors
 - Vacuum, wash, and sanitize floors with disinfectant cleaner
 - Refill all supplies (including toilet paper, paper towels, and soap dispensers)

3. **EQUIPMENT AND SUPPLIES:**

- All paper and cleaning supplies will be supplied by the Town.

Option #2:

2 Times / Year

- Wash windows inside and out
- Clean carpets

Option #3:

Additional hours upon request to open facility after hours for private meeting use, lock facility following private meeting use, and provide duties outlined above.

Please contact Beth Rossi at (508) 285-0235 if you wish to view the Senior Center on May 8, 2024, at 11:30 A.M.

TOWN OF NORTON EVERETT LEONARD PARK SERVICES
CLEANING SCHEDULE SPECIFICATIONS - SCOPE OF SERVICES

Option #1:

1. WORK SCHEDULE (SEASONAL):

Work schedule is to include two (2) times a week (Tuesdays and Fridays), to be performed at a decided time, for the period of May 10 through September 30.

The first cleaning of the season will be a deep cleaning as the building will have been closed since the previous fall.

2. DAILY DUTIES INCLUDE:

- Sweep all floors, including hallways, bathrooms, open area under pavilion, and kitchen.
- Wash and sanitize restrooms (including toilets, urinals [including the base of each unit], faucets, countertops, door knobs, floors, and sinks) with disinfectant cleaner and refill supplies
- Empty all trash bins (including bathrooms and kitchen).
- Wash and sanitize kitchen (including floors, sink, countertops, microwave, and refrigerator [as needed]).
- Clean and sanitize tables, counters, doors and outside countertops at kitchen area.
- Clean mirrors

3. EQUIPMENT AND SUPPLIES:

- All paper and cleaning supplies will be supplied by the Town.

Please contact Melissa at (508) 285-0228 if you wish to view the Everett Leonard Park on May 8, 2024, at 1:00 P.M.

CERTIFICATE OF NON-COLLUSION

The undersigned, under the pains and penalties of perjury, certifies that this bid is, in all respects, bona fide, fair and made without collusion or fraud with any other person. As used in this section, the word “person” shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.

BIDDER: _____

Name of Company/Individual

BY: _____

Signature (Written)

Name of Signatory (Printed/Typed)

Title

DATE: _____

APPENDIX C

If a corporation, complete below or attach to each signed copy of a contract a notarized copy of the vote of the corporation authorizing the signatory to sign this contract. If attesting clerk is same as individual executing contract, have signature notarized below.

At a duly authorized meeting of the Board of Directors of _____

(Name of Corporation)
held _____ (date), at which all the Directors were present or waived notice, it was

VOTED: That, _____ (Name), _____

(Officer) _____ of this
company, be and hereby is authorized to execute contract and bonds in the name
and behalf of said company and affix its corporate seal thereto, and such execution
of any contract or obligation in this company's name on behalf of said company,
and affix its corporate seal thereto, and such execution of any contract or
obligations in this company's name on its behalf by such

(Officer) of the company, shall be valid and binding
upon this company.

I hereby certify that I am the Clerk of the _____, that
_____ is the duly elected _____ (Officer)
of said company, and that the above vote has not been amended or rescinded and remains in full
force and effect as of the date of this contract.

A true copy,

ATTEST:

Clerk

Place of Business:

(CORPORATE SEAL)

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____,
2024.

Notary Public

My Commission Expires:

***CERTIFICATE OF COMPLIANCE WITH STATE TAX LAWS AND WITH
UNEMPLOYMENT COMPENSATION CONTRIBUTION REQUIREMENTS***

Pursuant to M.G.L., Chapter 62C, s. 49A and M.G.L., Ch. 151A, s. 19A,

*I, _____, am the authorized signatory for
_____, whose principal place of business is at:

_____:*

1. I duly represent the bidder and have full authority to execute any and all documents for and on behalf of the bidder relative to its operation; and
2. Bidder has complied with all the laws of the Commonwealth of Massachusetts relating to the filing of all State tax returns and the payment of all State taxes required under said laws.
3. The Business Organization Social Security Number or Federal Identification Number is:

_____.

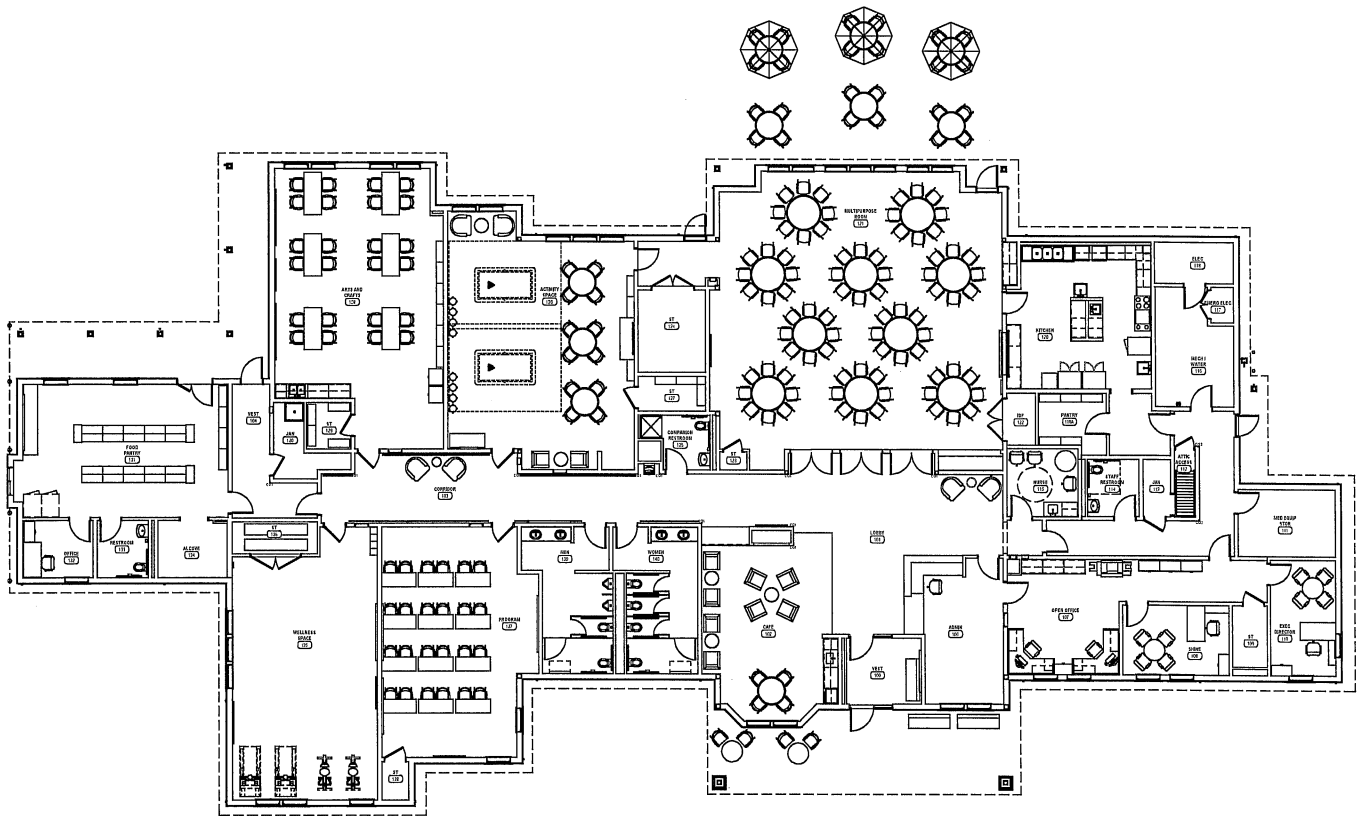
Signed under the penalties of perjury this _____ day of _____, 2024.

Signature: _____

Printed Name: _____

Company Name: _____

Title: _____



1 FIRST FLOOR FURNITURE PLAN
DATE: 01/14/14

FURNITURE SHOWN FOR REFERENCE ONLY

DBVW
ARCHITECTS

1401 BOSTON AVENUE, SUITE 200
CAMBRIDGE, MASSACHUSETTS 02142

FOR
REFERENCE
ONLY

NORTON SENIOR
AND COMMUNITY
SUPPORT CENTER
120 MANFIELD AVE
NORTON, MA
TOWN OF NORTON

DATE: 01/14/14

DATE: 01/14/14

DATE: 01/14/14

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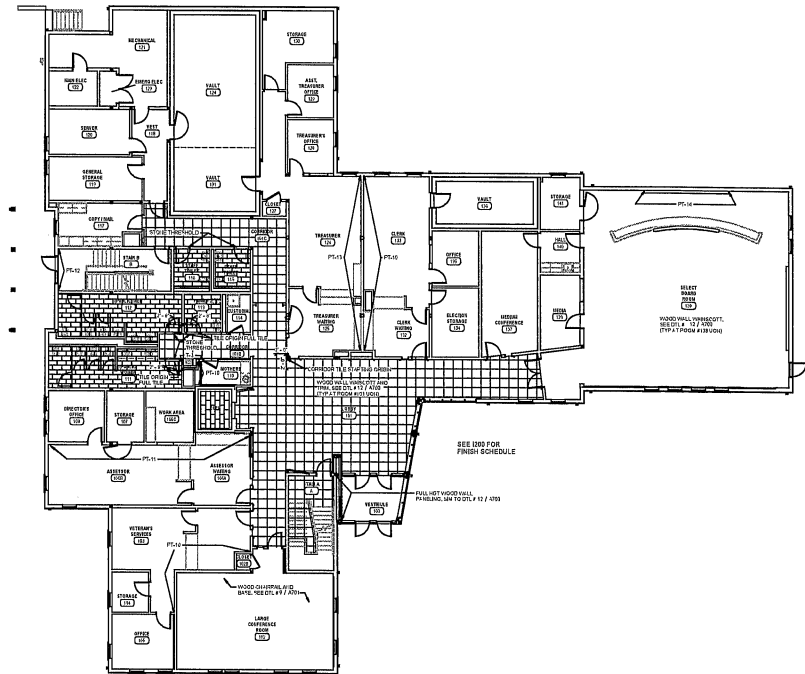
DATE: 01/14/14

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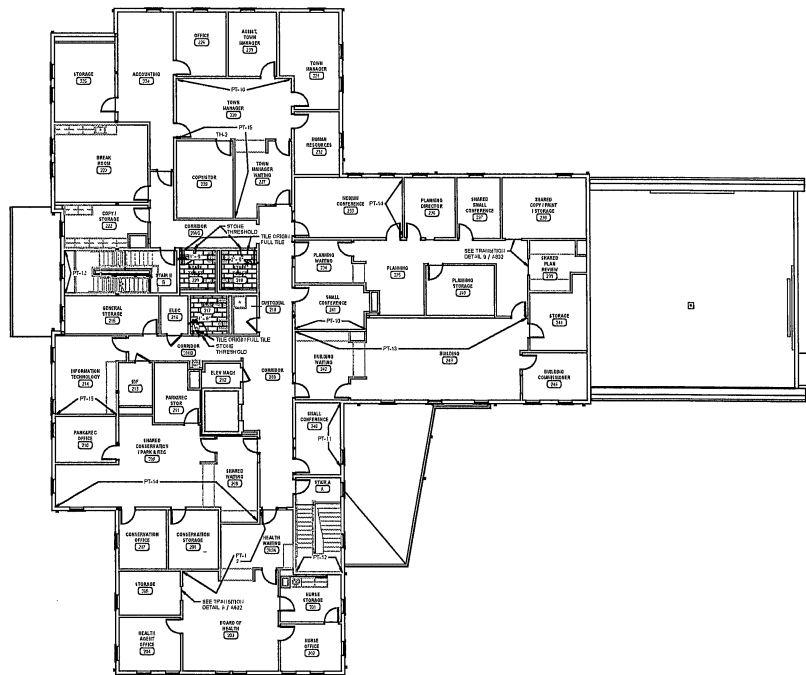
FIRST FLOOR
FURNITURE PLAN

1301

DATE: 01/14/14



BIO AND CONSTRUCTION I



1 SECOND FLOOR FINISH PLAN
1202

DBVW
ARCHITECTS



NORTON TOWN HALL
72 E Main St, Norton, MA
02766
TOWN OF NORTON

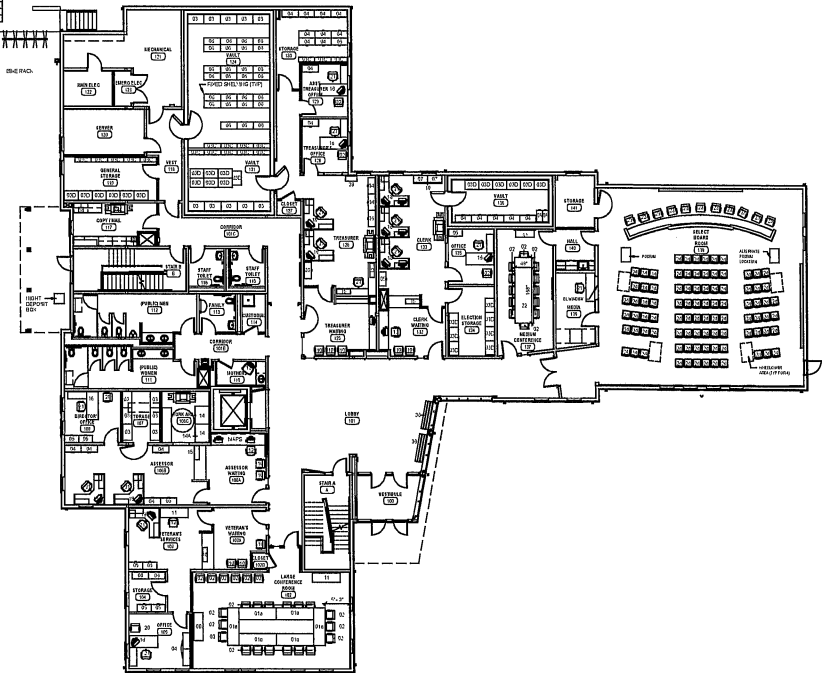
NO.	DATE	DESCRIPTION
1	08/12/2013	ISSUED FOR PERMIT
2	08/12/2013	ISSUED FOR PERMIT
3	08/12/2013	ISSUED FOR PERMIT
4	08/12/2013	ISSUED FOR PERMIT
5	08/12/2013	ISSUED FOR PERMIT
6	08/12/2013	ISSUED FOR PERMIT
7	08/12/2013	ISSUED FOR PERMIT
8	08/12/2013	ISSUED FOR PERMIT
9	08/12/2013	ISSUED FOR PERMIT
10	08/12/2013	ISSUED FOR PERMIT

SECOND FLOOR
FINISH PLAN

1202

DBVW ARCHITECTS

FURNITURE SCHEDULE				
NO.	SYM.	DESCRIPTION	QUANTITY	UNIT
1	RECEPTION	RECEPTION DESK	1	EA
2	RECEPTION	RECEPTION CHAIR	2	EA
3	RECEPTION	RECEPTION TABLE	1	EA
4	RECEPTION	RECEPTION SEAT	2	EA
5	RECEPTION	RECEPTION STOOL	2	EA
6	RECEPTION	RECEPTION BENCH	1	EA
7	RECEPTION	RECEPTION COUNTER	1	EA
8	RECEPTION	RECEPTION SIGN	1	EA
9	RECEPTION	RECEPTION LIGHT	1	EA
10	RECEPTION	RECEPTION FLOOR	1	EA
11	RECEPTION	RECEPTION WALL	1	EA
12	RECEPTION	RECEPTION CEILING	1	EA
13	RECEPTION	RECEPTION DOOR	1	EA
14	RECEPTION	RECEPTION WINDOW	1	EA
15	RECEPTION	RECEPTION STAIR	1	EA
16	RECEPTION	RECEPTION ELEVATOR	1	EA
17	RECEPTION	RECEPTION HALL	1	EA
18	RECEPTION	RECEPTION LOBBY	1	EA
19	RECEPTION	RECEPTION OFFICE	1	EA
20	RECEPTION	RECEPTION CONFERENCE	1	EA
21	RECEPTION	RECEPTION MEETING	1	EA
22	RECEPTION	RECEPTION BREAK	1	EA
23	RECEPTION	RECEPTION RESTROOM	1	EA
24	RECEPTION	RECEPTION STORAGE	1	EA
25	RECEPTION	RECEPTION ENTRY	1	EA
26	RECEPTION	RECEPTION EXIT	1	EA
27	RECEPTION	RECEPTION CORRIDOR	1	EA
28	RECEPTION	RECEPTION STAIRWELL	1	EA
29	RECEPTION	RECEPTION ELEVATOR SHAFT	1	EA
30	RECEPTION	RECEPTION LOBBY AREA	1	EA
31	RECEPTION	RECEPTION OFFICE AREA	1	EA
32	RECEPTION	RECEPTION CONFERENCE AREA	1	EA
33	RECEPTION	RECEPTION MEETING AREA	1	EA
34	RECEPTION	RECEPTION BREAK AREA	1	EA
35	RECEPTION	RECEPTION RESTROOM AREA	1	EA
36	RECEPTION	RECEPTION STORAGE AREA	1	EA
37	RECEPTION	RECEPTION ENTRY AREA	1	EA
38	RECEPTION	RECEPTION EXIT AREA	1	EA
39	RECEPTION	RECEPTION CORRIDOR AREA	1	EA
40	RECEPTION	RECEPTION STAIRWELL AREA	1	EA
41	RECEPTION	RECEPTION ELEVATOR SHAFT AREA	1	EA
42	RECEPTION	RECEPTION LOBBY AREA	1	EA
43	RECEPTION	RECEPTION OFFICE AREA	1	EA
44	RECEPTION	RECEPTION CONFERENCE AREA	1	EA
45	RECEPTION	RECEPTION MEETING AREA	1	EA
46	RECEPTION	RECEPTION BREAK AREA	1	EA
47	RECEPTION	RECEPTION RESTROOM AREA	1	EA
48	RECEPTION	RECEPTION STORAGE AREA	1	EA
49	RECEPTION	RECEPTION ENTRY AREA	1	EA
50	RECEPTION	RECEPTION EXIT AREA	1	EA



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

FOR REFERENCE ONLY

DBVW
ARCHITECTS

140 N. MAIN ST. SUITE 200
NORTON, MA 01946

NORTON TOWN
HALL

72 E. Main St. Norton, MA
01946

TOWN OF NORTON

NO.	DATE	DESCRIPTION
1	01/12/2011	SCHEMATIC DESIGN
2	02/15/2011	PRELIMINARY DESIGN
3	03/15/2011	FINAL DESIGN
4	04/15/2011	CONSTRUCTION DOCUMENTS

DATE: 01/12/2011
DESIGNED BY: DBVW
DRAWN BY: DBVW
SCALE: 1/8" = 1'-0"

FIRST FLOOR
FURNITURE PLAN

1301

610 #10 CONSTRUCTION

