

**SOUTHFIELD PUBLIC SCHOOLS**

**Invitation to Bid  
Window Treatments**

The Southfield Board of Education invites you to submit a bid on Window Treatments at Southfield High School.

All bids are to be delivered the lobby of the J.W. E. Administration Building, Southfield Public Schools, 24661 Lahser, Southfield, MI 48033, attn.: Martha Ritchie, Purchasing Manager. Bids are to be in a sealed envelope clearly marked: "Window Treatments" and returned no later than 2:00 p.m. EST, Friday, May 2, 2008 at which time bids will be opened and publicly read. Bids must be submitted on the official Form provided. The Board reserves the right to reject any and all bids. Late bids will not be accepted. A 5% bid security bond will be required.

All bidders must provide familial disclosure in compliance with MCL 380.1267 and attach this information to the bid. The bid shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the board, intermediate school board, or board of directors or the superintendent of the school district, intermediate superintendent of the intermediate school district, or chief executive officer of the public school academy. The [District](#) shall not accept a bid that does not include this sworn and notarized disclosure statement.

INSTRUCTIONS TO BIDDERS AND BID CONDITIONS

1. Bids are due and will be publicly read Friday, May 2, 2008 at 2:00 p.m. in the lobby area of the J.W. E. Administration Building, 24661 Lahser, Southfield, MI 48033 Attn.: Martha Ritchie
2. Bids are to be submitted on official form in sealed envelopes, clearly marked: "Window Treatments."
3. The Board reserves the right to reject any and all bids either in whole or in part, to reject a Bid not accompanied by the required bid security of or any other data required by the Bidding Documents or to reject a Bid which is any way incomplete or irregular and to waive informality or waive any part thereof.
4. Any questions to be directed the Purchasing Manager, Martha Ritchie, (248) 746-8518. Bids to remain firm for sixty days.
5. Southfield Public Schools is exempt from Michigan sales tax and most Federal taxes. Exemption certification information appears on all purchase orders issued by the District.
6. All respondents are required to completely inspect the project site prior to submitting a proposal in order to determine all requirements associated with this Request For Proposal. Failure to do so shall not relieve the successful vendor from the necessity of furnishing and installing, without additional cost to the district, any material and equipment or performing any labor that may be required to carry out the intent of the resulting contract. Walk throughs can be arranged through the purchasing office 248.746.8519.
7. All respondent to this Request for Proposal must submit with their proposal a list of at least five current and past clients where similar service has been performed. References should include: name, address, telephone number and contact of account. Schools preferred.
8. Any licenses or permits that may be required to perform any of the work or provide any equipment anticipated by this request for bids shall be obtained by and at the expense of the service provider. Evidence of any required licenses or permits shall be provided to the School District upon request. Any fines or penalties levied by any governmental entity for conduct by the service provider in connection with the work contemplated by this request for bids shall be paid for by the service provider.
9. 5% Bid Bond: A certified check or bank draft payable to Southfield Public Schools, or a satisfactory bid bond executed by the bidder and a surety company in the amount equal to not less than five percent of the maximum bid amount shall be submitted with each proposal.
10. Insurance Requirements: The contractor will secure and maintain during the term of the contract insurance from an insurance company authorized to do business in the State of Michigan that will protect contractors and subcontractors and the School District from all liability (public liability, personal injury, and property damage) claims that may arise from operations under the contract. The contractor may not start work until evidence of all required insurance has been submitted and approved by the School District. The contractor must cease work if any of the required insurance is canceled or expires. Three copies of certificates of insurance shall be submitted to and approved by the School District prior to the execution of the contract. The Certificate shall specifically name The Southfield Public Schools as an additional insured party. The certificates must contain the agreement of the insurance company notifying the School District in writing ten days prior to any cancellation or termination of the policy. The contractor shall not allow any work under the contract to be performed by a subcontractor unless evidence of similar insurance covering the activities of the subcontractor is submitted to and approved by the District.

The limits of insurance shall not be less than the following:

- A. Workers compensation insurance in the amount required by Michigan Law.
- B. General Liability Bodily Injury and property damage combined.

Each occurrence-	\$1,000,000
Aggregate -	\$1,000,000
Personal injury -	\$500,000
- C. Automobile insurance for vehicles:

Bodily injury each person-	\$300,000
each accident-	\$500,000
Property damage each accident-	\$100,000

11. Vendor to pay prevailing wages.
12. Southfield Public Schools will not be held responsible for any costs incurred by vendors for work performed in the preparation and production of a quote or for any work performed prior to the issuance of a contract.
13. Once received, the bid becomes the sole property of Southfield Public Schools.
14. Warranty - All parts and workmanship shall be fully guaranteed against defect in performance, materials and construction a minimum of five (5) years of actual use. Bidder to state length of warranty in proposal
15. Each bid shall be accompanied by the Familial Disclosure Statement in compliance with MCL.380.1267. The bid proposal must be accompanied by a sworn and notarized statement disclosing Familial Relationship that exists between the bidder or any employee of the bidder and any member of the Board of Education of the School district, or the Superintendent of the School district. The School district will not consider a bid Proposal that does not include this sworn and notarized Disclosure Statement.
16. Sealed proposals are solicited from all possible manufacturers, suppliers, and/or types and quality of products and services as outlined in the specifications. A catalog, description, or a brand and model designation when provided is included in the specification to establish minimum levels of performance, characteristics, quality, capacities, features, workmanship and materials. Use of catalog numbers and other requirements set forth in specifications are not intended to preclude use of any other approved manufacturers products or procedures which may be equivalent, solely as determined by school district but are given for purposes of establishing standards of design, function and quality of materials, construction, and workmanship. Alternate suggestions may be offered if deviations from specifications are minor and if all deviations are properly outlined on an attached sheet, failure to outline all deviations may be grounds for rejection of your bid. Vendor to list brand and model number of all alternates bid.
17. Vendor to provide five references of similar installations. Schools preferred.

**Invitation to Bid**  
Window Treatments

1. Location: Southfield High School is located at 24675 Lahser Road, Southfield, MI 48033.
2. Scope of Work: This project includes the furnishing and installing blinds and aluminum fascia in 163 windows located classrooms and offices in the O house of Southfield High School. Bid price to include delivery and installation and tear down and removal of existing blinds where necessary.
3. Location of windows in the classrooms and offices in O House at Southfield High School are marked on the attached floor plan (Page 9). Rooms crossed off do not require blinds. Vendor responsible for measurement of all windows for correct blind size.

<b>First Floor</b>	<b>Room Number</b>	<b>Number of Windows</b>
	Main Office	9
	101A	6
	101A Office	1
	101B	6
	101C	12
	101C Prep Rm	4
	101C Office	2
	101D	8
	101 B Office	1
	115	4
	116	4
	117	6
	118	6
	119	6
	120	6
	121	10
	122	2
	122 Office	2

<b>Second Floor</b>	<b>Room Number</b>	<b>Number of Windows</b>
	214	4
	215	4
	216	4
	217	6
	218	6
	219	6
	220	6
	221	5
	222	5
	225	9
	226	9
	Upstairs Faculty Room	4

**4. Blind Specifications**

Vendor to provide Draper Sheer Weave Style PW4800, 1 % open, Fabric blinds or equal as approved by purchasing manager. Color PW4800-099 Taupe. Manual Flex shade system. Aluminum Fascia. Clear Anodized standard finish to Fascia.

# Manual FlexShade System

by **DRAPER**

Please check all appropriate selections and attach room schedule with verified dimensions.

### Select Fabric\*

- Color name, no., openness
- CL8000 (Colony)
  - "E" Screen by Mermet
  - Flocké by Mermet
  - Linen Veil by Newcastle
  - "M" Screen by Mermet
  - Obion by Mermet
  - Roc-Rol by Rockland
  - SheerWeave® PW3500/4100/4400
  - SheerWeave® PW4500/4600
  - SheerWeave® PW4550/4650
  - SheerWeave® PW4800
  - SheerWeave® SW2000/2100
  - SheerWeave® SW2400/2500/2600/2900
  - SheerWeave® SW2701/2703/2705/2710
  - SheerWeave® SW3000
  - SheerWeave® SW5000
  - SheerWeave® SW7000
  - SheerWeave® SW7100
  - SilverScreen by Verosol
  - Soltis 99® by Ferrari
  - SunBloc SB9000
  - SunBloc SB9100
  - "T" Screen by Mermet
  - Terra by Mermet
  - Vela by Mermet

\*Please see Draper's Shade Fabric Reference Sheet for fabric colors and specifications.

### Select Operator

- Bead Chain/Clutch
  - Optional Spring Assist (minimum shade width 48")
- Select Chain
  - Stainless Steel Chain (standard)
  - Polyester Chain
    - Ivory
    - Grey
    - Black
- Crank. Specify handle length (6' max.) \_\_\_\_\_
- Or, list sill ht. or ht. of unit off floor for proper handle length \_\_\_\_\_
  - Fixed Handle (6' max.) (one per unit)
  - Detachable Handle (6' max.)
  - Heavy Duty handle (10' max.)
  - Two Piece Handle
  - Specify # of handles per job \_\_\_\_\_
- Spring Roller

### Select Operator Location (except spring roller)

- Select **right side (standard)** or left side as seen from inside the room, facing the window. Also indicate selection on room schedule.
- Right Side (standard)
  - Left Side
- Vendor to suggest*

### Select Hardware

- Universal Brackets (Ceiling/Wall/Inside/Outside) (Not available with crank)
- Optional Endcaps only
- Optional Fascia with Endcaps
- Optional Headbox
  - Surface Style
  - Pocket Style
- Optional Type "D" Pocket with Tile Lip
- Optional Channels for Light Gap Reduction
  - ¾" x 1" x 12'3" "L" Channels (Or Indicate Cut Length: \_\_\_\_\_)
  - 1" x 2¾" x 16' "L" Channels (Or Indicate Cut Length: \_\_\_\_\_)
  - 1" x 2½" x 16' "U" Channels (Or Indicate Cut Length: \_\_\_\_\_)

### Select Hardware Finish

- Clear Anodized (standard)
- Black
- White
- Ivory
- Bronze

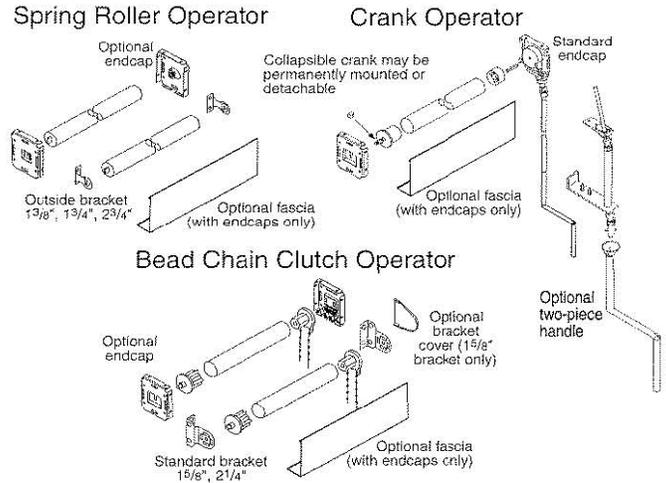
### Select Fabric Orientation

- Regular Roll (from back of roller)
- Reverse Roll (from front of roller) [Not available with fascia]

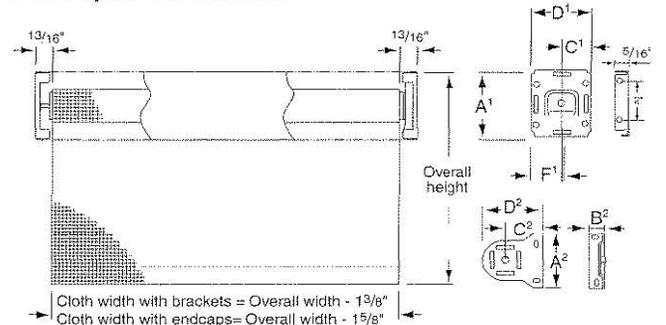
### Select Installation Option

- Inside (head/sill, jamb/jamb)
- Outside (overlap opening)
- Do any units abut at mullions? Which? \_\_\_\_\_
- Do any units install in pocket at ceiling? Which? \_\_\_\_\_

*Vendor to recommend*



### Clutch-Operated FlexShade



Headbox or Fascia with Endcaps		Brackets*		
Small	Large	Small	Large	
A1	37/8"	45/8"	A2 23/16"	23/16"
B1	N/A	N/A	B2 11/16"	11/16"
C1	111/16"	25/16"	C2 15/8"	21/4"
D1	33/8"	45/8"	D2 23/8"	3"
F1	11/2"	25/8"	F2	N/A N/A

\* Small brackets are supplied with #8 and #16 clutch. Large bracket optionally available at Draper's discretion. For #24 clutch, contact Draper for dimensions.

**DRAPER**®

411 S. Pearl St., Spiceland, IN 47385 USA ■ 765-987-7999  
 www.draperinc.com ■ fax 765-987-7142  
 Copyright © 2008 Draper Inc. Form ManualFlexShades\_Sub08 Printed in U.S.A.

PROJECT: \_\_\_\_\_

ARCHITECT: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

SUPPLIER: \_\_\_\_\_

DATE: \_\_\_\_\_ REVISED: \_\_\_\_\_

## Specifications-Manual FlexShades

### Equipment

**Bead Chain Clutch Operator:** High carbon steel and molded fiberglass-reinforced polyester thermopolymer (PBT). Bi-directional for mounting at either end of roller. Control loop, of any length, is a plastic or stainless steel bead chain (standard). Plastic chain in ivory, grey or black. Never needs adjusting. **Right hand location standard**, left hand available.

**Spring-Assist Bead Chain Clutch:** Adjustment-free system shall be comprised of various components including a modified clutch and spring assist components. The clutch portion shall be comprised of multi-banded steel springs that create the pressure necessary to keep the shade in the desired position. All plastic components to be made of injected molded parts. All plastic clutch components to be made of glass reinforced polyester thermopolymer (PBT) conforming to military specification MIL M-24519. The clutch shall develop no more than 1/2 pound drag for easy lift. The Spring Assist assembly components shall be constructed from following materials:

1/4" inch Square Rod: 6061 Aluminum.

Rod Retainer: Acetel plastic such as Delrin 500.

Coiled Steel Spring Pin

Endcap: Polyester based plastic such as GE Valox 420 or equal quality.

Sleeve: Low density polyethylene.

Actuator: Polyester based plastic such as GE Valox 420 or equal quality.

Spring: ASTM A 228 Stress Relieved High Carbon Steel.

There shall be separate springs assist assemblies; one for left-hand control and one for right-hand control in two lengths each to accommodate a wide range of shade weight options.

The System to be adaptable for left or right hand installation and can be adapted for either standard or reverse roll shades. The system shall require utilization of proprietary computer software to calculate appropriate spring size, tube diameter and pre-rotation tension. Utilizing proprietary computer software, the Spring Assist assembly shall ensure even lift and lowering forces of approximately 6 lbs or less on any weight fully assembled shade up to the maximum shade weight of 30 lbs.

**End Plug:** End plug to consist of an outside sleeve rotating freely on a center shaft, providing the bearing surfaces on which the roller rides. Outside sleeve and center shaft to be made of heat stabilized fiber reinforced plastic to ensure smooth, wear resistant operation.

**Crank Operator:** Gear box, of die cast aluminum and steel, has ratio of 3.0 to 1. Bi-directional to mount at either end of roller. Never needs lubrication or adjustment. Crank handle assembly, of anodized aluminum and chrome plated

steel, up to 6' in length, detachable or permanently mounted. Heavy duty crank optionally available in lengths to 10'. Optional 2-Piece crank handle available for shades 14' or more above floor. Crank roller insert, of injection molded nylon and steel, is installed in the roller and engages to gear box.

**Spring Roller Operator:** Institutional quality, all with heavy-duty springs. All shades are mounted on one piece electro-galvanized, or enamel, steel rollers.

### Components

**Rollers** (except spring rollers): Sizes 1 1/4" dia. x .030 wall, 1 1/2" dia with .065 wall, or 2" dia. with .080 wall, in steel or extruded aluminum. Roller assembly easily removable.

**Mounting Brackets:** 1018 plated steel stamping. Sizes 1 5/8" and 2 1/4". Mount to face, ceiling, or jamb. Brackets do not require additional adapters.

**Roller Idler Assembly:** Fiberglass reinforced polyester thermopolymer (PBT), with spring-loaded pin to interlock with mounting bracket.

**Slat:** Aluminum, min. 1/8" x 1", encased in heat seamed hem.

**Endcaps:** 1018 steel stamping. 2 sizes: 3 1/4" x 3 3/4" and 4 1/2" x 4 1/2". Complete with adapter roller bracket. Installs to face, ceiling, or jamb. Accepts box covers and fabric guide.

**Endcap Covers:** Plastic covers snap onto endcaps. Available in ivory, bronze, black or white to match fascia.

**Fascia:** L-shaped cover of extruded aluminum, .060 wall. Assembly snaps onto endcaps without exposed fasteners. **Clear anodized (standard)** finish or black, white, ivory or bronze powder coat finish.

**Headbox:** Standard consists of fascia, L-shaped back/top cover. Assembly snaps onto endcaps. Optional, for pocket installation, includes a U-shaped back/top/front cover with removable bottom closure panel. Small size: 3 3/8" x 3 7/8". Large size: 4 5/8" x 4 5/8". Some exposed fasteners required. **Clear anodized (standard)** finish or black, white, ivory or bronze powder coat finish.

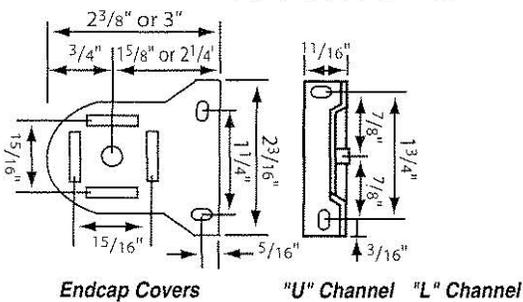
**Type D Pocket:** Type D Shade Pocket, to be fabricated of 6063-T5 aluminum alloy for perimeter installation. Accepts FlexShades installed with ceiling brackets. Finished in white paint. 4 1/2" x 4 5/8" x .125" with tile support lip and removable bottom closure.

**Battens:** In order to ensure proper flatness and tracking, Draper reserves the right to utilize metal battens, installed in pockets across entire width of shade. Please note: Dimensions of rollers, operators and hardware at manufacturer's discretion.

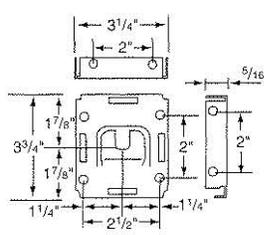
"L" Channel (3/4" x 1" x 12'3", 1" x 2 3/4" x 16' or cut to length) and "U" Channel (1" x 2 1/2" x 16' or cut to length): Accepts side edges of fabric, prevents light gaps. Interior of channel provides for use of flat head screws.

Downloadable 3-part specifications are available at [www.draperinc.com](http://www.draperinc.com).

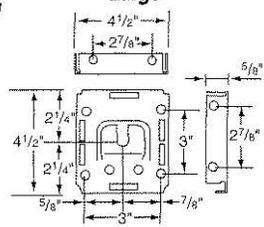
### Mounting Bracket/Endcap Dimensions



### Small



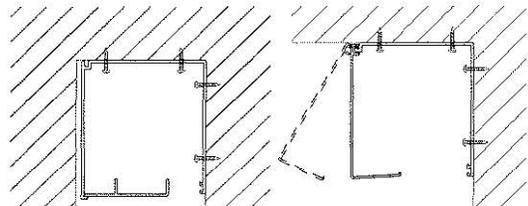
### Large



### Headbox Installation Options

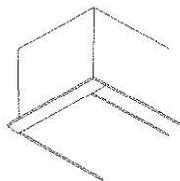
Pocket style headbox consists of Draper's extruded pocket with bottom closure panel and ceiling/wall mounting endcaps

Surface style headbox consists of fascia, back/top cover and ceiling/wall mounting endcaps

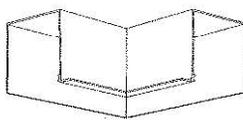


### Pocket Options

Type D pocket, white in color, features a 4 1/2" x 4 5/8" cross-section. A lip along lower edge supports lay-in ceiling. Suitable for use with clutch operated FlexShades. Pre-welded corners and pocket ends are available. Ends provided with tile support lip (shown).

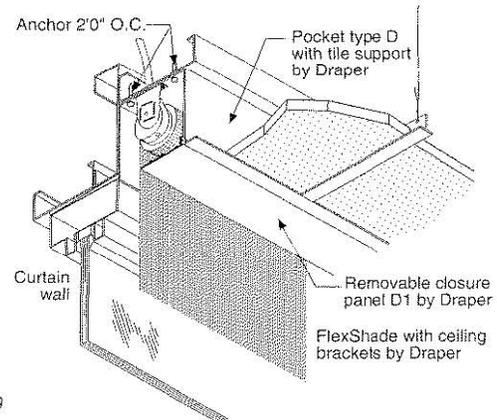
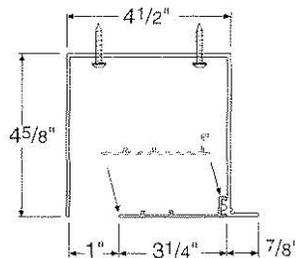


Typical pocket end (not to scale)



Typical pre-welded corner section (not to scale)

### Cross Section of Type D Pocket



**Southfield Public Schools  
Official Bid Form  
Window Treatments**

The undersigned having familiarized himself with all local conditions to be encountered affecting the cost of the work and examined the contract documents does hereby propose to perform everything required to be performed and to furnish all of the labor, materials, services, equipment and tools necessary to complete the work required in connection with the said, project, in accordance with the contract for:

\$ \_\_\_\_\_

Warranty: \_\_\_\_\_

**Alternate I:  
Deduct rooms 101 A, 101 A office, 101 B 101 B office**

(\$ \_\_\_\_\_)

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Authorized Signature: \_\_\_\_\_  
Name/Title: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_  
Cellular Number: \_\_\_\_\_ Date: \_\_\_\_\_

## Sworn and Notarized Familial Disclosure Statement

All bidders must provide familial disclosure in compliance with MCL 380.1267 and attach this information to the bid. The bid will be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Southfield Public Schools Board of Education of the Superintendent of Southfield Public Schools. The District will not accept a bid that does not include this sworn and notarized disclosure statement.

\_\_\_ **The following familial relationship exists** between the owner or any employee of the bidder and member of the Southfield Public Schools Board of Education or the Superintendent of Southfield Public Schools.

Owner/Employee Name	Related to:	Relationship
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____
4 _____	_____	_____
5 _____	_____	_____

Attach additional pages if necessary to disclose familial relationship.

\_\_\_ **There is no familial relationship that exists** between the owner and any employee of the bidder and any member of the Southfield Public Schools Board of Education or the Superintendent of Southfield Public Schools.

Bidder's Firm Name \_\_\_\_\_

By (Signature) \_\_\_\_\_

Printed Name & Title \_\_\_\_\_

Subscribe and sworn before me this \_\_\_\_\_

Seal:

Day of \_\_\_\_\_, 20\_\_ a Notary Public

In and for Oakland County, \_\_\_\_\_

\_\_\_\_\_  
(Signature)  
NOTARY PUBLIC

My Commission expires \_\_\_\_\_



