



**GRAND HAVEN AREA PUBLIC SCHOOLS
REQUEST FOR PROPOSALS**

WINDOW TREATMENTS

BID PROPOSAL

Sealed bids, in triplicate, for Grand Haven Area Public Schools, Window Treatments, will be accepted at Grand Haven Area Public Schools, Administration Building, 1415 Beechtree St., Grand Haven, Michigan 49417 until Tuesday, May 11, 2010 at 1:00 pm local time. Bids received after this time will be neither considered nor opened.

All proposals received by the time and date stated above will be opened and read publicly at 1:00 pm local time on Tuesday, May 11, 2010 at 1415 Beechtree St., Grand Haven, Michigan.

Bids may be mailed or delivered to Grand Haven Area Public Schools Administration Building located at 1415 Beechtree St., Grand Haven, MI 49417. Mailed bids must be received prior to the bid due time and date as stated above. Faxed or emailed bids will not be accepted.

In accordance with Section 1267 of the Revised School Code, each bid must be accompanied by a sworn and notarized Familial Disclosure Statement completed by the bidder disclosing any familial relationship between the Owner or any employee of the Bidder and any member of the District's Board of Education or the Superintendent of the District.

BID DOCUMENTS

The bid documents may be obtained by e-mail to scalicir@ghaps.org

BONDS

Each bid shall be accompanied by a good and sufficient bid security or Bid Bond in an amount not less than 5% of the bid amount and shall secure the owner from loss or damage by reason of the withdraw of the bid by a bidder or failure of the successful bidder to enter into a contract with the Owner if his/her bid is accepted by the Owner.

PREVAILING WAGE DETERMINATION

A schedule of Prevailing Wages is included and shall be paid by the Window Treatment Contractor.

INSTRUCTION TO BIDDERS

1. **BIDDER REPRESENTATION:** Bidders, by presenting a bid, represents they have read and understand the bidding documents to the extent that they relate to the work for which the bid is submitted and the bid is made in accordance with the documents.

Bids submitted shall be based upon materials, equipment and systems required by the bidding documents without exception, unless noted in the bid proposal.

2. **BIDDER QUALIFICATIONS:** If requested, bidder shall submit to owner, Grand Haven Area Public Schools, a properly executed contractors qualification statement 10 days prior to receipt of proposals.

Requested materials may include the following:

- Bidder performance record;
- A current list of work in process;
- A list of equipment available for use on project;
- Manpower available for project.

3. After time and date of receipt of bids, a bid may not be modified, withdrawn or canceled by the bidder for a period of sixty (60) days.
4. Interpretations, corrections, and changes of the bidding document will be made by addendum only. Grand Haven Area Public Schools will not be held responsible for any other interpretations, corrections or changes, and oral communications will not be considered binding.

BIDDING PROCEDURE:

- A. Bids shall be submitted on Bid Proposal Form included within bidding documents. Copies of forms can be made by the bidder.
 1. All blanks on forms shall be typewritten or in ink. Proposals shall be submitted in duplicate, fax copies will not be accepted.
 2. Bid proposal must be signed by the bidder with full name and address.
 3. Bids will be due on or before 1:00 pm, April 11, 2010.
 4. All bids received after time and date will be rejected.
 5. A bid bond issued by an approved bonding company payable to the owner in the amount equal to five percent (5%) of the base bid shall be submitted with proposal. Form is provided .
 6. The materials, products, and equipment described in the Bidding Document establish a standard of required function, appearance, and quality to be met by any proposed substitution. Substitutions shall be requested in writing no later than ten (10) days before bidding. The burden of proof of merit of the proposed substitution rest solely on the proposer. If accepted, the substitution shall be included in an addendum and the decision by the Owner shall be final.
 7. There will not be any substitutions in styles/color.
 8. The prevailing wage scale applies to this project.

CONSIDERATION OF BIDS:

- A. Unless indicated otherwise in the advertisement or invitation to bid, the properly identified bids received on time will be opened publicly and read aloud.
- B. The bidder acknowledges the right of the owner to reject any and all bids and to waive any informality or irregularity in any bid received. In addition, the bidder recognizes the right of the owner to reject a bid if the bidder failed to submit the bidding documents by the date required, or if bid is in any way incomplete or irregular.

After Grand Haven Area Public Schools has awarded the Window Treatment Project, they will send a notice of award to the successful bidder.

INSURANCE REQUIREMENTS

LIABILITY

The Contractor shall and does assume liability under the terms of Workman's Compensation Law of the State of Michigan.

Contractors assume all liability for injury to persons or damage to or loss of property of

- (a) Contractor, his agent or employees.
- (b) Corporation arising in any way directly or indirectly out of the performance of the Contract whether or not such injury, damage, or loss is due to the negligence of the Contractor, its agent or employees. This foregoing assumption of liability by Contractor shall include, without limiting the generality to the forgoing, any injury, damage or loss
 - (1) arising out of negligence to Contractor
 - (2) arising out of the joint or combined negligence of Contractor and Owner.
 - (3) arising out of negligence of a third party or parties and Contractor, or
 - (4) without limiting in any way the forgoing, arising in any way directly or indirectly out of the conduct or occurrence not fully limited to the separate sole negligence of the owner as proven by Contractor or third party.

Should the Owner or employee of Owner be made a party to any suit or proceeding, even though such suit or proceeding is groundless, false or fraudulent, arising out of injury, damage or loss for which the Contractor assumes liability under his Contract, and save harmless the Owner, or employees, from all liability loss, expenses, judgments (including interest there on), including Attorney's fees.

Contractor shall be an independent Contractor and not an agent, servant or employee of Owner, Contractor assumes full responsibility for compliance with any all Federal, State or municipal laws, ordinances and regulations.

INSURANCE

Unless otherwise specified, the Contractor shall, after notice of award, secure and maintain policies of insurance satisfactory to the Owner covering the liabilities assumed above in the following minimum amounts:

General Liability

\$1,000,000	Per occurrence
\$1,000,000	Products & C/O
\$1,000,000	Aggregate
\$ 50,000	Fire Legal Liability
\$ 5,000	Medical Payments

Including Contractual Liability

Workers Compensation

Statutory		
Employees Liability	\$ 100,000	Each Accident
	\$ 500,000	Each Disease
	\$ 100,000	Disease Employee

Automobile

\$1,000,000

Owned, Hired, and Non-Ownership

Umbrella or Excess Liability

\$2,000,000

The Contractor agrees to file with the Owner before start of project, copies of policies of each insurance which shall contain by endorsements, the specific liabilities assumed above, together with certificates of insurance which shall contain a provision that shall not change in the amount of said insurance or termination thereof, shall take place without previous ten day written notice to Owner and its written consent to such change of termination.

FAMILIAL DISCLOSURE STATEMENT
(Must be completed for bid/proposal to be considered)

In accordance with Section 1267 of the Revised School code, this bid must be accompanied by a sworn and notarized statement disclosing any familial relationship between the Owner or any employee of the Bidder and any member of the District's Board of Education or Superintendent of the District.

_____ No, there is not a familial relationship between the Owner or any employee of the bidder and any member of the District's Board of Education or Superintendent of the District.

_____ Yes, there is a familial relationship between the Owner or an employee of the Bidder and a member of the District's Board of Education or Superintendent of the District. The person(s) and relationship are as follows:

<u>Bidder</u>	<u>Board of Education or Superintendent</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Subscribed and sworn this _____ day of _____, 2010.

In the county of _____, State of _____

By _____

My commission expires on: _____ Seal or stamp:

SCOPE OF WORK

Grand Haven Area Public Schools is replacing all exterior windows in three (3) District buildings during the summer of 2010.

Location:

Griffin Elementary
1700 Griffin Street
Grand Haven, MI 49417

White Pines Middle School
1400 S. Griffin
Grand Haven, MI 49417

Lakeshore Middle School
900 Cutler Street
Grand Haven, MI 49417

Included with bid documents are the new window submittals.

Contractor will be responsible for field measurements of new window treatments.

COMMERCIAL WINDOW TREATMENT SPECIFICATION:

Division 12 – Furnishings

Section 12492 – Manual Roller Shades (Premium Quality)

Part 1 – GENERAL

1.01 SCOPE

- A. Supplier: Furnish and install Manual Roller shades (Premium Quality)

1.02 REFERENCES

- A. Flame-resistant materials shall pass or exceed one or more of the following tests:
- National Fire Protection Association (NFPA) 701 (small scale for horizontal applications)
 - Department of Transportation Motor Vehicle Safety Standard 302 Flammability of Interior Materials.
 - California Administrative Code Title 19
 - Federal Standard 191 Method 5903 (used by Port Authority of New York and New Jersey for drapery, curtain, and upholstery material)
 - Boston Fire Department Teat BFD IX-1
 - New York State Uniform Fire Prevention and Building Code

1.03 SUBMITTALS

- A. PRODUCT DATA: Manufacturer's descriptive literature shall be submitted indicating materials, finishes, construction and installation instructions and verifying that product meets requirements specified. Manufacturers recommendations for maintenance and cleaning shall be included.
- B. DRAWINGS AND DIAGRAMS: Wiring diagrams of any motorized components or units, working and assembly drawings shall be supplied as requested.
- C. SAMPLE: Responsible contracting officer or agent shall supply one sample shade of each type specified in this contract for approval. Supplied units shall be furnished complete with all required components, mounting and associated hardware, instructions and warranty.

1.04 QUALITY ASSURANCE:

- A. SUPPLIER: Manufacturer, subsidiary or licensed agent shall be approved to supply the products specified, and to honor any claims against product presented in accordance with warranty.
- B. INSTALLER: Installer or agent shall be qualified to install specified products by prior experience, demonstrated performance and acceptance of requirements of manufacturer, subsidiary, or licensed agent. Installer shall be responsible for an acceptable installation.
- C. UNIFORMITY: Provide Manual Roller Shades of only one manufacturer for entire project.

1.05 DELIVERY, STORAGE AND HANDLING

- A. Product shall be delivered to site in manufacturer's original packaging.
- B. Product shall be handled and stored to prevent damage to materials, finishes and operating mechanisms.

1.06 JOB CONDITIONS:

- A. Prior to shade installation, building shall be enclosed.
- B. Interior temperature shall be maintained between 60° F. and 90° F. during and after installation; relative humidity shall not exceed 80%. Wet work shall be complete and dry.

1.07 WARRANTY:

- A. Lifetime Limited Warranty. Fabrics warranted for 5 years. Specific product warranties available from manufacturer or its authorized agent.

PART 2 – PRODUCTS

2.01 ACCEPTABLE MANUFACTURER

- A. Hunter Douglas Contract / 12250 Parkway Centre Dr. / Poway, CA 92064 / Phone: 800-727-8953 / Fax: 800-205-9819 / Website: www.hunterdouglascontract.com or owner approved equivalent. Contact the following for project assistance and dealer referral @ 800-964-2580: (Mideast/Midwest) Keith Burgess ext. #827311
- B. Product substitutions must be approved by owner minimum of 10 days prior to close of bid.

2.02 MANUAL ROLLER SHADES

A. PRODUCT: **Hunter Douglas “Manual Roller Shades”**

B. MATERIALS:

- a. **FABRICS:** Inherently anti-static, flame retardant, fade and stain resistant, light filtering, room darkening & blackout fabrics providing 0% - 15% openness factors, Fabric weights to range between 6.00 oz/sq. yd. – 20.70 oz/sq. yd. containing fiberglass, PVC polyester, acrylic, vinyl laminates, cotton, & vinyl coatings. Finish selected by architect from manufacturer’s available contract colors.
- b. **CONTROL SYSTEM:** Adjustment-free continuous qualified #10 stainless steel ball chain (90-lb.test) and pulley clutch operating system allows precise control and ensures a uniform look. Clutch will develop no more than ½ pound drag for ease of lifting. Glass reinforced polyester thermopolymer (PBT) plastic components conform to military specification MIL M-24519 and designed for smooth, trouble-free operation.
- c. **ROLLER:** Circular-shaped painted extruded aluminum tubes with thicker wall & ribs provide additional strength while locking into place the clutch & end plug. 3” outside diameter extruded tube to have a .090 wall thickness .2” outside diameter extruded tube to have a .072” wall thickness (1 ½” & 1 1/8” tubes have .055” wall thickness) providing strength & durability.
- d. **END PLUG:** Heat stabilized fiber reinforced plastic outside sleeve and center shaft provide bearing surfaces on which the roller rides ensuring smooth, wear resistant operation.
- e. **BOTTOM ROD:** Extruded aluminum weight in a Sealed Pocket Hem Bar (excluding thicker fabric) for tracking adjustments and provides uniform look.
- f. **MOUNTING HARDWARE:** Manufacturer’s standard .07” nickel-plated, C1008/1010 cold rolled steel universal brackets including end plug bracket with lock down retainer device.

2.03 FABRICATION

- A. Shade measurements shall be accurate to within $\pm 1/8$ ” or as recommended in writing by manufacturer

2.04 FABRICS

- A. FABRIC

Part 3 – EXECUTION

3.01 INSPECTION:

- A. Subcontractor shall be responsible for inspection on site, approval of mounting surfaces, installation conditions and field measurement for this work.
- B. **OTHER INTRACTING TRADES** shall receive drawings of shade systems, dimensions, assembly and installation methods from subcontractor upon request.

3.02 INSTALLATION:

- A. **INSTALLATION** shall comply with manufacturer’s specifications, standards and procedures as detailed on contract drawings.
- B. **ADEQUATE CLEARANCE** shall be provided to permit unencumbered operation of shade and hardware.
- C. **CLEAN** finish installation of dirt and finger marks. Leave work area clean and free of debris.

3.03 DEMONSTRATION

- A. Demonstrate operation method and instruct owner’s personnel in the proper operation and maintenance of the blinds.

3.04 SCHEDULE:

- A. Installation of window treatments shall be coordinated with owner.

**GRAND HAVEN AREA PUBLIC SCHOOLS
ADVERTISEMENT FOR BID PROPOSALS
WINDOW TREATMENTS**

BID DUE DATE: **May 11, 2010 at 1:00 PM**

TO: Ted Rescorla
Director of Operations
Grand Haven Area Public Schools
1415 Beech Tree Street
Grand Haven MI 49417

BIDDER'S NAME _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: Area Code (_____) _____ Cell: _____

FAX: (_____) _____ E-Mail _____

The undersigned having carefully examined drawings and specifications for the above name project, further having visited the site to become fully aware with all conditions effecting the work required by those drawings and specifications prepared by Grand Haven Area Public Schools, hereby, proposed to provide all materials, labor, services, etc., required.

Bid Category: Griffin Elementary

Base Bid _____ Dollars (\$) _____

Bid Category: Lakeshore Middle School

Base Bid _____ Dollars (\$) _____

Bid Category: White Pines Middle School

Base Bid _____ Dollars (\$) _____

Taxes: Bid sum includes all applicable taxes, including Michigan Sales Tax.

Performance, Labor & Material (PLM) Bond each in the amount of 100% of all bids exceeding \$50,000 (not to be included in base bid).

\$ _____ / Per Thousand

ACKNOWLEDGEMENT OF ADDENDA:

The following addenda has been received, are hereby acknowledged and its execution is included in above bids.

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

BID SECURITY

Accompanying this Bid, as required by instructions to bidders, is a bid security in the form of (Certified Check/Cashiers Check/Bidders bond) in the amount of:

_____ Dollars (\$_____)

Payable to the owner which is agreed, shall be retained as liquidated damages, not as a penalty, by the Owner, if the undersigned fails to execute the contract.

SCHEDULING

Scheduling of the installation of window treatments will be coordinated with other work being performed.

Project Starting Time: _____ (Date)

Working Days to Complete _____

Manpower Committed to Job _____ (Crew Size)

Anticipated Completion Date _____

AGREEMENT

The undersigned agrees to execute an agreement for work covered by this proposal and bound in the specifications, and in accordance with the general conditions. Document undersigned acknowledges that Owner reserves the right to accept or reject any and all bids without cause, and/or waive informalities in bidding.

FIRM NAME: _____

BY: _____

TITLE: _____

BUSINESS ADDRESS: _____

DATE: _____

APPLICATION FOR PAYMENT

The Owner reserves the right to retain ten percent (10%) of the contract amount as a retainer for the final payment.

A final waiver of lien by each supplier and subcontractor showing they have been paid in full. Final payment will not be paid until Owner receives waiver.