

**West Jefferson Hills School District  
Administration Building  
835 Old Clairton Road  
Jefferson Hills, PA 15025  
(412) 655-8450**

**REQUEST FOR PROPOSALS**

**I. PURPOSE:**

- A. The West Jefferson Hills School District is seeking sealed proposals to furnish and install manual window blinds for the exterior windows at the New Thomas Jefferson High School located at 830 Old Clairton Road, Jefferson Hills PA, 15025.
- B. A mandatory site visit is required by all bidders on Monday March 12, 2018 at 9:00AM starting at the Administration Building then moving to the new high school location.
- C. Proposals are to be sealed and submitted to:

Ryan Snodgrass, Director of Facilities  
West Jefferson Hills School District  
835 Old Clairton Road  
Jefferson Hills, PA 15025

- D. Proposals must be received by **2:00 p.m. on Monday March 19, 2018**. All proposals shall be submitted in a sealed envelope marked **Window Blinds**. Said proposals will be opened publically at the West Jefferson Hills School District Administration Building. The Proposals must remain valid for sixty days from the date of submission. All contractors must sign the non-collusion affidavit included in this proposal.

To be considered for selection, the individual or firm must submit a complete and timely response using the formats provided herein. An officer of the company/firm authorized to bind the contractor to its provisions shall sign the proposal form. All information requested should be attached as supplemental pages to the request for proposal.

The School District Board of Directors reserves the right to accept the whole or any part of the proposal or to reject any or all proposals, and to waive any formalities or irregularities in this proposal which are in the best interest of the School District.

**II. GOVERNING LAWS AND REGULATIONS**

- A. DISCRIMINATION PROHIBITED- According to 62, Public School Code of Pennsylvania Section 3701, the Contractor agrees:

- 1. In the hiring of employees for the performance of work under this contract, or any sub-contract hereunder, no such contractor or sub-contractor, shall by reason of race, creed, or color, discriminate against any citizen of the Commonwealth of Pennsylvania who is qualified and available to perform the work to which the employment relates.

2. That no contractor, sub-contractor, nor any person on his behalf, shall in any manner discriminate against or intimidate any employee hired for the performance of the work under this contract on account of race, creed or color.
  3. That this contract may be canceled or terminated by the school district, and all money due to become due hereunder may be forfeited, for a second or any subsequent violation of the terms or conditions of this portion of the contract.
- B. HUMAN RELATIONS ACT- The provisions of the Pennsylvania Human Relations Act, Act 222 of October 27, 1955 (P.L. 744) (43 P.S. Section 951, et. Seq.) of the Commonwealth of Pennsylvania prohibit discrimination because of race, creed, ancestry, age, sex, national origin, handicap or disability, by employers, employment agencies, labor organizations, contractors and others. The contractor shall agree to comply with provision of this Act as amended to the language of the Commonwealth's non-discrimination clause in 16 PA Code 349.101.
- C. STANDARD OF QUALITY- The various materials and products specified in the specifications by name or description are given to establish a standard of quality and of cost for bid purposes. It is not the intent to limit the acceptance of any one material or product specified, but rather to name or describe it as the absolute minimum standard that is desired and acceptable. Where proprietary names are used, whether or not followed by words "or as approved equal", they shall be subject to equals only as approved by the Director of Facilities or designee.

### **III. GENERAL SPECIFICATIONS:**

The West Jefferson Hills School District is seeking sealed proposals for furnishing and installation of window blinds for the exterior windows at the New Thomas Jefferson High School located at 830 Old Clairton Road, Jefferson Hills PA, 15025

Architectural Drawings are attached which outline expected locations. The full architectural drawing package is available and it is the bidders responsibility to note all locations and confirm locations needed based off of the drawings.

### **IV. SCOPE OF WORK:**

- A. The intent is to furnish and install manual window blinds for the exterior windows at the New Thomas Jefferson High School located at 830 Old Clairton Road, Jefferson Hills PA, 15025.

### **V. PERFORMANCE SPECIFICATIONS:**

- A. Company Personal Standards:

1. All work shall be performed by personnel who shall be trained properly and be otherwise qualified to perform required tasks.

2. All personnel shall be neat and shall conduct their work in a professional manner with minimal disturbance to the West Jefferson Hills School District students, faculty, and staff.
3. Contractor shall observe and obey all of the rules and regulations of the West Jefferson Hills School District and such further reasonable rules and regulations which may from time to time during the effective period of this agreement to be promulgated by the West Jefferson Hills School District for reasons of health, safety, preservation of property, or maintenance of a good, orderly appearance and operation of the West Jefferson Hills School District.
4. The selected contractor, at their expense, must provide Act 34,151 and 114 clearance documents as required by school code for all employees working on school district property.

B. Supervision:

1. Contractor must be present or furnish continuous, qualified persons to supervise and to oversee all operations at all times the contractor's employees, sub-contractors, or suppliers on the district property to ensure the work is properly completed and are safely executed according to these specifications, applicable industry standards, and government requirements.

C. Insurance:

1. A Certificate of Insurance acceptable to the school district must accompany all proposals. Contractor shall secure, pay the premiums for and keep in force until the expiration of this contract, adequate insurance covering the legal liability of the proposer to pay claims or damages for personal injuries including wrongful death in the amount not less than \$500,000 for any one person subject to the same limit for each person, in the amount not less than \$1,000,000 on account of one accident, and to pay not less than \$200,000 for each accident and \$500,000 aggregate.
2. In the event that any work is subcontracted, it first must be approved, in writing, by the Director of Facilities, and the contractor shall require the subcontractor similarly to provide adequate insurance for the latter's employees as well.

D. No-Lien Clause:

1. No claim for mechanics lien shall be filed by the contractor, sub-contractor or anyone, against the properties described herein. If requested, the contractor must provide the Director of Facilities with proof of payment of all monies due from the contractor to all suppliers, subcontractors, employees or others associated with the work of this contract.

## **VI. TERMS AND CONDITIONS:**

### **A. Time Frame of work to be completed August 2018 – November 2018**

1. This project will be done in either a bulk delivery and install or in a phased delivery and install as the building areas are available. The price submitted should include a bid for both solutions.

### **B. Payments**

1. Contractor selected shall adhere to the price provided in the contained bid and will submit an invoice to the address below. Payment will be paid in full at the completion of each phase or at the entirety of the project, whichever way the District selects after the successful contractor is selected.

West Jefferson Hills School District  
835 Old Clairton Rd.  
Jefferson Hills, PA 15025  
Attention: WJHSD Director of Facilities

2. Invoices are paid in accordance to West Jefferson Hills School District policy. Note that each invoice must state the type of service rendered, the date the work was performed, sub-charge for each service, and total of the entire invoice.

### **C. Change Orders:**

1. All change orders must be in writing and approved by the Director of Facilities. Requests for change order payment based on additional work not approved by the Director of Facilities or designee will not be honored.

### **D. Plan and project review:**

1. Contractor warrants that he is an expert and fully experienced in all aspects of the work involved and has personally reviewed work specifications. Based on his expertise, experience and review, contractor affirms that work specifications are complete in every detail, and shall, when executed, provide the highest quality results which the West Jefferson Hills School District seeks, except as may be noted by the contractor by separate letter attached to this bid submission.

## **VII. BID AND PRE-BID INFORMATION**

### **A. Pre-bid Inspection:**

1. Before submitting a proposal, each bidder shall visit the location of the proposed work and examine all of the existing conditions, and in general, determine to his own satisfaction the character and extent of the work to be done under this contract. No allowance will be made for any claim that the bid was based on incomplete information as to the nature and character of the sites, specifications, or the work involved. Access will be given at the stated mandatory pre bid meeting. If additional site visits are required, individual requests will be honored by the Director of Facilities up to Friday March 16, 2018. Contact is to be made through Cindy Coughenour at the West Jefferson

Hills School District Administration at 835 Old Clairton Road, Jefferson Hills PA, 15025  
or by Phone at (412)655-8450.

B. Pre-bid Conference:

1. All bidders are required to attend the pre-bid conference and walk through. The pre bid conference and walk through will be held on:

**Date: March 12, 2018**

**Time: 9:00 a.m.**

**Location: Starting at the Administration Building**

C. References, Experience and Response Time Capability

1. Proposer shall provide reference, experience, and response time capability information.

D. Delivery of bids:

1. Sealed proposals will be received no later than 2:00 p.m. on Monday March 19, 2018 at the West Jefferson Hills School District Administration Building. The mailing address is:

**Ryan Snodgrass, Director of Facilities**  
**835 Old Clairton Rd**  
**Jefferson Hills, PA 15025**  
**Attn: Window Blinds**

Said proposals will be opened publically at the West Jefferson Hills School District Administration Building.

2. Proposals must be submitted on this proposal form and signed. Additional information, prices, or objections must be submitted on a separate but attached sheet of paper signed by the contractor.

E. Bid Acceptance:

1. *The West Jefferson Hills School District reserves the right, which is understood and agreed by all bidders, to reject any and/or all bids, or any part thereof, of bids submitted. The West Jefferson Hills School District also reserves the right to waive any defects, errors or omissions, irregularities or informalities in the bids received.*

**VIII. WORK SPECIFICATIONS AND REQUIREMENTS:**

A. REFERENCES

1. NFPA 701-99 - Fire Tests for Flame-Resistant Textiles and Films.
2. GREENGUARD Environmental Institute Gold.
3. US Green Building Council.

## B. SUBMITTALS

1. Submit under provisions of Section 01 33 26 - Source Quality Control Reporting:
  - a. Product Data: Manufacturer's data sheets on each product specified, including:
  - b. Preparation instructions and recommendations.
  - c. Installation and maintenance instructions.
  - d. Styles, material descriptions, dimensions of individual components, profiles, features, finishes and operating instructions.
  - e. Storage and handling requirements and recommendations.
  - f. Mounting details and installation methods.
2. Shop Drawings: Plans, elevations, sections, product details, installation details, operational clearances, and relationship to adjacent work.
3. Window Treatment Schedule: For all roller shades. Use same room designations as indicated on the Drawings, field verified window dimensions, quantities, type of shade, controls, fabric, and color, and include opening sizes and key to typical mounting details.
4. Selection Samples: For each finish product specified, two complete sets of shade cloth options and aluminum finish color samples representing manufacturer's full range of available colors and patterns.
5. Verification Samples: For each finish product specified, two complete sets of shade components, unassembled, demonstrating compliance with specified requirements. Shade fabric sample and aluminum finish sample as selected, representing actual product, color, and patterns. Mark face of material to indicate interior faces.
6. Maintenance Data: Methods for maintaining roller shades, precautions regarding cleaning materials and methods, instructions for operating hardware.
7. Manufacturer's Certificates: Certify products meet or exceed specified requirements.

## C. QUALITY ASSURANCE

1. Manufacturer Qualifications: Obtain roller shades through one source from a single manufacturer with a minimum of twenty years' experience in manufacturing products comparable to those specified in this section.
2. NFPA Flame-Test: Passes NFPA 701. Materials tested shall be identical to products proposed for use.
3. Mock-Up: Provide a mock-up of one of each type roller shade assembly specified for evaluation of mounting, appearance and accessories.
  - a. Locate mock-up in window(s) designated by Architect.
  - b. Do not proceed with remaining work until mock-up is accepted by Architect.

#### D. DELIVERY, STORAGE, AND HANDLING

1. Do not deliver window shades until building is enclosed and construction within spaces where shades will be installed is substantially complete.
2. Deliver products in manufacturer's original, unopened, undamaged containers with labels intact.
3. Label containers and shades according to Window Shade Schedule.
4. Store products in manufacturer's unopened packaging until ready for installation.

#### E. SEQUENCING

1. Ensure that locating templates and other information required for installation of products of this section are furnished to affected trades in time to prevent interruption of construction progress.
2. Ensure that products of this section are supplied to affected trades in time to prevent interruption of construction progress.

#### F. PROJECT CONDITIONS

1. Install roller shades after finish work and ambient temperature, humidity and ventilation conditions are maintained at levels recommended for project upon completion.

#### G. WARRANTY

1. Hardware and Shade Fabric: Draper's standard twenty-five year limited warranty.

#### H. PRODUCTS

##### 1. MANUFACTURERS

- a. Shade Manufacturer for basis of design: Draper, Inc., which is located at: 411 S. Pearl P. O. Box 425; Spiceland, IN 47385-0425. **Local Dealer:** Plymouth Interiors, 7 Crawford Street McKees Rocks, PA 15136. Contact: Adam Fogle (412) 771-8569. Email: adam@plymouthinteriors.com

- b. Substitutions: Must meet the specs of the stated exactly.

##### 2. MANUALLY-OPERATED WINDOW SHADES

- a. Manually Operated Window Shades with Independent Control: Manually operated, vertical roll-up, fabric window shade with components necessary for complete installation; Manual FlexShade as manufactured by Draper, Inc., or exact equivalent.
  - i. Operation: Bead chain and clutch operating mechanism allowing shade to stop when chain is released. Designed never to need adjustment or lubrication. Provide limit stops to prevent shade from being raised or lowered too far.
    - Clutch mechanism: Fabricated from high carbon steel and molded fiberglass reinforced polyester or injected molded nylon. White or Black color as selected by Architect.
    - Bead chain loop: Stainless steel bead chain hanging at side of window.

- Idler Assembly: Provide roller idler assembly of molded nylon with adjustable or spring-loaded length idler pin to facilitate easy installation, and removal of shade for service.
    - Bead Chain Hold Down: P-Clip (standard).
    - Bead Chain Hold Down: Spring-Loaded Tensioner.
  - ii. Roller Tube: Fabricated from extruded aluminum, galvanized steel, or enameled steel. Diameter, wall thickness, and material selected by manufacturer to accommodate shade type and size. Fabric connected to the roller tube with LSE (low surface energy) double sided adhesive specifically developed to attach coated textiles to metal. Adhesive attachment to eliminate horizontal impressions in fabric.
  - iii. Shade slat: 1" aluminum slat encased in heat seamed hem.
  - iv. Mounting:
    - Endcaps and fascia.
  - v. Endcaps: Stamped steel with universal design suitable for mounting to ceiling, wall, and jamb. Provide size compatible with roller size.
    - Endcap covers: To match fascia or headbox color.
  - vi. Fascia: L shaped aluminum extrusion to conceal shade roller and hardware.
    - Attachment: Snaps onto endcaps without requiring exposed fasteners of any kind. Fascia can be mounted continuously across two or more shade bands. No notching is required.
    - Shape: Square Fascia Panel.
    - Finish: Clear anodized.
    - Finish: Black powder coat.
    - Finish: White powder coat.
    - Finish: Ivory powder coat.
    - Finish: Bronze powder coat.

### 3. FABRIC

- a. Light-Filtering Fabrics
  - i. SheerWeave 4901/4903 light weight basketweave. Polyester core yarn and PVC coating. Fire classification: ASTM E-84 (Class I), NFPA 701-2004 TM#1 (small scale), NFPA 101 (Class A Rating) and CAN/ULC-S 109-03 Large, GREENGUARD, GREENGUARD Gold.
  - ii. Average 1 percent open. Average Fabric Thickness: .028 inch (.71 mm) Average Fabric Weight: 16.2 ounces per square yard. Available in 63 inch and 98 inch (1600 mm and 2489 mm) roll widths.
  - iii. Average 3 percent open. Average Fabric Thickness: .027 inch (.69 mm) Average Fabric Weight: 14.9 ounces per square yard. Available in 63 inch, and 98 inch (1600 mm and 2489 mm) roll widths.
- b. Color and pattern: As selected by School District from manufacturer's standard range.
- c. All shades at ground level will be a blackout fabric. It is the Contractors' responsibility to verify all at-grade ground-level locations.



## I. EXECUTION

### a. EXAMINATION

- i. Do not begin installation until substrates have been properly prepared.
- ii. If substrate preparation is the responsibility of another installer, notify Architect of unsatisfactory preparation before proceeding.

### b. PREPARATION

- i. Coordinate requirements for blocking and structural supports to ensure adequate means for installation of window shades.
- ii. Install in accordance with manufacturer's instructions.
- iii. Install roller shades level, plumb, square, and true. Allow proper clearances for window operation hardware.
- iv. Install the following items to conceal roller and operating mechanism. Do not use exposed fasteners.
  - Fascia
- v. Position shades level, plumb, and at proper height relative to adjacent construction. Secure with fasteners recommended by manufacturer.

### c. TESTING AND DEMONSTRATION

- i. Test window shades to verify that interface to other building systems and other operating components are functional. Correct deficiencies.
- ii. Test window shades to verify that operating mechanism, fabric retainer, and other operating components are functional. Correct deficiencies.
  - Chain and clutch.
- iii. During daylight hours, lower shades and turn off interior lights. Verify that there are no light leaks at perimeter or within shade assembly. Correct deficiencies.
- iv. Demonstrate operation of shades to Owner's designated representatives.

### d. PROTECTION

- i. Protect installed products until completion of project.
- ii. Touch-up, repair or replace damaged products before Substantial Completion.

### e. SCHEDULES

- i. Refer to Drawings for shade types and locations.

**IX. NON-COLLUSION AFFIDAVIT**

STATE OF: \_\_\_\_\_ CONTACT/BID NO: \_\_\_\_\_

COUNTY OF: \_\_\_\_\_

I state that I am \_\_\_\_\_ of \_\_\_\_\_  
(Title) (Name of Firm)

and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

I state that:

1. The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor bidder or potential bidder.
2. Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this proposal, or to submit a bid higher than this bid, or to submit any intentionally high or non-competitive bid or other form of complimentary bid.
4. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complimentary or other non-competitive bid.
5. \_(Name of Firm), its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any government agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction involving conspiracy or collusion with respect to bidding on any public contract, except as follows (Please list or state none):

\_\_\_\_\_  
\_\_\_\_\_

I state that \_\_\_\_\_

(Name of Firm)

acknowledges that the above representations are material and important and will be relied on by West Jefferson Hills School District in awarding the proposal for which this bid is submitted. I understand, and my firm understands, that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the West Jefferson Hills School District of the true facts relating to the submission of bids for this proposal.

\_\_\_\_\_  
(Name and Company Position)

SWORN TO AND SUBSCRIBED BEFORE ME

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2018

\_\_\_\_\_  
Notary Public

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

**X. BID FORM**

Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Representative Name and Title

\_\_\_\_\_  
Signature

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**Total Cost Bulk Install \$ \_\_\_\_\_ 1%**

**Total Cost Bulk Install \$ \_\_\_\_\_ 3%**

**Total Cost Phased Install \$ \_\_\_\_\_ 1%**

**Total Cost Phased Install \$ \_\_\_\_\_ 3%**