



The City of Fargo | Gregg Schildberger  
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## REQUEST FOR PROPOSALS WINDOW COVERINGS & INSTALLATIONS

**RELEASE DATE:**

June 11, 2018

**PROPOSALS AND SAMPLES MUST BE RECEIVED BY:**

Tuesday, June 19, 2018 by 4 p.m.

The City of Fargo is requesting proposals for window coverings and installations for its new City Hall facility in Downtown Fargo. This will include over 200 screen shades and cassettes, with a small portion of the shades also being electrified. All window treatments must be installed by August 3, 2018.

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### KEY INFORMATION SUMMARY

<b>Request for Proposal:</b>	Window Coverings & Installations
<b>Release Date:</b>	06/11/2018
<b>Contract Monitor:</b>	Gregg Schildberger Manager of Communications & Public Affairs The City of Fargo – Communications & Public Affairs 200 North Third Street Fargo, ND 58102 701.476.6671 <a href="mailto:GSchildberger@FargoND.gov">GSchildberger@FargoND.gov</a>
<b>Procurement Method:</b>	Competitive Sealed Proposals: Provide three (3) copies
<b>Proposals are to be sent to:</b>	Auditor's Office Fargo City Hall 200 Third Street North Fargo, ND 58102
<b>Closing Date and Time:</b>	Tuesday, June 19, 2018 at 4 p.m.

I. **Overview**

The City of Fargo is requesting proposals for window coverings and installations for its new City Hall facility in Downtown Fargo. This will include over 200 screen shades and cassettes, with a small portion of the shades also being electrified. All window treatments must be installed by August 3, 2018.

II. **Instructions, Requirements and Expectations**

- a. Please review this proposal request as soon as possible, so any questions that may arise can be answered promptly.
- b. Proposer will provide a minimum of three (3) client references that have been maintained for a period of at least two (2) years when submitting the proposal response.
- c. This is an “open or equal” request, pending approval of substituted product.
  - i. Please provide information (photos and specifications) on substituted product by 4 p.m., on Thursday June 14 via e-mail to donnaw@tlstroh.com.
  - ii. For substituted product, please submit product that is equal in quality, price and style.
- d. All prices to include product, freight, un-cartoning and installation.
- e. The City of Fargo is tax-exempt.
- f. On-site dimensioning is not necessary for bidding purposes, but necessary before placing orders.
- g. Vendor is to clean area where window coverings are installed and assembled.
- h. All cardboard and packing materials, dust and packing particles to be cleaned before vendor leaves.
- i. Any damage done to the building during installation will be repaired and corrected by the vendor.
- j. Any questions regarding this proposal request should be forwarded to the following:

**Donna Wiger, Interior Designer**  
TL Stroh Architects & Interiors  
701.239.4198  
donnaw@tlstroh.com
- k. As with any project, the City’s budget is always a consideration. Therefore, the City of Fargo and T.L. Stroh Architects & Interiors will look at price, quality, design, firm’s experiences and style of all items proposed.
- l. The City of Fargo has the right to accept or reject any or all bids.
- m. The City of Fargo Solid Waste Department will provide containers for flattened cardboard recycling at no charge to vendors.

III. **Installation Schedule:**

- a. **Third Floor** – completed by July 20, 2018
- b. **Second Floor** – completed by July 27, 2018
- c. **First Floor** – completed by August 3, 2018

IV. **Window Covering Specifications: (see the worksheet attachment for locations, details and quantities of each window type in the facility).**

- **Window Covering Type A:**
  - Manufacturer: Hunter Douglas
  - Style: Designer Screen Shade in cassette
  - Operating System: Continuous cord
  - Lift Control: Right
  - Fabric: Empire 3%
  - Color: Fence Post RL1EM133
  - Hardware Color: Silver Bead Chain
  - Mount: inside mount on face of window
  
- **Window Covering Type B:**
  - Manufacturer: Hunter Douglas
  - Style: Designer Screen Shade
  - Operating System: PowerView with 4" Fascia
  - Fascia Finish: Nickel
  - Note: power (wiring) will be located next to each blind for hard-wired motorized shades
  - Fabric: Empire 3%
  - Color: Fence Post RL1EM133
  - Mount: inside mount on face of window
  
- **Window Covering Type C:**
  - Manufacturer: Hunter Douglas
  - Style: Dual Bracket with 4" Fascia
  - Fascia Finish: Nickel
  - Blind to the Window: Midnight RLMID101 Star Bright
  - Blind to the Room: Empire 3% Fence Post RL1EM133
  - Operating System: PowerView
  - Note: power (wiring) will be located next to each blind for hard-wired motorized shades
  - Mount: inside mount on face of window
  
- **Window Covering Type D:**
  - Manufacturer: Hunter Douglas
  - Style: Dual Bracket with 4" Fascia
  - Fascia Finish: Nickel
  - Blind to the Window: Blackout Shade-Midnight RLMID101 Star Bright
  - Blind to the Room: Screen Shade-Empire 3% Fence Post RL1EM133
  - Operating System: Screen Shade Control on Left; Blackout Shade Control on Right
  - Hardware Color: Silver Bead Chain
  - Mount: Inside mount on face of window

- **Window Covering Type E:**
  - Manufacturer: Hunter Douglas
  - Style: Applause Honey Comb Shades
  - Head Rail: Cloth Covered
  - Operating System: Light Rise/Bottom Up
  - Fabric: Sunterra E40
  - Color: Frostline 599
  - Pleat Size: ¾"
  - Mount: Outside Mount

V. **Terms & Conditions:**

- a. The City reserves the right to reject any or all proposals or to award the contract to the next most qualified company if the successful firm does not execute a contract within 10 days after the award of this proposal.
- b. The City reserves the right to request clarification of information submitted and to request additional information of one or more proposing companies.
- c. Any proposal may be withdrawn up to the date and time set above for the opening of the proposals. All proposals not so withdrawn shall constitute an irrevocable offer.
- d. Any agreement or contract resulting from the acceptance of a proposal shall be on the forms either supplied by the proposer or approved by the City and shall contain, as a minimum, applicable provisions of this request for proposal. The City reserves the right to reject any agreement that does not conform to the request for proposal and City requirement for agreements and contracts.
- e. The proposer shall not assign any interest in the contract and shall not transfer any interest in the same without prior written consent of the City.