REQUEST FOR PROPOSAL

SINGLE PANE WINDOW REPLACEMENT

PLUS

SEALANT/WEATHER STRIPPING OF WINDOWS AND ENTRYWAY DOORS

SHERIDAN COUNTY PUBLIC LIBRARY SYSTEM

FULMER LIBRARY

(335 W. ALGER, SHERIDAN, WY 82801)

PROPOSAL DUE DATE: MARCH 27, 2020
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1 SUMMARY NEEDS AND PURPOSE STATEMENT

The Sheridan County Public Library System needs to replace single pane windows at the Fulmer Public Library in Sheridan, WY. The project is part of a larger update to the facility as outlined in a 2018 architectural assessment of the facility. This particular segment of the project also will require work on the windows and entryway doors by replacing or repairing all gaskets, sealants, and weather stripping.

It is desired that the all current single paned windows on the outside envelope of the building should be upgraded to a minimum double pane window system to improve energy efficiency and reduce drafts. The current single paned windows were originally installed in 1974 with some upgrades in 1985.

1.1 General Procedures

This request for proposal does not commit the Sheridan County Public Library System to pay any costs incurred in the preparation or response of any proposal or information relative to the request. The Sheridan County Public Library System will, at its discretion, award the contract to the responsible vendor submitting the best proposal that complies with this request. The Sheridan County Public Library System may, at its own discretion, reject any and all proposals received.

The Sheridan County Public Library System reserves the right to amend this request for proposal by addendum on a schedule of its own choosing and such addendums and amendments will be forwarded to all participants who have procured the original request. The Sheridan County Public Library System reserves the right to postpone any critical dates of submission contained within this request.

All respondents to this request that do not adhere to instructions contained within may be subject to immediate disqualification without further consideration.

The Sheridan County Public Library System requests that each respondent guarantee their enclosed prices and statements for a period not to exceed sixty (60) days from the submission requirement date. All submissions must include all equipment, products, supplementary supplies, labor and associated materials in order to meet the requirements of the window replacement and supplemental weather sealing of all windows and entryway doors. Any additional materials or equipment necessary for installation or operation in the system not specified or described within the response of this request will be deemed to be part of the specification.

Each respondent to this request should provide all copies of their standard product agreements that the Sheridan County Public Library System will be asked to sign should the bid be awarded. The Sheridan County Public Library System reserves the right to say that submissions to this request for proposal that in any way are incomplete, irregular or conditional will not be accepted except at the discretion of Sheridan County Public Library System.

Once a proposal has been submitted it may be modified or withdrawn only by appropriate notice to the Sheridan County Public Library System. Such notice will be in writing under the signature of the respondent.
2 COMPANY GENERAL INFORMATION

2.1 Instructions to respondents
Questions about this request for proposal will be taken until March 20, 2020 and should be e-mailed to:

Contact Name: Cameron Duff
Address: 335 W. Alger St., Sheridan, Wyoming 82801
Phone Number: 307-674-8585 ext. 112
Fax Number: 307-674-7374
e-mail address: cduff@sheridanwyolibrary.org

The request for proposal will be provided through the Sheridan County Public Library System website (http://www.sheridanwyolibrary.org) as a downloadable Microsoft Word file (.docx) format on March 4, 2020. All responses to this request for proposal must be in the same format. All responses to this request for proposal must be received at the above e-mail address by 5:00 p.m. on March 27, 2020.

2.2 Current Situation
The current building has windows which were installed in 1974, 1985, 1994, and 2007. This particular project is looking only to replace single paned windows from 1974 and 1985. There will also be some double paned windows from 1985 needing to be replaced. All other windows which are deemed to be double paned won’t need to be replaced. However, even the double paned windows will need to have the sealants replaced to prevent weather related drafts. All windows are currently framed in metal.

** Approximately 50 smaller sized windows that may need to be replaced and new sealants added.
** Approximately 40 medium sized windows that may need to be replaced and new sealants added.

** Approximately 30 larger sized windows that may need to be replaced and new sealants added.
There are two (2) main entryways that will require new sealants and weather stripping.
2.3 **Project Schedule**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for Proposal issued</td>
<td>March 4, 2020</td>
</tr>
<tr>
<td>Last Day of Questions/Clarifications</td>
<td>5:00 p.m. on March 20, 2020</td>
</tr>
<tr>
<td>Request for Proposal Submission Due</td>
<td>5:00 p.m. on March 27, 2020</td>
</tr>
<tr>
<td>Tentative Purchasing Decision</td>
<td>April 7, 2020</td>
</tr>
<tr>
<td>Latest Anticipated Completion Date</td>
<td>June 15, 2020</td>
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</tbody>
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3 **RESPONDENT GENERAL INFORMATION**

3.1 **Contact Information**

*Please supply the following contact information:*

- Company Name:
- Company Address:
- Company Telephone Number:
- e-mail Address:

3.2 **Support Capabilities**

- *Does the respondent install the product or use business partners?*
- *Does the respondent provide a warranty on the window replacements, weather stripping, and associated materials?*

3.3 **References**

*Please provide three customer references that include contact name, contact phone number, and approximate size of the window replacement project:*
4 REQUIREMENTS

4.1 Onsite Visit
An onsite visit will be required by all respondents prior to the March 20, 2020. The onsite visit will provide the respondent an opportunity to verify all window measurements and the number of windows needing to be replaced or needing new weather stripping/sealants. This is also an opportunity to ask relevant questions, and meet the minimum requirements outlined in this RFP.

4.2 Window Replacement and Sealant Requirements
The proposed window replacements will be for any current single paned window. Any window determined to be double paned or greater may not need to be replaced but can be included in your proposal. The proposal must include, but not be limited to the following:

- Energy Efficient Double Paned window replacements utilizing current metal frames
- Replacement of window sealants, gaskets, and weather stripping as needed.
- Replacement of two (2) entryway door sealants for improved energy efficiency.
- Breakdown of all materials costs (windows vs sealants)
- Installation and labor costs
- Any other associated costs (if applicable)
- Permits and other governmental fees (The Library is a tax-exempt organization ID #74-2295714)

4.3 Implementation and Pricing
The Sheridan County Public Library System would prefer to have as little downtime as possible during the installation of new windows.

- Provide an estimate of the installation timeline including any downtime to the normal operations of the Library. Downtime can be considered full electrical outage, shut off of water system, closing off sections of the library for installation, or any combination of closure preventing access of the public to the library in whole or part.
- Include itemized charges for all individually identifiable components of the proposed window system, including all associated equipment, installation, supplies, weather stripping, permits, fees, and contingency costs.
- Addendum Pricing: Include any suggested upgrades or recommended window installations above what is written in this RFP.