



## Window Glazing Services

**REQUESTING:** Window Glazing Proposal (1 electronic copy)

**Issue Date:** May 7, 2024, at 10:00 am CST

**Pre-Bid Date:** May 23, 2024, at 10:00 am CST

**Response Date:** June 7, 2024, at 5:00 pm CST

**Award and Contract Execution:** June 28, 2024 (tentative – pending board approval)

**Locations:** 3649 Laurel St. New Orleans, LA 70115

**QUESTIONS:** Vendors may submit any questions concerning this solicitation in writing until 9:00 am on Friday, May 17, 2024. Vendors should send inquiries via email to Jennifer Grimes, Director of Operations. Ben Franklin Elementary will distribute written answers to questions, directly to vendors by the end of day on May 24, 2024. Contact with anyone other than the Director of Operations for matters pertaining to this solicitation during the solicitation process is prohibited. The bidder is responsible for reviewing all amendments and related documents.

**Contact for this request:**

Jennifer Grimes

Director of Operations

225-447-8313

[jgrimes@4thsectorsolutions.com](mailto:jgrimes@4thsectorsolutions.com)

## 1. Introduction:

Ben Franklin Elementary School (BFES) seeks proposals from experienced and qualified contractors for providing and installing window glazing. The aim is to upgrade our existing window systems to improve thermal performance, enhance security, reduce noise pollution, and improve the overall learning environment for our students and staff.

These specifications outline all the requirements and conditions for performing this service. Any aspects of the service not addressed herein are left for the Contractor to address. The purpose of this Request for Proposal (RFP) is to obtain competitive proposals from bona fide, qualified proposers who are interested in providing **Window Glazing Services** for the School.

This Request for Proposal (RFP) is issued to invite vendors to submit information and/or bids. Issuance of this RFP in no way constitutes a commitment by the School to select a vendor and/or reward a contract. The school reserves the right to accept or reject any or all proposals submitted. Acceptance of any proposal with contractual terms is dependent on the School's funding, and appropriation of funds by the legislature of the State of Louisiana.

It is the intent of the School is to contract with qualified companies or entities to provide Window Glazing services. This RFP process is intended to identify those providers that are sufficiently qualified and experienced to provide these services. Only those Contractors that are identified through this RFP process as sufficiently qualified and experienced will be considered to provide the requested services for the School.

The required qualifications shall include providing full-service Window Glazing services.

Each respondent by submitting a response to this RFP agrees to participate in one or more interviews to assist the School in the selection of Window Glazing services.

## 2. Scope of Work:

- The scope of work for the repaving project includes, but is not limited to, the following tasks:
- **Site Assessment:**
  - Conduct a thorough assessment of all windows to identify the scope of work required.
  - Document the condition of each window, noting any damages, deterioration, or existing glazing.
- **Historical Documentation:**
  - Using the design documents linked [here](#) repair and restore the windows to the specification provided

- **Materials Procurement:**
  - Source materials that match the original design and specifications of the windows, including glass, putty, glazing compounds, and any necessary tools.
  - Ensure that all materials meet preservation standards and are compatible with the existing structure.
- **Preparation:**
  - Protect surrounding areas from damage during the glazing process, including floors, walls, and adjacent surfaces.
  - Remove any existing glazing, putty, or caulking using appropriate tools and techniques.
- **Repair and Restoration:**
  - Address any structural issues or damages to the window frames or sashes.
  - Repair or replace damaged panes of glass with historically accurate glass types and techniques.
  - Restore any decorative elements or architectural features as needed.
- **Glazing Installation:**
  - Apply a thin layer of linseed oil or primer to the wood surfaces to promote adhesion and prevent moisture penetration.
  - Install the glass panes using traditional glazing techniques, such as bedding the glass in putty and securing it with glazier's points.
  - Apply a final layer of putty or glazing compound to seal the edges of the glass and provide weatherproofing.
- **Finishing Touches:**
  - Clean excess putty, compounds, or smudges from the glass surfaces using a suitable solvent and soft cloth.
  - Allow sufficient time for the putty or compounds to cure fully before handling or painting.
  - Touch up any paint or finishes on the window frames to match the original appearance.
- **Quality Assurance:**
  - Inspect each window thoroughly to ensure that the glazing is properly installed and sealed.
  - Test for proper operation of the windows, including smooth opening and closing.
  - Address any issues or discrepancies identified during the inspection process.
- **Documentation and Maintenance Guidelines:**
  - Document the glazing process, including before-and-after photographs, materials used, and any relevant notes.
  - Provide the school administration with guidelines for ongoing maintenance and care of the preserved windows to ensure their long-term durability and appearance.
- **Compliance and Certification:**
  - Ensure that all work meets local building codes, historical preservation guidelines, and any other relevant regulations.
  - Obtain necessary permits or approvals for the preservation work.

- Provide certification or documentation of compliance upon completion of the project.
- **Project Management:**
  - Coordinate scheduling and logistics to minimize disruption to school activities.
  - Communicate regularly with school staff, contractors, and other stakeholders to ensure that the project stays on track and meets expectations.

### **3. Proposal Submission:**

Interested parties are requested to submit their proposals in accordance with the instructions provided in the accompanying document titled "Proposal Submission Instructions".

### **4. Deadline for Submission:**

All proposals must be received no later than June 7, 2024 at 5:00 pm CST.

### **5. Minimum Qualifications:**

To be considered, the company must meet the following minimum requirements:

- Proof of sufficient insurance must be provided.
- Suitable qualifications and experience, including appropriate licensing and suitable references.

### **6. Evaluation Criteria:**

Proposals will be evaluated based on various criteria including but not limited to:

- Qualifications and experience of the applicant, including appropriate licensing and suitable references. (25%)
- Applicant's ability to provide the requested services. (25%)
- Level of Workplace Disruption – BFE is open Monday-Friday from 8:00 a.m. to 4:30 p.m. (25%)
- Cost – The School operates under a budget that is approved annually in June, with the current budget period running from July 1, 2023 through June 30, 2024. BFE is committed to remaining within budget parameters and is seeking competitive bids for the project. (25%)

### **7. Reservation of Rights:**

Ben Franklin Elementary reserves the right to reject any or all proposals received in response to this RFP or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of Ben Franklin Elementary.

### **8. Disclaimer and Confidentiality:**

According to law, the content of all proposals, correspondence, addenda, memoranda, working papers, or any other medium which discloses any aspect of the request for proposals process will

be considered public information when the award decision is announced. This includes all proposals received in response to this RFP, both the selected proposal and the proposal(s) not selected and includes information in those proposals which a bidder may consider to be proprietary in nature. Therefore, the School makes no representation that it can or will maintain in confidentiality such information. This RFP does not commit Ben Franklin Elementary to award a contract, to pay any costs incurred in the preparation of a proposal, or to procure or contract for services or supplies.

### 9. Schedule of Events:

May 7, 2024	RFP Posted Online & In Print
May 23, 2024	Walk-Throughs of the Facility
June 7, 2024	Proposals Due
June 28, 2024	Notification of Decision pending board approval

The RFP will be posted on our website, [www.babyben.org](http://www.babyben.org) , and can be downloaded directly from there on March 12, 2024. Please contact Dr. Robinson at **(504) 123-4567** or via the email at [rrobinson@loenola.us](mailto:rrobinson@loenola.us) with any questions related to this request for services or to schedule a walk-through of the facility.