

# PHL WINDOW REPLACEMENT



**Town of Cape Elizabeth  
Facilities Department  
320 Ocean House Road  
Tel: (207) 799-9574  
dbagdasarian@capeelizabethschools.org**

## **Purpose:**

The Town of Cape Elizabeth is seeking proposals for the purchase and full installation of the windows at Portland Head Light.

**Due Date:** February 8, 2024

**Deliver submittals to:**  
David Bagdasarian, Facilities Director  
Town of Cape Elizabeth  
320 Ocean House Road  
Cape Elizabeth, ME 04107  
Attn: PHL WINDOWS

The Town reserves the right to reject any or all proposals or any part thereof, to waive any formality, informality, information and/or errors in the bid to accept the proposal considered to be in the best interest of the Town, or to purchase on the open market if it is viewed in the best interest of the Town to do so. Failure to submit all information called for and/or submission of an unbalanced proposal are sufficient reasons to declare a bid as nonresponsive and subject to disqualification.

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## SCOPE OF SERVICES

The Town of Cape Elizabeth seeks to enter into a contract with a qualified firm for the purchase and replacement of windows at Portland Head Light.

### **A. SPECIFICATIONS**

1. Window Replacements in existing window openings without disrupting interior and exterior trim to the extent possible. See attached drawing prepared by B+W, dated September 26, 2023.
  - a. PELLA Windows, Reserve Traditional Precision Fit to replace all existing double-hung windows.
    - Double-hung.
    - Cover panel on exterior track for first floor windows (non-operable).
    - No cover panel on exterior track for upper floor windows (operable).
    - Muntin profiles as shown with 7/8-inch wide muntins on all windows except Window Mark H, which should be 5/8-inch wide muntins.
    - Exterior Clad Finish: Fluoropolymer modified acrylic topcoat over a primer. Meets or exceeds AAMA 2605 requirements. Custom green (to match existing color) sash and frame.
    - Interior Finish Options:
      - Prime: Factory-applied water-borne acrylic primer. Meets WDMA TM-11 requirements.
      - Painted Interior Finish. White factory-applied water-borne acrylic enamel. Available on Pine product only. Meets WDMA TM-14 requirements.
    - Interior wood: See Window Schedule on attached drawings.
    - Square sticking, if available.
    - Hardware finish: White on all windows except Window Mark H which should be Satin Nickel.
    - Glass coatings:
      - Low-E 180, on west and south facades
      - Low-E 272, on east and north facades
    - Two-inch sill exterior.

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- Jamb extensions as needed for wall thickness.
  - Half Screens.
  - Double-pane.
  - SDL w/ black spacer bar, per drawings.
2. The selected Contractor shall install the replacement windows according to the following general procedure for window replacement: Remove window, hardware, & frame, (as indicated by window removal type as indicated on window schedule) where removal type is not specified, salvage all "original" components & tag with original location. Recycle window components as feasible. Deliver any removals not reused in this project, or desired by owner to restore.
  3. Restore existing fixed windows, Window Marks B, C, E, and J.
    - a. Remove any deteriorated paint and/or glazing, to reach solid substrate. Refinish in-kind.
    - b. Install Allied Storm Windows on exterior.
  4. The Contractor is responsible for protection of finished interior and exterior surfaces during construction.
  5. If any damage occurs as a result of the Contractor's work, such as to areas of finished interior and exterior surfaces, the Contractor is to repair those conditions in-kind.
  6. Field Measurements: Take all field measurements to fit the Work properly. Recheck measurements before installing each product. Where portions of the Work are indicated to fit to other construction, verify dimensions of other construction by field measurements before fabrication. Coordinate fabrication schedule with construction progress to avoid delaying the Work. Bring discrepancies between field measurements and Contract Documents to the attention of the Architect/Engineer.
  7. The Contractor is responsible for removing all trash from the site daily. Contractor to confirm proposed dumpster location(s) for approval by Owner.
  8. Submittals:
    - a. Product Data: Submit catalog data.
    - b. Samples:
      - Corner section.
      - Include glazing system, quality of construction, and specified finish.

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## 9. Warranty

- a. Clear insulating glass with stainless steel spacers is warranted against seal failure caused by manufacturing defects and resulting in visible obstruction through the glass for twenty (20) years from the original date of purchase. Glass is warranted against stress cracks caused by manufacturing defects from ten (10) years from the original date of purchase.
- b. Standard exterior aluminum cladding finish is warranted against manufacturing defects resulting in chalk, fade, and loss of adhesion (peel) per the American Architectural Manufacturer's Association (AAMA) Specification 2605-11 Section 8.4 and 8.9 for twenty (20) years from the original date of purchase.
- c. Factory-applied interior finish is warranted to be free from finish defects for a period of five (5) years from the original date of purchase.
- d. Hardware and other non-glass components are warranted to be free from manufacturing defects for ten (10) years from the original date of purchase.

## 10. Execution

### a. Examination

- Verification of Condition: Before installation, verify openings are plumb, square, and of proper dimensions. Report frame defects or unsuitable conditions to the General Contractor before proceeding.
- Acceptance of Condition: Beginning on installation confirms acceptance of existing conditions.

### b. Installation

- Assemble and install window units according to manufacturer's instruction and review of shop drawing.
- Install sealant and related backing materials at the perimeter of the unit or assembly. Do not use expansive foam sealant.
- Install accessory items as required.
- Use finish nails to apply wood trim and mouldings.

### c. Cleaning

- Remove visible labels and adhesive residue according to the manufacturer's instructions.
- Leave windows and glass in a clean condition. Final cleaning as required.
- Protect Installed Construction.
- Protecting windows from damage by chemicals, solvents, paint, or other construction operations that may cause damage.

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- d. Bid Security: Bid security shall be submitted with each bid in the amount of 5 percent of the bid amount. No bids may be withdrawn for a period of 60 days after opening of bids.
- e. Bidder's Qualifications: A Performance Bond, separate Labor and Material Payment Bond, and Insurance in a form acceptable to Owner will be required of the successful Bidder.

\*Full manufacturer specifications, including any applicable warranties, shall be submitted with the bid document.

## ***B. MINIMUM REQUIREMENTS***

1. The completion of the work must occur either before May 25, 2024, or after October 25, 2024.
2. Work shall be started within 30 (thirty) days of award of contract and arrival of windows.
3. Work shall be completed within 14 (fourteen) days of start date.
4. Contractor shall make every reasonable effort to notify the Town when work shall be done that affects specific occupied offices.
5. Contractor shall ensure that personnel working on site shall be appropriately supervised to ensure the completion of duties per the contract.
6. Contractor and their personnel shall conduct themselves in a professional manner and shall take reasonable care to ensure the safety and comfort of employees of the Town and visitors to the lighthouse.
7. Contractor shall take reasonable care to ensure the cleanliness of the walkways, parking areas and other affected areas and of interior areas during the workday and overnight/over non-workdays.
8. Workday shall begin no earlier than 7:00 AM and shall end no later than 5:00 PM, including set-up and clean-up, Monday through Friday, excluding scheduled holidays.
9. Work outside the hours indicated above shall be done only with the express permission of the Town.
10. Contractor shall warranty their work for a minimum period of one year (1-year) from installation.
11. Protect the Public from any safety hazards as a result of work.
12. Get approval from Owner on location of temporary facilities, limits of work areas, fencing, etc.

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## C. ADDITIONAL INFORMATION TO BE CONSIDERED IN CALCULATION OF PROPOSAL

1. The Town will be responsible for obtaining any required building permits.
2. The Town will be responsible for required communication(s) with the Maine Historic Preservation Commission; the Contractor may be asked to appear before the commission along with the owner.
3. The Town will be responsible for ensuring access to interior locations when required for completion of work.

## D. CONTACT INFORMATION

David Bagdasarian, Facilities Director  
Phone: 207-799-9574  
Email: [dbagdasarian@capeelizabetschools.org](mailto:dbagdasarian@capeelizabetschools.org)

*All questions and concerns must be submitted to Mr. Bagdasarian; information gathered from any other individual, including other employees of the Town unless specified by Mr. Bagdasarian, may not be used in the preparation of this bid.*

It is the responsibility of the bidder to make a full assessment of any factors which will influence the appropriate completion and final cost of the project.

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## MINIMUM REQUIREMENTS FOR CONTRACTORS

- A minimum of five (5) years' experience in window replacement and restoration.
- Appropriate licensure, certifications, permits required for completion of the project.

## SUBMITTAL REQUIREMENTS

Dates and times applicable to this RFP are on the following page. Responses to this RFP must include the following information:

- Statement of relevant licensure, certifications and qualifications as applicable for the completion of the project;
- A minimum of three (3) references relating to the services being requested with full name, title, address, phone and fax numbers; references from Maine municipalities preferred, but not required.
- The completed Cost Proposal as included in this RFP.
- The completed Signature page as included in this RFP.
- The completed List of Proposed sub-contractors (if applicable) included on the Cost Proposal page.
- Additionally, submitters are encouraged to submit a narrative describing the expectations for execution of the contract within the Town of Cape Elizabeth to include:
  - Scheduling of work to include a general idea of progression of sections of the building.
  - An estimate of the number of personnel expected to be onsite at a given time.
  - Any specific needs the contractor anticipates, to include access to parking spots near the building, etc.
  - Any other information the submitter feels is relevant for consideration.

Printed and electronic or email submittals will be accepted. Regardless of the delivery method, it is the responsibility of the bidder to ensure delivery by the deadline.

**Town of Cape Elizabeth - RFP PHL WINDOW REPLACEMENT**  
**Attn: D.Bagdasarian, Facilities Director**  
**320 Ocean House Road**  
**Cape Elizabeth, ME 04107**

- If via email, send to [DBagdasarian@capeelizabetschools.org](mailto:DBagdasarian@capeelizabetschools.org) with the subject "RFP PHL WINDOW REPLACEMENT"

• **PROPRIETARY PROPOSAL MATERIAL:** Any proprietary information revealed in the proposal

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should be clearly identified as such.

• **SIGNATURES:** Proposal shall be signed by one of the legally authorized officers of said corporation. If awarded the contract, the Contract shall also be so executed.



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## DEADLINES AND IMPORTANT DATES:

**Pre-Bid Meeting:** No Pre-Bid Meeting is scheduled; however, bidders are strongly encouraged to make an appointment to visit the site and view the project area(s) in advance of submission of their proposal.

**Friday, February 2, 2024 - 5:00 PM -Deadline to submit questions:** Questions from potential Bidders are due via email to [DBagdasarian@capeelizabetschools.org](mailto:DBagdasarian@capeelizabetschools.org). Please note: With the exception of questions asked during site visit(s), questions received after this deadline, and questions that are phoned, faxed, sent through regular mail, or submitted via any other method or to any other email address will not be accepted. Oral responses or responses to questions submitted in any other format or to any other person will be non-binding. Individual responses to questions will not be provided; all questions and answers will be compiled into one document to be posted as indicated below.

**Thursday, February 8, 2024 - 2:00 PM -Due Date for Proposals:** Proposals must adhere to the Submittal Requirements outlined on the preceding page(s) and should reach us by the specified deadline. Proposals arriving after the designated date and time will not be considered. The responsibility to ensure timely delivery lies with the bidder, irrespective of the chosen delivery method. The opening of bids will take place at the indicated time in the Town Hall's Chamber.

## EVALUATION CRITERIA AND AWARD OF CONTRACT

The following shall be considered in evaluating submissions and awarding a contract:

- Experience of contractor with similar projects
- Overall quality of proposal
- Project understanding
- Anticipated project cost

*\*The Town may select a limited number of submitters for in-person interviews before a selection committee.*

*The Town reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the Town to pay any costs incurred by respondents in the preparation and submission of their qualifications. Furthermore, the RFP does not obligate the Town to accept or contract for any expressed or implied services.*

*The Town reserves the right to accept or reject any and all submissions and the right to award contract based on factors other than cost.\**

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**CONTRACT AWARD:** The Town reserves the right to make an award without further discussion of the submittals. The contractor selected as the apparently successful contractor will be expected to enter into a contract with the Town. Following notification of selection, the successful bidder shall prepare its standard agreement for review by the Town. The Town shall not be bound, or in any way obligated, until both parties have executed the agreement. No party may incur any chargeable costs prior to the execution of the final contract.

**CONTRACT NEGOTIATION:** The Town reserves the right to negotiate all elements of the submittals, proposals, terms and conditions, and/or scope of work as part of the contract negotiation process prior to any formal authorization of the contract by the Town.

Unless specifically negotiated and mutually agreed upon, all applicable specifications of this Request for Bids shall be considered as terms of the contract and shall not be overwritten or eliminated by conflicting language in the actual contract document.

**INSURANCE REQUIREMENTS:** The Town shall be named as an Additional Insured on the successful bidder's

contract. Insurance coverage needs to be in at least the following amounts:

Commercial/General Liability: Each Occurrence - \$1,000,000; medical expenses - \$10,000

Vehicle Liability: \$1,000,000

Workers Compensation: \$1,000,000

The cost of such insurance shall be paid by the contractor.

It shall be the responsibility of the successful contractor to ensure that appropriate insurance is maintained by any subcontractors associated with the project.

**HOLD HARMLESS:** The Town of Cape Elizabeth shall be held harmless against claims for injuries to persons or damages to property, errors and omissions or professional liability that may arise from or in connection with the performance of work hereunder by the selected contractor, his agents, representatives, employees or subcontractors.

**NON-ENDORSEMENT:** As a result of the selection of a contractor to supply products and/or services to the Town, the Town does not agree to the contractor's reference to the Town in any literature, promotional material, brochures, sales presentation or the like without the express written consent of the Town.

**COMPLIANCE WITH LAWS, REGULATIONS, AND POLICIES:** In addition to nondiscrimination and affirmative action compliance requirements previously listed, the contractor or contractors ultimately awarded a contract shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the work and other applicable provisions. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects, including satisfaction of any outstanding payables to the Town of Cape Elizabeth, whether related to the Contractor's business or personal account(s).

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Contractor: \_\_\_\_\_

## Cost Proposal

Lump sum bid for completion of project as described: \$ \_\_\_\_\_

Please note: The Town of Cape Elizabeth is exempt from Maine Sales Tax – information to be provided upon request.

**Spell out the bid amount:** \_\_\_\_\_

**Please indicate the following as applicable:**

|  |  |
|--|--|
| Purchase and installation of windows as further described above: |  |
| *Disposal of removed windows:                                    |  |
| TOTAL:   |  |

The Town of Cape Elizabeth may choose to dispose of windows through Town forces.

### Proposed Subcontractors:

| Individual/Firm Name and Tax ID Number | Address | Proposed work to be completed |
|--|---------|-------------------------------|
|  |         |                               |
|  |         |                               |
|  |         |                               |

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Please attach additional sheet or continue list on reverse if necessary.

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**Contractor:** \_\_\_\_\_

## SIGNATURES

I, the undersigned, am an authorized agent of the firm listed below and am authorized to submit the attached Cost Proposal for the RFP as indicated above. I certify that all information included herein is true and correct to the best of my knowledge. I further acknowledge the conditions and requirements expressed in the RFP and the agreement to adhere to same.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Firm Name:** \_\_\_\_\_

**Tax/EIN:** \_\_\_\_\_

**DBA (if different than above):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_