



Request for Proposals

Replacement of Windows & Remove Windows

February 21, 2023

Request for Proposals

General Description

The City of Greenville is seeking a company to update the look and efficiency of the old windows at the Greenville Airport, we would like to replace four (4) windows and close in three (3) windows this year located in the maintenance hangar. All work is to be completed by June 30, 2023.

The method for closing existing window openings and sealing new window installations are not specified in this document. The City requires a weather proof solution to be described by the Contractor. The proposed method will be a consideration of the bid in addition to the price.

Principal Contact

The principal contact with the City of Greenville will be:

Norice Rasmussen
Clerk-Finance Director
411 S. Lafayette Street
Greenville, MI 48838
(616)754-5645
ntrasmussen@greenvillemi.org

Bid Information

Any changes and/or addenda to this RFP will be posted on www.greenvillemi.org under the bids tab. Any and all questions regarding this RFP shall be directed to the principal contact listed above.

Due Date

Bids are due 2:00 pm, Tuesday, March 28, 2023

Submission of Proposals

Please submit your sealed proposals using the attached bid form, as well as all other requested information. One copy of the proposal shall be delivered to:

City of Greenville
Attn: City Clerk
411 S. Lafayette Street
Greenville, MI 48838

All responses must be clearly labeled- Airport Windows

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Evaluation of Proposals

The City will review submitted bids, described methods, and other relevant information. The City reserves the right to accept or reject any response for any or no reason and to waive any minor irregularity if determined to be in the best interest of the City of Greenville.

Selection of Proposals

Once a proposal is selected, it will be presented to Council for approval. It is anticipated that this agreement will be considered at the City Council meeting of April 4, 2023.

Scope of Work

- Remove three (3) old windows. Close in the openings to be weatherproof and match the interior and exterior walls.
- Remove four (4) windows. Replace with Jeld-Wen Better Series (or equal). Window dimensions: 36" (w) x 60" (h). Windows are white vinyl, single hung with nail flange. Build in to accommodate new windows, weatherproof, matching interior and exterior walls. Current openings are approximately 64" x 57".
- Optional: Replace Facia board, if possible without affecting the roof, with vinyl around whole hanger building.

To schedule an appointment to review the maintenance hangar, contact Paul Pollock by phone at 616-824-5112 or by email at ppollock@greenvillemi.org.

The bid must include the type of window, manufacturer and energy rating of the windows being installed.

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Window Replacement at Airport, Maintenance Hangar

Response Sheet

This response sheet must be completed and submitted with the other requested information as part of the response submittal. Based on the scope of work outlined in this request for proposal, please provide rates as indicated below:

Required:	Total Bid Amount:
4 – 36”x 60” window with White vinyl, single hung with nail flange	\$ _____
Remove 3 – windows, and close-in the opening in a weather-proof manner.	\$ _____
Total Bid:	\$ _____

Optional: Replace Facia board with vinyl on hangar building \$ _____

	Type of Window	Manufacturer	Energy Rating
4 – 36”x60” windows			

Describe the method for weatherproof close-in in the spaces below:

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This proposal is hereby submitted on behalf of:

Name of Company

Phone: _____
Email: _____

By: (print name)

Signature Date