



**SPRINGFIELD PREPARATORY CHARTER SCHOOL**

**REQUEST FOR PROPOSAL**

**2023 WINDOW INSTALLATION**

**DUE DATE: March 20, 2023 at 4 PM**

Springfield Preparatory Charter School has been awarded a grant through the Massachusetts Department of Elementary and Secondary Education's IVAQ program (Improving Ventilation and Air Quality) to replace school windows that are currently inoperable with operable windows that will improve air quality.

Springfield Preparatory Charter School is accepting proposals from qualified vendors to install 39 operable windows in our facility ahead of the 2023-24 school year.

**SUBMISSION DUE DATE: March 20, 2023 at 4 PM**

### **ABOUT SPRINGFIELD PREPARATORY CHARTER SCHOOL**

Springfield Preparatory Charter School is an inclusive K – 8 public charter school that prepares all students for success in high school, college and life through a focus on rigorous academics and character development. Springfield Prep Charter School opened in the 2015-16 school year and will serve 486 students in grades K-8 in the 2022-23 school year. Springfield Prep is driven by the belief that all children deserve a world-class education and that they can and will achieve when provided with high expectations, rigorous curriculum, and a joyful school culture. Springfield Prep implements a rigorous college preparatory academic program with a data-driven instructional model, a focus on positive character development and an inclusive and a high expectations culture that is orderly, safe and conducive to learning for a diverse range of students. Springfield Prep has made a commitment to high quality teacher and staff development and retention to ensure high quality instruction and school operations.

In the 2023-24 school year, Springfield Prep will operate at 2071 Roosevelt Avenue, Springfield, MA. The building is 50,580 square feet and includes 22 classrooms.

### **SCOPE OF WORK**

Springfield Preparatory Charter School is seeking a vendor that is familiar with the IVAQ program and Department of Elementary and Secondary Education's facility standards to install 39 operable windows at the school's campus by 8/4/23.

The ideal window replacement will meet the following qualifications:

- Replace 39 currently inoperable windows in the school building to improve ventilation and air quality in classroom spaces
- The new windows should be designed to similar to the current existing replacement operable windows in the school building with the operable awning style vent window. Please refer to Appendix I, II and III for additional specifications
- Ensure student and staff member safety in the building (e.g., shatter proofing)
- Increase natural light in classrooms and learning spaces, while reducing glare
- Maximize efficiency, supporting with the regulation of temperature in classrooms and the operation of the building's HVAC system
- Include all demolition, removal of existing selected windows and prep for the new windows
- Include all finish installation, including exterior caulking and interior caulking
- Meet all DESE building and facility standards, including emergency preparedness and accessibility guidelines

## **VENDOR RESPONSIBILITIES**

The Vendor shall be responsible for the following:

- Conduct a site walkthrough to confirm window measurements
- Remove 39 selected existing inoperable windows
- Provide safe disposal of all materials removed (e.g., debris, security screens, frames)
- Procure all materials necessary for installation of new windows
- Provide all labor and supervision necessary for timely completion of the project
- Enforce safety standards at the site during construction to ensure the safety of all laborers and Springfield Prep staff members
- Adhere to prevailing wage and labor laws
- Manage all processes to ensure that building code requirements are met before the reopening of the school year
- Deliver the project by 8/4/23
- Provide window replacement if needed through warranty period, including availability for emergency repairs
- Attend a walk through with representatives from Springfield Prep prior to submitting a proposal

## **SCHOOL RESPONSIBILITIES**

Springfield Preparatory Charter School will be responsible for the following:

- Ensure access to the school space for construction project as needed (e.g., entry for all labor during the construction period, access and scheduling for walkthroughs)
- Provide drawings and specifications as needed
- Condition and care of materials once accepted upon delivery
- Payment of invoices to the vendor using net 30 terms.

## **PROPOSAL SPECIFICATIONS**

### **Key Dates**

- RFP Issued: 2/15/23
- Site Visits/Pre-proposal calls: Week of 2/21/23 or on 3/3/23 at 2:00 pm
- Proposals Due: 3/15/23
- Notice of Award: 3/24/23
- Substantial Completion of Window Installation: 8/4/23

### **Proposals must include:**

- Description of services including but not limited to the following:
  - Cost per window\*
  - Proof of liability insurance and proposed indemnity language
  - Materials/supplies provided
  - 3 professional references

\*For proposals in excess of \$100,000, include the following certifications:

- Certificate of Independent Price Determination
- Certification Regarding Debarment, Suspension, and Ineligibility
- Certification Regarding Lobbying
- Disclosure of Lobbying Activities

## **SELECTION OF VENDOR**

The selection of a vendor shall be based upon:

- Experience & References (15 points)
- Key Personnel (15 points)
- Management Plan & Schedule (25 points)
- Cost (35 points)
- Compliance with RFP specifications (10 points)

Springfield Preparatory Charter School retains the right to terminate services if the service is unsatisfactory. Springfield Preparatory Charter School reserves the right to reject all proposals.

**Interested vendors must submit 1 copy of their response to this Request for Proposal via email, mail or in person no later than Monday, March 20, 2023 at 4 PM. Late proposals will not be considered under any circumstances.**

### **Via Mail or In-Person:**

Springfield Preparatory Charter School  
2071 Roosevelt Ave  
Springfield, MA 01104  
Attention: Meghan Wagner, Chief Operating Officer

### **Via E-mail:**

[mwagner@springfieldprep.org](mailto:mwagner@springfieldprep.org)

Vendors are requested to submit any questions regarding the RFP in writing to Meghan Wagner, Chief Operating Officer via email at [mwagner@springfieldprep.org](mailto:mwagner@springfieldprep.org) or mail at 2071 Roosevelt Ave, Springfield, MA 01104. Once proposals are reviewed, contractors may be contacted for a follow up interview and/or oral presentation.

Submittals must be valid for 60 days following the submission deadline.

## APPENDIX I: SPECIFICATIONS

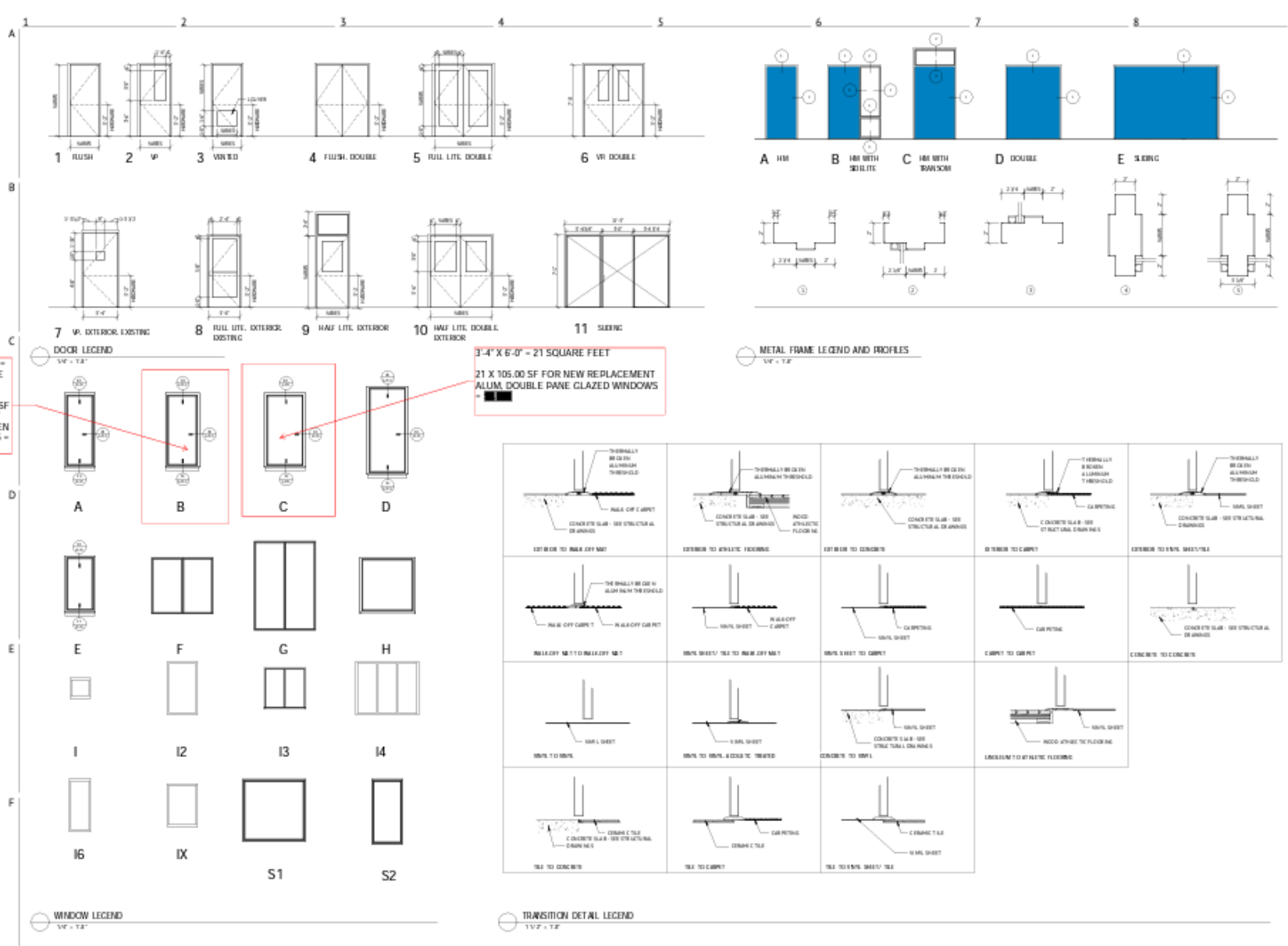
### I. INSULATING GLASS

- A. Basis-of-Design Product: Subject to compliance with requirements, provide Guardian Glass; SunGuard SNX 62/27 or comparable product by one of the following:
  - 1. Viracon, Inc.
  - 2. Vitro Architectural; Solarban 70.
- B. Insulating-Glass Units, General: Factory-assembled units consisting of sealed lites of glass separated by a dehydrated interspace, and complying with ASTM E 774 for Class CBA units and with requirements specified in this Article.
  - 1. Overall Unit Thickness and Thickness of Each Lite: Dimensions indicated for insulatingglass units are nominal and the overall thicknesses of units are measured perpendicularly from outer surfaces of glass lites at unit's edge.
  - 2. Sealing System: Dual seal, with primary and secondary sealants as follows:
    - a) Polyisobutylene and silicone
  - 3. Spacer Specifications: Manufacturer's standard spacer material and construction complying with the following requirements:
    - a) Spacer Material: Aluminum with clear anodic finish.
    - b) Desiccant: Molecular sieve or silica gel, or blend of both.
    - c) Corner Construction: Manufacturer's standard corner construction.

### II. EXTERIOR FRAMING SYSTEMS

- A. Basis of Design Product: Subject to compliance with requirements, provide EFCO; Series 433T or comparable product by one of the following:
  - 1. Kawneer; Trifab VG 451T.
  - 2. Wausau Window and Wall Systems; 14000 Series.
- B. Framing Members: Manufacturer's standard extruded-aluminum framing members, minimum wall thickness of .080", and reinforced as required to support imposed loads.
  - 1. Construction: Thermally improved.
  - 2. Glazing System: Retained mechanically with gaskets on four sides.
  - 3. Glazing Plane: Front.
  - 4. Depth of Frame: 4-1/2".
  - 5. Face of Frame: 2".

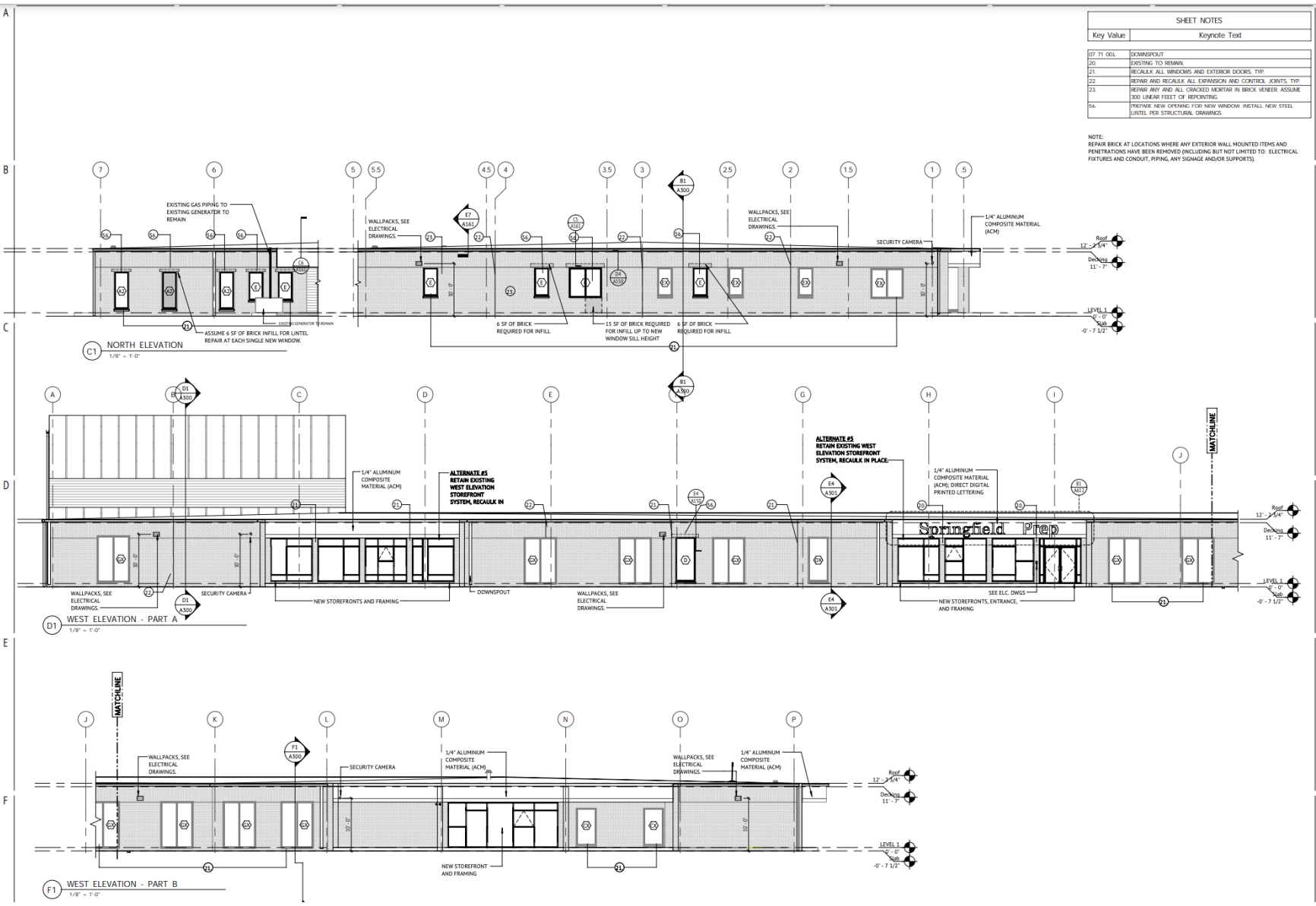
# APPENDIX II: DRAWINGS



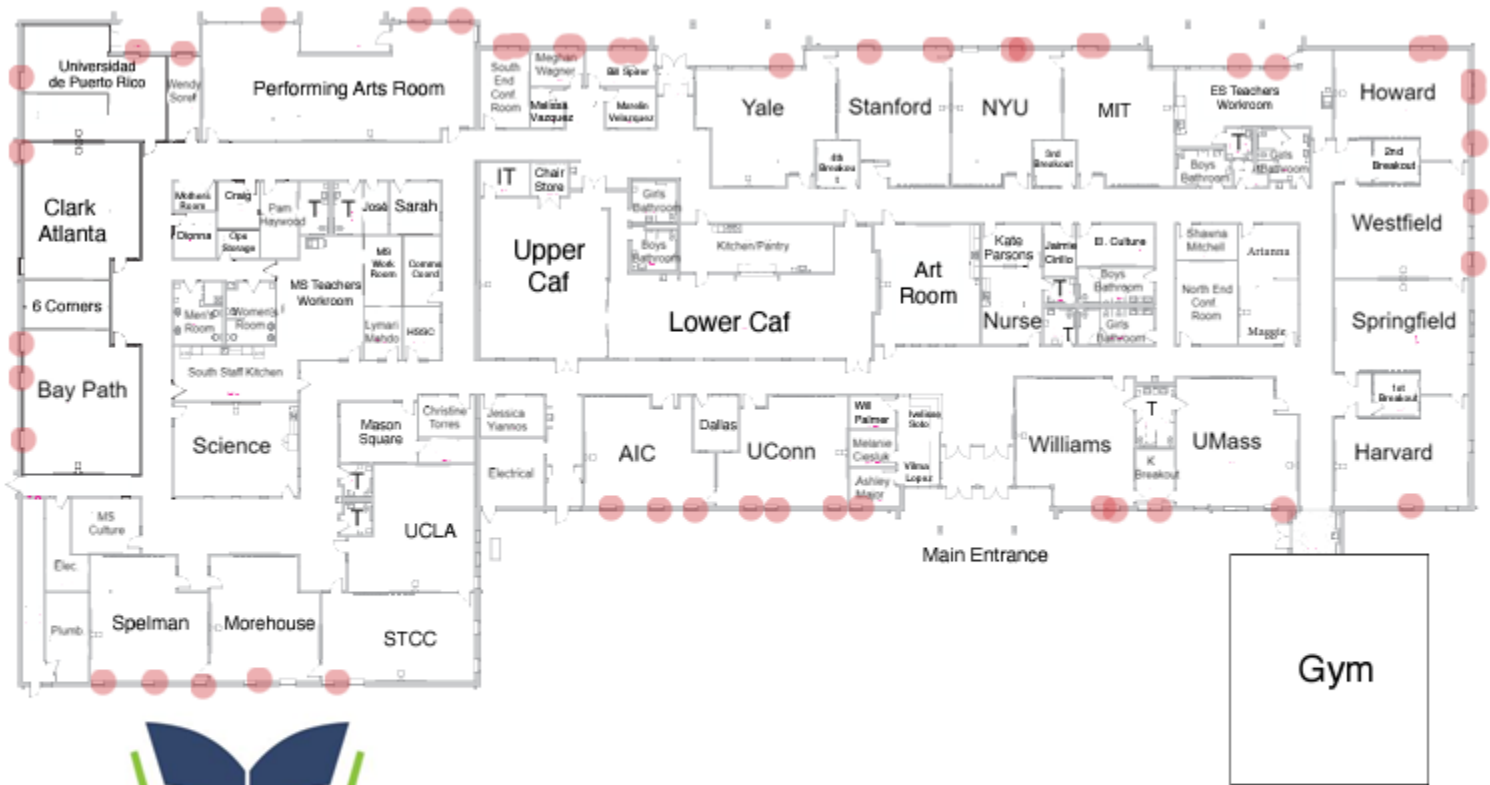


SHEET NOTES	
Key Value	Keynote Text
07 31 00L	COMPONENT
20	EXISTING TO REMAIN
21	RECALK ALL WINDOWS AND EXTERIOR DOORS, TYP.
22	REPAIR AND RECALK ALL EXPANSION AND CONTRACTION JOINTS, TYP.
23	REPAIR ANY AND ALL CRACKED MORTAR IN BRICK VENEER. ASSUME 300 LINEAR FEET OF REPORTING.
24	REPAIR ANY AND ALL CRACKED MORTAR IN BRICK VENEER. ASSUME 300 LINEAR FEET OF REPORTING.
26	PREPARE NEW OPENING FOR NEW WINDOW. INSTALL NEW STEEL LINTEL PER STRUCTURAL DRAWINGS.

NOTE:  
REPAIR BRICK AT LOCATIONS WHERE ANY EXTERIOR WALL MOUNTED ITEMS AND PENETRATIONS HAVE BEEN REMOVED (INCLUDING BUT NOT LIMITED TO: ELECTRICAL FIXTURES AND CONDUIT, PIPING, ANY SIGNAGE AND/OR SUPPORTS).







**Springfield Prep**  
 CHARTER SCHOOL

2071 Roosevelt Ave.  
 Springfield, MA 01104  
 (413) 231-2722