

Ballard School Request For Proposal Installation of Shutters

1. Project Overview and Purpose

Ballard Elementary School is soliciting proposals for the procurement and installation of 97 wood composite 2.5-inch plantation shutters. The primary purpose of this project is to enhance interior aesthetics and provide privacy and enhanced safety for classrooms and administrative offices. The installation site is Ballard Elementary School, located at 2425 School St. This initiative is part of a broader effort to improve the learning environment and safety of school facilities.

2. Scope of Work

Specifications:

- Quantity: 97 windows
- Type: 2.5-inch plantation-style shutters
- Material: Wood composite (painted finish)
- Color: White (or color TBD)
- Mounting: Inside mount unless otherwise specified by school

Installation Requirements:

- Remove any existing window treatments
- Prepare window frames for new installations (cleaning, minor repairs if needed)
- Install shutters using durable, high-quality hardware suitable for educational settings
- All hardware and accessories must be included and installed
- Ensure all shutters operate smoothly and meet safety standards

Finishing:

- Shutters should come pre-painted or finished to specification
- Touch-up and minor finish corrections on-site as needed

Timeline:

- Project Start Date: Summer 2025
 - Completion Deadline: 30 days from start of project
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3. Proposal Submission Requirements

Deadline: Proposals must be submitted by **June 20, 2025**

Submission Method:

- Deliver physical copies to:
Ballard School District
2425 School St
Solvang, CA 93460
- Email bids to: prennick@ballardschool.org

Required Documentation:

- Company profile, including years in business and number of employees
- Description of similar past projects
- Proof of insurance and bonding
- Proposed project schedule and cost breakdown

Additional Requirement

- A site visit with the superintendent/principal must occur prior to submitting a proposal.
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4. Evaluation Criteria

Proposals will be evaluated based on the following weighted criteria:

- Cost competitiveness: 60%
- Compliance with all the requirements of the invitation to bid: 20%
- Capability, integrity, and reliability to perform the contract: 20%

Selection Process:

- Final decision will be based on best value and overall alignment with project goals
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5. Terms and Conditions

- **Payment Schedule:** 50% upon contract signing, 50% upon completion and acceptance of the installation
 - **Warranty:** Minimum 2-year warranty on materials and workmanship
 - **Liability:** Contractor must assume full responsibility for any damage during installation
 - **Indemnification:** Contractor shall indemnify and hold harmless Ballard Elementary and the school district from any claims arising out of the work performed
 - **Dispute Resolution:** Any disputes will be resolved through mediation or arbitration in accordance with Florida state law
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6. Contact Information

RFP Coordinator:

Pam Rennick

Superintendent/Principal

Ballard Elementary School

Email: prennick@ballardschool.org

Phone: (805) 688-4812

All questions or requests for clarification must be submitted in writing by **June 6, 2025**.
