

**REQUEST FOR PROPOSALS
NEW WINDOW COVERINGS FOR CHURCHILL HALL**

INTRODUCTION:

Southern Oregon University (SOU) requests proposals from qualified firms for Hunter-Douglas (or approved alternates) Horizontal Louver Blinds at Churchill Hall. Churchill Hall is located on the SOU campus in Ashland and has been completely renovated over the last 9 months. The facility will be re-occupied this fall.

Louver Blinds shall be provided per the attached specification and at the locations shown on the attached drawings. SOU requests proposals for two options: furnish blinds only and furnish and install complete. Contractors may provide a proposal for one or for both options. A decision on Option #1 or Option #2 will be made by SOU after evaluation of the proposals:

Option #1: Furnish Louver Blinds Only. Take field measurements, furnish and deliver the specified Louver Blinds to Churchill Hall. Label each blind with the corresponding room number. Installation will be by SOU.

Option #2: Furnish and Install Blinds Complete: Include all installation and clean-up in the proposal. This project is a Bureau of Labor and Industries (BOLI) prevailing wage job. Provide BOLI certified payrolls for all installation work. On-site work will be subject to provisions of the Oregon University System General Conditions for Construction (copy attached). The louver blinds at the second floor – east wing are to be installed first since this area will be occupied in September.

PROJECT TIME LINE:

August 21, 2012	RFP Release Date
August 24, 2012	Questions from Proposers due by 1:00 p.m.
August 24, 2012	Addendum to be issued at 4:00 p.m. (if required).
August 28, 2012	Proposals Due by 4:00 p.m. at the FMP office.
August 28, 2012	SOU Review of Proposals. SOU to issue Purchase Order.
September 17, 2012	Installation of Blinds at Second Floor – East Wing.
October 5, 2012	Complete entire installation.

SUBMITTAL REQUIREMENTS:

Submit proposal on the Company's standard proposal form signed by an officer of the company. Submit proposals to Southern Oregon University, c/o Drew Gilliland, Director of Facilities, 351 Walker Avenue, Ashland OR 97520 by **4:00 p.m. on August 28, 2012**. Proposals may be emailed to: Gilliland@sou.edu.

WAGE RATES:

Oregon Bureau of Labor and Industries (BOLI) wage rates for installation **will** apply since window coverings are part of a larger renovation project.

QUESTIONS FROM PROPOSERS

Questions or requests for clarification from Proposers regarding this Request for Proposals shall be directed to Jim McNamara, FMP Project Manager, 351 Walker Avenue, Ashland, OR 97520, e-mail: <mailto:mcnamaraj@sou.edu> office phone: 541-552-6888; cell phone: 541-821-1294. Any change or modification to the RFP documents will be in the form of an addendum to this RFP. An addendum, if required, will be emailed to all proposers by 4:00 p.m. August 24, 2012.

Enclosures:

Window Covering Specification

Location Drawings

OUS General Conditions

End of RFP