

BCESC Butler County

Educational Service Center

400 North Erie Blvd. Suite A | Hamilton, OH 45011
513.887.5502 w | 513.315.0308 c | 513.785.5180 f

January 23, 2012

Dear Installer:

You are invited to provide a proposal for:

Project –Window Replacement

Location:

BCESC Early Learning Center
1516 First Avenue
Middletown Oh 45044

Mandatory Pre Proposal Conference and Site Visit – Friday, February 3, 2012 at 10:00 a.m.

Location of Meeting:

Butler County Educational Service Center
400 North Erie Blvd., Suite A
Hamilton, OH 45011

Directly following the pre-proposal conference, you will be given access to the Early Learning Center to perform a complete measurement and installation estimate of all needed windows. No sizes or measurements will be given; it will be the bidder's responsibility to obtain all needed measurements based on specified areas. Please note that this will be the only time access to the building will be available.

Project Details:

The Butler County Educational Service Center Governing Board (BCESC) requests a price quotation for window replacement at the Early Learning Center located 1516 First Avenue, Middletown, Oh 45044. The scope of the project includes the removal of and replacement of windows on three sides of the Early Learning Center designated B, C, & L which include an office hallway and two sides of a cafeteria/kitchen. All permits and inspections are the responsibility of the contractor.

Proposals should bid each section (B, C & L) separately and as a total package.

The windows include operating (tilt-in) and non-operating components as well as an insulated panel and built in blinds. An Energy Star approved replacement window is preferred for this project. Replacements should be the equivalent of or similar to 76E aluminum windows.

The time to complete the work is, of course, weather dependent and would have to be accomplished during non-traditional work hours. No student may be present while work is being performed. Details on the project schedule and specifications will be discussed in the pre-proposal conference.

This is a prevailing wage project. Documentation of prevailing wages is required at the completion of the project.

Be prepared to include in your quote the following (please quote each section separately):

- Removal cost for existing windows
- Installation cost for each new window
- Installation for insulated structural wall panels to support the new windows
- Installation of panels located above windows to match bottom panels
- Permits and licensing necessary to complete work quoted
- Complete Windows and Material costs broken out by section
- List of local references

Anticipated Timeline:

- 2/03/12 – 10:00 am - Pre-bid meeting and site visit:
 - o Butler County Educational Service Center
- 2/10/12 – 12:00 pm - Bids Due:
 - o Butler County Educational Service Center, Attn: Bonnie Hoffman
- 2/16/12 – time TBD – interviews with the 2 lowest bidders
- 2/22/12 - Winning bid approved by the BCESC Governing Board
- 3/01/12 - Project commencement
- 4/15/12 - Project completion (Invoice must be received by 4/15/12)

Questions regarding this project must be submitted via email to:

hoffmanb@bcesc.org

513.887.5533

400 North Erie Blvd., Suite A

Hamilton, OH 45011

Thank you,

Kenneth Ulm, Treasurer/CFO
Butler County Educational Service Center
400 North Erie Blvd., Suite A
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