



DES MOINES PUBLIC SCHOOLS  
WINDOW BLINDS - MARCH 13, 2013  
QUOTE # Q6719  
SCOPE OF WORK

DOCUMENTS PROVIDED:

1. Scope of Work – 2 pages
2. Window blind specification – Section 12500 – 3 pages
3. Sex Offender Form – 1 page

PROJECTS / LOCATIONS:

1. Lincoln South (Kurtz Building) – 1000 Porter Avenue

REQUIREMENTS:

1. Submit a signed quotation on your letterhead. Quotes to be submitted not later than 3:00 PM on Thursday March 28, 2013. Submit proposal to the District at 1917 Dean Avenue, Des Moines, Iowa 50316. Faxed or emailed copies of proposals are acceptable. Send proposals to the attention of Doug Ohde at [douglas.ohde@dmschools.org](mailto:douglas.ohde@dmschools.org) or (FAX 515-265-8702)
2. Questions shall be directed in writing to [douglas.ohde@dmschools.org](mailto:douglas.ohde@dmschools.org).
3. It is anticipated that the successful firm will be notified on Monday April 1, 2013.
4. A purchase order will be provided from the Des Moines Public Schools. Exclude all State of Iowa sales taxes and use taxes from your proposal. The District will provide a tax exempt certificate with the purchase order.
5. The windows are currently being replaced. The sizes indicated on the blind list are approximate. Actual sizes may vary slightly. Quote shall include field verification of sizes on approximately June 3, 2013. Blinds shall be ordered and the installation shall be fully completed not later than August 2, 2013.
6. The quotes shall include all field verifications and complete installation. One color will be selected from the manufacturer's standard colors.
7. Final installations shall be complete and fully operational.
8. Payment will be made by Des Moines Public Schools upon completion of the full installation.
9. The successful firm shall submit a current acceptable insurance certificate. Bid bonds and performance / payment bonds are not required.
10. The successful firm shall guarantee the entire work for a period of one year from acceptance of the work.
11. The successful firm shall sign the attached sex offender form.



DES MOINES PUBLIC SCHOOLS  
WINDOW BLINDS - MARCH 13, 2013  
QUOTE # Q6719  
SCOPE OF WORK

**Lincoln South Blind List – Window Sizes**

<b>Tag</b>	<b>Quantity</b>	<b>Width</b>	<b>Height</b>
A&B	225	3'-9"	6'-11"
C&D	46	3'-6"	6'-11"
G&H	10	3'-2"	6'-11"
K	5	4'-0"	4'-0"
L&M	4	3'-9"	2'-5"
N&P	5	3'-0"	3'-2"
S&T	29	3'-9"	4'-5"
U	2	3'-6"	4'-5"
Total	326		

END OF DOCUMENT

## **SECTION 12500 WINDOW TREATMENT**

### **1. PART 1 GENERAL**

#### **1.1 SECTION INCLUDES**

- A. Horizontal metal slat louver blinds and operating hardware.

#### **1.2 SUBMITTALS FOR REVIEW**

- A. Shop Drawings: Indicate opening sizes, tolerances required, method of attachment, clearances, and operation.
- B. Product Data: Submit data indicating physical and dimensional characteristics and operating features.
- C. Samples: Submit two samples, 12 inches long, illustrating slat materials and finish, color, cord and wand types and color.

#### **1.3 SUBMITTALS FOR INFORMATION**

- A. Manufacturer's Installation Instructions: Submit special procedures and perimeter conditions requiring special attention.

#### **1.4 QUALIFICATIONS**

- A. Manufacturer: Company specializing in manufacturing Products specified in this section with minimum three years documented experience.

#### **1.5 FIELD MEASUREMENTS**

- A. Verify field measurements prior to fabrication.

#### **1.6 COORDINATION**

- A. Coordinate the Work with window installation by others.

#### **1.7 EXTRA MATERIALS**

NA

### **2. PART 2 PRODUCTS**

#### **2.1 HORIZONTAL LOUVER BLINDS**

- A. Manufacturers:
  - 1. Reference Manufacturer: Levolor Contract - Product: Riveria Dustguard 2" Blind (Model RIV2).
  - 2. Other Acceptable Manufacturers are acceptable if they meet all the requirements including the following manufactures: a) Bali Window Treatments. b) Graber Window Treatments. c) Hunter Douglas Window Fashions.

## **2.2 COMPONENTS**

- A. Blinds: Horizontal slat louvers hung from full-width headrail with full-width bottom rail; manual control and raising and lowering by cord with full range locking; blade angle adjustable by cords.
- B. Metal Slats: Spring tempered pre-finished aluminum; unperforated; radiused slat corners, with manufacturing burrs removed.
  - 1. Width: 2 inch.
  - 2. Thickness: 0.009 inch.
  - 3. Color: As Selected from manufacturer's standard colors
- C. Slat Support: Woven polypropylene cord, ladder configuration.
  - 1. Color: Same as slats.
- D. Headrail: Pre-finished, formed steel box, with end caps; internally fitted with hardware, pulleys, and bearings for operation; same depth as width of slats.
  - 1. Color: Same as slats.
- E. Bottom Rail: Pre-finished, formed steel with top side shaped to match slat curvature; with end caps.
  - 1. Color: Same as slats.
- F. Lift Cord: Braided polyester; per current code requirements.
  - 1. Free end weighted; cord lock.
  - 2. Color: Same as slats.
- G. Blade Adjustment Cord: Braided polyester; per current code requirements
  - 1. Free end weighted; cord lock.
  - 2. Color: Same as slats.
- H. Headrail Attachment: Ceiling or side brackets for inside or over framemounting, appropriate to mounting conditions.
- I. Accessory Hardware: Type recommended by blind manufacturer.

## **2.3 FABRICATION**

- A. Fabricate blinds to fit within openings with uniform edge clearance of 1/4 inch.

### **3. PART 3 EXECUTION**

#### **3.1 EXAMINATION**

- A. Verify that openings are ready to receive the Work.

#### **3.2 INSTALLATION**

- A. Install blinds.
- B. Secure in place with concealed fasteners.
- C. Place intermediate head supports at locations recommended by blind manufacturer.

#### **3.3 ERECTION TOLERANCES**

- A. Maximum Variation of Gap at Window Opening Perimeter: 1/4 inch.
- B. Maximum Offset From Level: 1/8 inch.

#### **3.4 ADJUSTING**

- A. Adjust blinds for smooth operation.

#### **3.5 CLEANING**

- A. Clean blind surfaces at the completion of the installation.

#### **3.6 SCHEDULE**

- A. Horizontal Blind Colors: 1 color for each project, as selected from standard solid colors.

END OF SECTION

## ACKNOWLEDGMENT AND CERTIFICATION

\_\_\_\_\_ (“Company”) is providing services to  
[name of vendor/supplier/contractor/sub-contractor]  
the Des Moines Public School District (“District”) as a vendor, supplier, contractor or subcontractor and/or is operating or managing the operations of a vendor, supplier or contractor. The services provided by the Company may involve the presence of the Company’s employees upon the real property of the schools of the District.

The Company acknowledges that Iowa law prohibits a sex offender who has been convicted of a sex offense against a minor from being present upon the real property of the schools of the District. The Company further acknowledges that, pursuant to law, a sex offender who has been convicted of a sex offense against a minor may not operate, manage, be employed by, or act as a contractor, vendor or supplier of services or volunteer at the schools of the District.

The Company hereby certifies that no one who is an owner, operator or manager of the Company has been convicted of a sex offense against a minor. The Company further agrees that it shall not permit any person who is a sex offender convicted of a sex offense against a minor to provide any services to the District in accordance with the prohibitions set forth above.

This Acknowledgment and Certification is to be construed under the laws of the State of Iowa. If any portion hereof is held invalid, the balance of the document shall, notwithstanding, continue in full legal force and effect.

In signing this Acknowledgment and Certification, the person signing on behalf of the Company hereby acknowledges that he/she has read this entire document, that he/she understands its terms, and that he/she not only has the authority to sign the document on behalf of the Company, but has signed it knowingly and voluntarily.

Dated: \_\_\_\_\_  
[name of vendor/supplier/contractor/sub-contractor]

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_