



REQUEST FOR PROPOSALS
Historic Window Vendor for LeadSafe Homes Program

Posting Date: November 5, 2024

Response Submission Deadline: 3:00 EST p.m. on November 15, 2024.

NOTE TO RESPONDENTS:

Please be advised that **all** submissions (including those not selected for engagement) may be made available to the public on request pursuant to the Rhode Island Access to Public Records Act, Chapter 2 of Title 38 of the Rhode Island General Laws (the “APRA”) upon award of a contract(s). As a result, respondents are advised not to include information that they deem proprietary or confidential or that constitutes a trade secret.

INTRODUCTION

Through this Request for Proposals (“RFP”), Rhode Island Housing and Mortgage Finance Corporation (“RIHousing”) seeks proposals from qualified firms to **supply historically appropriate replacement windows for the RIHousing LeadSafe Homes Program.**

INSTRUCTIONS

Proposals must be submitted via email to: **Deborah Devine, Operations Specialist** at **ddevine@rihousing.com** no later than the response submission deadline set forth above.

Proposals that are not received by the response submission deadline or that do not adhere to the submission instructions described herein shall not be accepted or considered by RIHousing.

Proposals should be concise and adhere to the word count applicable to each section of this Request for Proposals (“RFP”). Proposals should be presented on business letterhead and include all attachments, certifications (including the Submissions Certification at [Attachment A](#)), and work samples (as applicable). Please note that failure to provide any information, certification, or document requested in this RFP may cause your submission not to be reviewed or considered by RIHousing.

RIHousing may invite one or more finalists to make presentations, including demonstrations of requested products, if applicable.

Updates, amendments and Q&As related to this Request for Proposals may be posted from time to time at: [RFPs & RFQs | RIHousing](#).



RFP/RFQ Title: _____
Respondent Name: _____

SCOPE OF WORK

Please see the Scope of Work as provided on Attachment B.

ITEMS TO BE INCLUDED WITH YOUR PROPOSAL

**SUBMISSION
CHECK LIST**

Section A: General Firm Information (Total word limit: 500 words)

1. Provide a brief description of your firm, including but not limited to the following:
 - a. Name of the principal(s) of the firm.
 - b. Name, business telephone number and business email address of a representative of the firm authorized to discuss your proposal.
 - c. Locations of all offices of the firm.
 - d. Number of employees of the firm.

RIHousing requests that the contact information provided in response to this subsection (1) be strictly limited to business addresses, telephone numbers, and email addresses to protect any personal information from being made available to the public pursuant to APRA.

Section B: Experience and Resources (Total word limit: 3500 words)

1. Describe your firm and its capabilities. In particular, support your capacity to perform the Scope of Work.

2. Indicate which principals and associates from your firm would be involved in providing services to RIHousing. Provide appropriate background information for each such person and identify their responsibilities.

3. If applicable, please indicate the name of any subcontractors that would be involved in providing services to your firm and to RIHousing. Provide appropriate background information for each person or entity, identify the person's responsibilities and outline their capabilities.

Section C: Fee Structure (Total word limit: 500 words)

The cost of services is one of the factors that will be considered in awarding this contract. The information requested in this section is required to support the reasonableness of your fees.



RFP/RFQ Title: _____
Respondent Name: _____

- 1. Please provide a cost proposal for providing the Scope of Work at Attachment B.
- 2. **Provide an itemized breakdown of cost based on 4 most commonly seen standard sized widows for a Single Hung, Double Hung and Casement window in both Aluminum Clad (Trimline or similar) or Vinyl clad (Anderson 400 or similar). Also include sample pricing for a custom order dimension or sample costs for features that demonstrate cost variance like 2:2 grill pattern vs. 6:6 as appropriate. Please specify manufacturer, line or series and material.**
- 3. Please provide any other fee information applicable to the engagement that has not been previously covered that you wish to bring to the attention of RIHousing.

Section D: Miscellaneous (Total word limit: 1000 words)

- 1. Discuss any topics not covered in this RFP that you would like to bring to RIHousing’s attention.

Section E. Certifications

- All applicants must respond to and provide documentation as outlined in the Request for Proposals Submission Certifications at Attachment A.

EVALUATION AND SELECTION

A selection committee consisting of RIHousing employees will review all proposals that meet the requirements set forth in the “Instructions” section of this RFP and make a selection based on the following factors:

- Professional capacity to undertake the Scope of Work (as evaluated by reference in Section B: Experience and Resources);
- Proposed fee structure (as evaluated by reference in Section C: Fee Structure);
- Ability to perform within time and budget constraints (as evaluated by reference in Section B);
- Evaluation of proposed project approach (as contained in the Attachment B-Scope of Work. Section B);
- Previous work experience and performance with RIHousing and/or similar organizations (as provided in Section B: Experience and Resources, subsection 3);



RFP/RFQ Title: _____
Respondent Name: _____

- Other pertinent information submitted.

By this RFP, RI Housing has not committed itself to undertake the work set forth herein. RI Housing reserves the right to reject any and all proposals, to rebid the original or amended scope of services and to enter into negotiations with one or more respondents. RI Housing reserves the right to make those decisions after its receipt of responses. RI Housing's decision on these matters is final.

For additional information contact: Deborah Devine, ddevine@rihousing.com



RFP/RFQ Title: _____
Respondent Name: _____

Attachment A

Requests for Proposals Submission Certifications

Please respond to **all** items below and include it in your response to this RFP. Be sure to include any additional information in the space provided or as an attachment as needed. Please ensure that any attachments refer to the appropriate item by name (i.e., “Conflict of Interest,” “Major State Decision Maker,” etc.)

Total word limit for Sections A and B: 500 words

Section A: Conflicts of Interest

1. Identify any conflict of interest that may arise as a result of business activities or ventures by your firm and associates of your firm, employees, or subcontractors as a result of any individual’s status as a member of the board of directors of any organization likely to interact with RIHousing. **If none, check below.**

None

2. Describe how your firm will handle actual and or potential conflicts of interest (*please include in your proposal or attach a sheet with this information*).

Section B: Litigation, Proceedings, Investigations

1. Identify any material litigation, administrative proceedings, or investigations in which your firm is currently involved. **If none, check below.**

None

2. Identify any material litigation, administrative proceedings, or investigations to which your firm or any of its principals, partners, associates, subcontractors, or support staff was a party, that has been finally adjudicated or settled within the past two (2) years. **If none, check below.**

None

Section C: Certifications

1. RIHousing insists upon full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors. This law requires State Vendors entering into contracts to provide services to an agency such as RIHousing, for the aggregate sum of \$5,000 or more, to file an affidavit with the State Board of Elections concerning reportable political contributions. The affidavit must state whether the State



RFP/RFQ Title: _____
Respondent Name: _____

Vendor (and any related parties as defined in the law) has, within 24 months preceding the date of the contract, contributed an aggregate amount in excess of \$250 within a calendar year to any general officer, any candidate for general office, or any political party. **Please acknowledge your understanding below.**

I have read and understand the requirements of Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors.

2. Does any Rhode Island “Major State Decision-maker,” as defined below, or the spouse or dependent child of such person, hold (i) a ten percent or greater equity interest, or (ii) a Five Thousand Dollar or greater cash interest in this business?

For purposes of this question, “Major State Decision-maker” means:

- (i) All general officers; and all executive or administrative head or heads of any state executive agency enumerated in § 42-6-1 as well as the executive or administrative head or heads of state quasi-public corporations, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel, or chief of staff;
- (ii) All members of the general assembly and the executive or administrative head or heads of a state legislative agency, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel, or chief of staff;
- (iii) All members of the state judiciary and all state magistrates and the executive or administrative head or heads of a state judicial agency, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel, chief of staff or state court administrator.

Please indicate your response below.

Yes

If your answer is “Yes,” please identify the Major State Decision-maker, specify the nature of their ownership interest, and provide a copy of the annual financial disclosure required to be filed with the Rhode Island Ethics Commission pursuant to R.I.G.L. §§36-14-16, 17 and 18.

No



RFP/RFQ Title: _____
Respondent Name: _____

3. In the course of providing goods or services to RIHousing, the selected respondent may receive certain personal information specific to RIHousing customer(s) including, without limitation, customer names and addresses, telephone numbers, email addresses, dates of birth, loan numbers, account numbers, social security numbers, driver’s license or identification card numbers, employment and income information, photographic likenesses, tax returns, or other personal or financial information (hereinafter collectively referred to as the “Personal Information”). The maintenance of the Personal Information in strict confidence and the confinement of its use to RIHousing are of vital importance to RIHousing.

Please certify below that in the event your firm is selected:

(i) any Personal Information disclosed to your firm by RIHousing or which your firm acquires as a result of its services hereunder will be regarded by your firm as confidential, and shall not be copied or disclosed to any third party, unless RIHousing has given its prior written consent thereto; and

(ii) your firm agrees to take all reasonable measures to (a) ensure the security and confidentiality of the Personal Information, (b) protect against any anticipated threats or hazards to the security or integrity of the Personal Information, and (c) maintain reasonable security procedures and practices appropriate to your firm’s size, the nature of the Personal Information, and the purpose for which the Personal Information was collected in order to protect the Personal Information from unauthorized access, use, modification, destruction or disclosure; and

(iii) when discarding the Personal Information, destroying it in a commercially reasonable manner such that no third party can view or recreate the information, electronically or otherwise.

These provisions, which implement the requirements of the Rhode Island Identity Theft Protection Act, R.I.G.L. § 11-49.2 et seq., will also be incorporated into the final contract with the selected respondent(s). In addition, if selected, your firm may be requested to provide a copy of its information security plan.

I certify that in the event our firm is selected, we will comply with the Personal Information and Security guidelines noted above.

4. Your firm’s president, chairman or CEO must certify below that (i) no member of your firm has made inquiries or contacts with respect to this RFP other than in an email or written communication to **Deborah Devine at ddevine@rihousing.com** seeking clarification on the Scope of Work set forth in this proposal, from the date of this RFP through the date of your proposal, (ii) no member of your firm will make any such inquiry or contact until after November 15, 2024, (iii) all information in the proposal is true and correct to the best of your knowledge, (iv) no member of your firm gave anything of monetary value or promise of future



RFP/RFQ Title: _____
Respondent Name: _____

employment to a RIHousing employee or Commissioner, or a relative of the same, based on any understanding that such person's action or judgment will be influenced, (v) your firm did not consult with RIHousing in connection with the development of this RFP, and (vi) your firm is in full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors.

I certify that no member of our firm has made or will make any such inquiries or contacts; all information supplied is true and correct; no member of our firm has provided anything of value to influence RIHousing; and our firm is in compliance with applicable political contribution reporting.

President, Chairman or CEO (*print*): _____

Signature: _____

Firm Name: _____



RFP/RFQ Title: _____
Respondent Name: _____

Attachment B

Scope of Work

RIHousing's LeadSafe Homes Program is accepting bids for a window supplier of aluminum clad and vinyl clad replacement windows for homes considered historic by either the State Historic Preservation Office ("SHPO") or local Historic Commissions.

The firm must be able to supply replacement windows meeting the following minimum specifications:

Fabrication: Custom sized, double hung or casement (as dictated by SHPO and case-specific), double glazed, tilt-in upper & lower sash, child safety latch each side, double sash latch, locking half screen.

Materials: All materials used in the manufacture of the window units will be detailed in the scope of work provided at project walkthrough, typically aluminum clad or vinyl clad. The jamb wall will typically require a thickness to be a minimum of .065", sill wall thickness to be a minimum of .075". Sash profiles shall have a wall thickness of .65". Sash lift rail shall have integral to lower rail of bottom sash. Industry standard strength and thermal efficiency information is required with energy star ratings. Variances on these measurements will be project specific.

Frame assembly: Frame depth most typically will be 3-1/4". Frames corners shall be butt jointed and welded; with head and sill expanders required for job fitting; jamb alignment screws shall be at the center of each jamb; with integrated channel for half screen. Variances from these measurements will be project specific.

Sash Assembly: Sash rails(horizontal) and stiles (vertical) to be miter cut and welded; top rail to have spring loaded sash latches, 1/4" to 36-1/8" shall have metal reinforcements at the meeting railing; Widths from 36-1/4 " to 48" shall have reinforcements at all sash horizontals; heights from 32-3/8" shall have metal reinforcements at all sash verticals; double cam type locks on widths greater than 30" secured with screws to metal reinforcing bar through the sash.

Glazing: Double glazing to have an overall thickness of 7/8" with a 5/8" void between single strength domestic type B float glass; spacers "block" channel to be of neoprene, one lite of SSB higher energy low "E" glass. Variations of these specifications will be dependent on SHPO approvals.

Weather Stripping: At a minimum, a solid barrier "fin" or "pile" type weather stripping is required at edge of each sash where it meets frame and exterior meeting rail, lower sash bottom to have "fin" or "bulb" type weather stripping that will compress when the sash is closed. All windows to have foam insulation skirt around the frame.

Hardware: Sash balances, one on each side of each sash to be of the following: 1.) Spring steel coil 2.) Metal spiral and spring 3.) Block and tackle (pulley and cable) Sashes require spring activated "tilt



RFP/RFQ Title: _____
Respondent Name: _____

latches” at the top of each rail and pivot pins/bars at the bottom of each stile, each style requires a “button” type adjusting mechanism at mid-point.

Screen Assembly: Half screen, hollow extrusion with corner keys, 18/16 mesh, non- glare aluminum wire bottom rail requires spring loaded latch at each side, screen to slide in integrated channel frame.

Performance Criteria: Windows for the northern zone shall meet the energy criteria below: • A U-factor of 0.27 or less (any SHGC is allowed), or • A U-factor of 0.28 AND an SHGC of 0.32 or more, or • A U-factor of 0.29 AND an SHGC of 0.37 or more, or • A U-factor of 0.30 AND an SHGC of 0.42 or more. Variances on these specs subject to SHPO requirements specific to a project.

Measurements: The manufacturer or the manufacturer’s representative will be responsible for measuring the windows for each property during a scheduled walkthrough. The representative will provide RIHousing with the measurements, pricing and order information. The scheduling of the production of the windows will then be coordinated with manufacturer to optimize the delivery. Measurements may not result in an actual window order without approval by RIHousing.

Delivery: The manufacturer or the manufacturer’s representative is to deliver the product to the job site according to the schedule provided by RIHousing. Responsibility for the window will then be transferred to the installation contractor. **Windows must be delivered within two weeks from the date of order.**

Payment: Payment for the windows will be initiated upon successful delivery of product and acceptance by RIHousing contractor and upon invoice being received by RIHousing. RIHousing will pay vendor within 30 days after successful delivery, acceptance, and receipt of invoice by RIHousing.

General Notes: Windows included in this specification shall be complete assemblies (systems) containing all necessary hardware, anchors, and miscellaneous equipment as specified herein. Specifications demonstrate attributes of common types of aluminum clad and vinyl clad window types presently in production. No inference is to be drawn as to the acceptability of other window types not listed. RIHousing shall establish all requirements on a case-by-case basis as previously determined by SHPO and local historic commission approval and determine suitability of the product being ordered. Errors made by vendor during measuring will fall under the responsibility of the vendor and all associated hard costs will be absorbed by the vendor. Vendor will be required to remeasure and reorder to rectify in such situations.