

INCA Community Services, Inc.



INVITATION TO BID
Windows - Atoka Head Start Center

REQUEST FOR PROPOSAL

Windows - Atoka Head Start Center

General Information

1. INCA Community Services, Inc. (hereinafter referred to as INCA) is seeking proposals from qualified Contractors to provide the following:
 - a. Replacement of Windows
2. **Who May Respond:** Qualified companies with trained staff and a full understanding of minor renovations and the needs of the agency as well as an understanding of the processes established by the agency and the requirements that must be met to accommodate.
3. This RFP contains instructions governing the proposals to be submitted and the material to be included therein; a description of the service to be provided; requirements which must be met to be eligible for consideration; general evaluation criteria; and other requirements to be met by each proposal.
4. The RFP will be located on the INCA website at www.incacaa.org/windowsatoka.
5. Written questions should be submitted by email to Sue Ishmael at s.ishmael@incacaa.org with RFP Windows - Atoka in the Subject Line to be received no later than January 16, 2023. All questions and written answers will be posted to the website as an addendum to and become part of this RFP. INCA will not be responsible for any other explanation or interpretations of the proposed documents.
6. Addendum to the RFP. If it becomes necessary to revise any part of this RFP before the proposal response date, an addendum will be posted to INCA's website under the original RFP document. It is the responsibility of the Proposer to periodically check the website for any new information or addenda to the RFP.
7. Response. To be considered, proposals must be emailed to s.ishmael@incacaa.org on or before January 18, 2023 .
8. Proposals should be prepared simply and economically, providing a straightforward, concise description of the Proposer's ability to meet the requirements of the RFP.
9. INCA reserves the right to waive formalities and reject any and all proposals.
10. Although this request provides for a general format, it is not intended to limit a respondent's imagination and creativity in preparing a proposal the respondent feels will best serve the needs of INCA.
11. Discussions for Clarification. Proposers who submit proposals may be required to make an oral or written clarification of their proposals to the agency to ensure thorough mutual

understanding and Proposer responsiveness to the solicitation requirements. The Executive Director will initiate requests for clarification.

12. Best and Final Offers. INCA reserves the right to conduct discussions with Proposers for the purpose of obtaining “best and final offers.” To obtain best and final offers from Proposers, the Selection Committee may do one or more of the following:
 - a. enter into pre-selection negotiations;
 - b. schedule oral presentations; and
 - c. request revised proposals.
13. After an offer has been made the Selection Committee will limit any discussions to only Proposers whose proposals the Selection Committee has determined to be reasonably susceptible of being selected for award.
14. The selected Proposer will be required to assume responsibility for all services offered in its proposal whether or not it produces them. Further, INCA will consider the selected Proposer to be the sole point of contact with regard to contractual matters.
15. Small and Minority-Owned Businesses: Efforts will be made to utilize small businesses. A bidder qualifies as a small business firm if it meets the definition of a “small business” as established by the Small Business Administration.
16. Notification of award: A decision in selecting the successful bidder will be made within thirty (30) days after the opening of the bid proposals. Upon conclusion of final negotiations with the successful Bidder, all bidders submitting proposals in response to this RFP will be notified of the award.

SCOPE OF WORK

INCA Community Services is searching for a company to construct, implement, and finish the project no later than January 31, 2023 to replace the windows in the following areas:

Office Space 1:

Replace existing windows with 4 ½" bronze metal with 1" insulated mapes and 1 operational window

Office Space 2:

Replace existing windows with 4 ½" bronze metal with 1" insulated mapes and 1 operational window

Office Space 3:

Replace existing windows with 4 ½" bronze metal with 1" insulated mapes and 1 operational window

Cafeteria

Replace existing windows with 4 ½" bronze commercial metal with 1" insulated bronzes mapes and 4 operational windows

All windows must meet fire codes, ventilation, and safety requirements.

Timeframe:

It is expected that the decision will be made on January 18th after the bid openings and repairs can begin.