



## **Request for Quotation (RFQ): Brightwood Plaza Window Replacement**

Martindale Brightwood Community Development Corporation (MBCDC)  
2435 North Sherman Drive, Suite 4, Indianapolis, IN 46218  
December 20, 2024

MBCDC is soliciting quotes from qualified contractors for the replacement of commercial windows in Suites 4, 5, 6, at 2435 N Sherman Drive, Indianapolis, IN 46218 otherwise known as the MBCDC's Office Headquarters. This project involves removing the existing windows, supplying new commercial-grade windows, and completing the installation per industry standards and building codes.

### **Scope of Work:**

- Conduct a site visit to assess the existing windows and verify dimensions and requirements.
- Remove and properly dispose of all existing windows, framing, and debris.
- Provide and install new commercial-grade windows and frames that meet the following specifications:
  - Energy-efficient and compliant with local building codes.
  - Double-paned glass with low-E coating (or equivalent).
  - Aluminum or vinyl framing designed for commercial applications.
  - Weatherproofing and sealing.
  -
- Repair any interior or exterior finishes affected during the installation process.
- Ensure the site is clean and free of debris upon project completion.

### **Key Requirements:**

- Contractors must have relevant experience in commercial window replacement.
- Proof of licensure, insurance, and bonding is required.
- Compliance with all applicable codes and regulations.

**Submission Deadline:** January 31, 2025 at 5:00PM

### **Submission Requirements:**

Please provide the following information in your quote:

1. Company name, contact person, address, phone number, and email address.
2. Detailed cost breakdown, including labor, materials, permits, and any additional fees.
3. Project timeline, including estimated start and completion dates.
4. Warranty information for materials and workmanship.
5. References for similar commercial projects completed within the last three years.



**Evaluation Criteria:**

Proposals will be evaluated based on the following:

- Cost competitiveness.
- Demonstrated experience and qualifications.
- References and past performance.
- Warranty and post-installation support.
- Proposed timeline.

**Submission Instructions:**

Submit your quote via email to Jasmine Buchanan [jbuchanan@mbcdc.org](mailto:jbuchanan@mbcdc.org) . All submissions must be received by January 31, 2025 at 5:00PM.

**Questions or Site Visit Scheduling:**

For questions or to schedule a site visit, contact Jasmine Buchanan at [jbuchanan@mbcdc.org](mailto:jbuchanan@mbcdc.org)

*MBCDC reserves the right to accept or reject any or all submissions and to negotiate contract terms with the selected contractor. Thank you for your interest in this project.*