

REQUEST FOR QUOTATION

Purchase and Installation of Window Treatments

U.S. BANKRUPTCY COURT
SOUTHERN DISTRICT OF INDIANA

KEY INFORMATION:

General: The United States Bankruptcy Court for the Southern District of Indiana requires purchase and installation of window treatments at the **Lee H. Hamilton Federal Building and U.S. Courthouse, 121 West Spring Street, New Albany, IN.**

Quotation Due: March 5, 2026, by 5:00 PM Eastern

Pricing Method: This is a request for **open market** pricing.

Work Period: To be coordinated based on room availability.

RFQ Number: 20260219

Method of Award: A firm, fixed-price award will be made to the lowest priced, technically acceptable offer.

NOTE: General Requirements (Page 3, Line 4) Contractor visit required prior to proposal.

United States Bankruptcy Court
Southern District of Indiana
Indianapolis Clerk's Office

PURCHASE AND INSTALLATION OF WINDOW TREATMENTS

Location: Lee Hamilton Federal Building and Courthouse
121 West Spring Street, Rm. 110
New Albany, Indiana

Contacts: **Court Contracting Officer: (CO)**
James Robinson
Phone: 317-229-3815
James_H_Robinson@insb.uscourts.gov

Court Contracting Officer's Representative: (COR)
Ginger LaRocco
Phone 317-229-3942
Ginger_LaRocco@insb.uscourts.gov

Court Local Contact: (LC)
Eric Dixon
Phone 812-542-4545
Eric_Dixon@insb.uscourts.gov

GENERAL NOTES AND INFORMATION

1. The project involves the purchase and installation of new window treatments in a courtroom. (See attachment A and photos.)
2. Contractor's bid shall be based on the Scope of Work with the understanding Contractor is to furnish and install all items required for the proper completion of the work. This includes any necessary transition hardware, movement of any furniture, hoisting, storage, freight access, debris removal, and other items required for a complete project. Note that off-street parking may not be available at the Courthouse and that Contractor should arrange own parking.
3. Contractor shall be responsible for placement of furniture in its original location, reinstallation of hardware, plates and accessories and/or equipment to its original location and connection of all electrical items to working condition, as applicable.
4. Contractor shall complete all work during office hours: Monday-Friday between 8:30 a.m. and 4:00 p.m. All court staff work areas are to be operational for court employees at 6:00 a.m. Monday-Friday, except on federal holidays when the courthouse is closed. Contractor is to coordinate the project timing with the LC.
5. Advise, off-street parking may not be available at the Courthouse.

GENERAL REQUIREMENTS

1. All work shall be of the highest quality and installed according to the manufacturer's specifications, established trade practices and standards. Project is to be completed in a professional and timely manner. Poor quality work will be performed again until accepted by the CO and COR.
2. Until final approval, the Contractor shall be responsible for the condition of the new window treatments and associated hardware. Before ordering materials or fabricating work, Contractor shall field measure and verify dimensions and conditions at the site for work which must be accurately fitted to other construction, including wall-to-wall, offset, door, and other dimensions controlled by other trades. No request for extra materials will be considered when measurement or takeoff errors have been made by the installation contractor
3. Contractor will be responsible for all debris removal and off-site disposal.
4. Prior to proposal submission, Contractor is required to make a site visit to obtain exact measurements. Schedule visit with Local Contact.

GENERAL WORK ITEMS

1. Contractor shall remove any existing window treatments and associated hardware and dispose off-site or return to the building manager.
2. New window treatments and associated hardware are to be selected by COR. Contractor shall supply samples for approval by COR.
3. Contractor shall receive and store all project materials in undamaged condition, as packaged by the manufacturer, with manufacturer's seals and labels intact. Contractor shall exercise care to prevent damage during delivery, handling and storage until delivered to COR.
4. Contractor shall protect other surfaces and repair/replace surfaces damaged during the project without cost to the Court. This includes damage to ceilings, lighting, A/C vents, grills, walls, carpeting, woodwork, doors, furniture, office equipment, and other finished surfaces.

SPECIFIC WORK ITEMS

- A. Any existing window treatments and associated hardware shall be removed by Contractor. COR will advise Contractor if removed window treatments and hardware are to be disposed off-site or returned to the building manager.
- B. Contractor shall provide all labor, material, equipment, and services necessary to install the new window treatments and related items as indicated or specified.
- C. Contractor is to install new window treatments and associated hardware in the courtroom, one shade per each pair of windows (12 shades total). See Attachment A.
- D. Contractor shall provide temporary coverings for windows during the installation process, if necessary.

SPECIFIED PRODUCT

The following product, or COR approved substitutions (gauged to be of equal quality and finish), are specified for completion of this project.

Manufacturer:	Hunter Douglas
Style:	Vignette Modern Roman Shades, 6" flat fold
Color:	Linen Weave - Beechnut
Opacity:	Light Filtering/Translucent
Operating System:	Easy Ride hardware
Installation:	Outside mount
Valance/header:	Silver/brushed nickel (to match window frames); all valances/headers to continue above 2 shades

ATTACHMENT A

Courtroom



