PCI MPB Building Window Replacement

DRC Project Number DRC270099

Statement of Work
Pickaway Correctional Institution

1 Scope of work

PCI is requesting pricing to replace windows in the MPB building. The base price must cover nine windows in the Warden's office, secretary's office, and AA's office. Also provide separate pricing for nine additional windows, including the server room and Business Administrator's office. There are 18 windows total if all optional work is approved.

Scope	Locations	Quantity
Mandatory base scope	Warden's office, secretary's office, and AA's office	9 total
Optional additional scope	Nine other windows, including the server room and Business Administrator's office	9 total

Include all labor, materials, equipment, removal, disposal, and installation. Provide complete windows with frames, glass, hardware, screens, and all parts needed for installation. PCI will confirm the windows in each office during the site visit. Optional work must be approved by PCI in writing.

2 Site visit and measurements

A site visit is required before submitting a quote. Please contact Maintenance supervisor Mathew Mcpheron Matthew.McPheron@drc.ohio.gov to schedule a site visit. Check all 18 windows, take measurements, and review access and installation needs with PCI. Label the nine required windows M1 through M9 and the optional windows O1 through O9. Include their locations and measurements with the quote.

The reference window is approximately 48-3/4 inches wide by 57-1/4 inches high, with a 24-inch lower opening section. These are reference measurements only. Measure each opening before quoting and confirm measurements before making the windows. Sizes may vary.

3 Window selection

The reference products are the R1100/R500 system, SN68 glass, and R200-ZM-M component. Equivalent products may be submitted. Provide the manufacturer, model, product information, and any differences from the requested windows. PCI must approve the windows, measurements, finish, glass, and hardware before ordering or fabrication.

4 Window requirements

Provide commercial aluminum windows with a fixed upper pane and a lower awning section that opens outward. Use factory-assembled frames and sashes where available through the manufacturer.

Component	Requirement
Frame and finish	Thermally broken aluminum frame with equal legs and a reference depth of 3-7/8 inches. Class I dark bronze anodized exterior finish. Accessories and screens must have a matching or compatible finish.
Glazing	1-inch insulated glass with SN68 solar-control glass or equivalent. Include clear tempered glass where required by the window design, code, or manufacturer. Provide details of the full glass assembly for PCI review.
Operable sash	Lower awning section that opens outward, approximately 24 inches high at the reference size. Include thermally broken aluminum, weatherstripping, seals, and stainless-steel operating hardware.
Hinges and locks	Stainless-steel four-bar friction hinges and snubber sets. White bronze cam handles with matching keepers that lock securely. Use the number and placement required by the manufacturer for each window size.
Insect screen	Aluminum screen frame with fiberglass mesh and a compatible finish. Include an access door to operate the window hardware without removing the screen. Screens must be removable for service.
Accessories and sealing	Include all gaskets, blocks, spacers, fasteners, anchors, shims, backing material, sealants, flashing, and sill parts needed. Provide continuous weatherstripping and thermal breaks. Keep drainage openings clear.

Confirm what the R200-ZM-M component is used for with the manufacturer. Include it or an equivalent if needed for the complete window, and explain its purpose with the product information.

5 Installation

- Remove the existing windows and dispose of them off site. Protect nearby walls, furniture, finishes, and equipment.
- Install the windows level, square, and securely anchored. Follow the manufacturer’s instructions for clearances and attachment to the building.
- Include flashing and sealing needed to keep water and drafts out. Keep drainage openings clear.
- Repair trim, walls, and finishes affected by the work. Include patching and touch-up painting to match the surrounding area as closely as possible.

6 Work at PCI

Coordinate work hours, access, equipment staging, and the order of work with PCI. Follow all institutional security requirements for workers, tools, equipment, and materials. Keep offices usable when possible. Each opening must be secure and protected from weather at the end of the day.

Coordinate server room work with PCI before starting. Protect equipment from dust, debris, and moisture. Do not interrupt power, cooling, or network service without PCI approval. Report hidden damage or other work outside the quote before proceeding. Any additional cost requires written approval.

7 Completion

Check each window to make sure it opens, closes, and locks properly. Check the hinges, handles, screen access doors, weatherstripping, glass, and seals. Make sure screens fit properly. Clean the glass and frames, remove debris, and repair or replace damaged parts.

Complete a final inspection with PCI and correct any issues. Provide manufacturer and installation warranty information. **List warranty terms in the quote.**

8 Pricing and schedule

Provide one total price for the nine required windows and a separate installed price for each optional window. Include removal, disposal, materials, installation, sealing, finish repairs, equipment, and cleanup. Do not charge optional work for costs already covered in the base price.

Pricing item	Quantity	Total installed price
Mandatory windows M1 through M9	9	$_____
Optional windows O1 through O9 combined	9	$_____

Include a list of O1 through O9 with the location, size, and installed price of each window. State whether pricing changes if only some optional windows are selected. PCI may approve any, all, or none of the optional windows.

Include the lead time, estimated installation time, earliest start date, how long the quote is valid, and any exclusions. Identify permit and inspection costs. Complete the required offices first unless PCI approves a different order. All work must meet applicable codes and manufacturer requirements.