



**BUREAU OF PURCHASING**  
ONE LARKIN CENTER, 3<sup>rd</sup> Floor  
YONKERS, NY 10701-3888  
Telephone (914) 377-6030  
Fax (914) 377-6032

**COVER SHEET - INVITATION FOR BIDS**

SOLICITATION & CONTRACT DOCUMENTS FOR:

**FURNISH AND INSTALL WINDOW SHADES FEATURING ALKENZ BY ROLLEASE  
OR YONKERS APPROVED EQUAL**

BID NUMBER: 6243  
OPENING DATE: March 2, 2018  
TIME: 2:00 PM (PREVAILING TIME)  
BOCS APPROVAL DATE: \_\_\_\_\_  
ASSIGNED BY PURCHASING  
CONTRACT NO.: \_\_\_\_\_  
ASSIGNED BY PURCHASING

**BOARD OF EDUCATION**

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Dr. Edwin Quezada  
Superintendent of Schools

**BIDDER TO FILL OUT (PLEASE PRINT):**

NAME OF FIRM: Capco Shades, Inc.  
ADDRESS: 5 Westwood Court  
Ronkonkoma, NY 11779  
CONTACT: Karen Capece TITLE President  
PHONE NO.: 631-981-7192 FAX: 631-981-7218  
EMAIL: capcoshades@gmail.com  
DATE: 2/23/2018



City of Yonkers/Yonkers Public Schools  
One Larkin Center - 3<sup>rd</sup> Floor  
Yonkers, New York 10701  
(914) 377-6930  
Fax: (914) 377-6032  
Email: [debra.censi@yonkersny.gov](mailto:debra.censi@yonkersny.gov)

**CITY OF YONKERS**

***Purchasing***

*Mike Spano, Mayor*

*Tom Collich, Director*

**TO: PROSPECTIVE BIDDERS**

**(1) PAGE**

**February 13, 2018**

**FROM: Debra Censi, Principal Buyer**

**RE: IFB-6243: Furnish and Install Window Shades Featuring Alkenz by Rollease or Yonkers Approved Equal  
ADDENDUM No. 1: Information: Questions and Answers, Clarification, & New Bid Sheets**

The contents of this addendum alter and amend the original Bid requirements and take precedence over the related items therein. This addendum forms a part of the contract documents. Bidders must acknowledge receipt of all addenda when submitting their bids. Failure to acknowledge receipt may render your bid non-responsive and ineligible for award. Vendors are responsible for ensuring that they receive all addenda. All addenda will be posted on the Empire State Purchasing Group System (<http://www.empirestatebidsystem.com/>).

**PLEASE NOTE THE FOLLOWING:**

- I. The **BID OPENING DATE** for this project is **SCHEDULED FOR March 2, 2018 at 2:00 p.m.**  
THE CITY OF YONKERS, BUREAU OF PURCHASING, 1 LARKIN CENTER 3<sup>rd</sup> FLOOR, Yonkers, NY 10701, will accept sealed bids for the following project until **2:00 P.M. on Friday, March 2, 2018** at which time and place bids will be publicly opened and read.
- II. The City has responded below to questions/clarification requests received regarding the bid. They are as follows:
1. **Q.** Do you require a fascia for the solar shade?  
**A.** No
  2. **Q.** Would a quotation featuring a shade made by Springs Window Fashions be an acceptable equivalent to the Alkenz by Rollease?  
**A.** The manufacture and model numbers specified herein are not intended to be proprietary or limiting but rather are intended to define a level of performance and quality sought by the School Facilities Management (SFM) Department. Bidders who propose to furnish any "equal" products in response to RFB-6243 must include with their bid all pertinent technical information necessary for demonstrating the products' ability to meet the same form and function as those specified. Final decision as to the acceptability of the "or equal" will be made by the City of Yonkers SFM Department.
- III. **Clarification**
3. Description for Window Shades – Shades featuring Alkenz by RollEase shall now read **Fiber Glass Blackout 12 ounce material.**
  4. Sizing - All sizing for the window treatment in response to RFB-6243 shall be verified in the field for actual fit.

**IFB-6243 - ADDENDUM No. 1 – ACKNOWLEDGEMENT – Return this document with your sealed bid.**

**Bidding Firm:** Capco Shades, Inc.

**Address:** 5 Westwood Court Ronkonkoma, NY 11779

**Bidder's Representative:** Karen Capece

**Title:** President

**E-mail:** capcoshades@gmail.com

**Signature:** Karen Capece

**Date:** 2/23/18

**Telephone:** 631-981-7192

**Fax:** 631-981-7218

COMPLETE THIS FORM IN INK

BID NO.: 6243

**BID SCHEDULE OF PRICES - ITEMIZED - SEE SCHEDULE "B"**

Item Award ☐

Class Award ☒

For furnishing and delivering the specified goods or services, which includes, without limitation all freight charges, demurrage, insurance, packaging, machinery, tools, labor, services, skill and other items of whatever nature required to fulfill the obligations under the resultant Contract, the Bidder agrees to accept in full compensation therefore the amount of the total bid sum of:

**TOTAL BID FOR ITEMS 1 TO 18, INCLUSIVE, THE SUM OF:**

**PLEASE PRINT:**

Written in Words: \_\_\_\_\_

Twenty seven thousand, nine hundred Dollars Forty Cents

Written in Figures: \$ 27,900.40

Discount for Prompt Payment: \_\_\_\_\_ % \_\_\_\_\_ Days, Net 30.

The Bidder hereby acknowledges receipt of all Solicitation Documents and Addenda through and including Addendum number 1 (Bidder to insert number of last Addendum received.)

Availability: \_\_\_\_\_

Contractor: \_\_\_\_\_

Address of Bidder: \_\_\_\_\_

Is this business a Certified Minority / Women Business Enterprise in New York State?

☐ Yes ☒ No

Prepared By: Karen Capece

Title: President

Signature: Karen Capece Telephone No.: 631-981-7192

Fax No.: 631-981-7218

E-Mail: capcoshades@gmail.com Date: 2/23/18

### SCHEDULE "E" - COST PROPOSAL-

Item No.	Quantity	Measurement	Unit Price (Column A)	Total Price (Column B)
1.	6	38 x 108	\$ 74.80	\$ 448.80
2.	130	38 x 82	\$ 74.80	\$ 9,724.00
3.	2	32 x 46	\$ 74.80	\$ 149.60
4.	29	36 ½ x 82	\$ 74.80	\$ 2,169.20
5.	50	40 x 82	\$ 74.80	\$ 3,740.00
6.	8	36 x 84	\$ 74.80	\$ 598.40
7.	38	29 x 72	\$ 74.80	\$ 2,842.40
8.	3	36 x 50	\$ 74.80	\$ 224.40
9.	1	104 x 92	\$ 74.80	\$ 74.80
10.	16	30 x 82	\$ 74.80	\$ 1,196.80
11.	30	39 x 82	\$ 74.80	\$ 2,244.00
12.	30	29 x 92	\$ 74.80	\$ 2,244.00
13.	14	25 x 92	\$ 74.80	\$ 1,047.20
14.	14	19 x 82	\$ 74.80	\$ 1,047.20
15.	2	38 ½ x 30	\$ 74.80	\$ 149.60
16.	<b>Total Cost for Shades: Line Items 1 thru 15:</b> (Add the Sum of Column B Lines 1 thru 15 = Line 16)			\$ 27,900.40
17.	<b>Total Cost to Removal/ Prep/Installation-All Labor under this Bid:</b> Work Hours Approx: 275 hrs x \$ _____ P/Hour			\$ _____ labor included in above total (Written in Figures) _____ (Written in Words)
18.	<b>Total Cost for Lines 16 and 17: (Add the Sum Lines 16 and 17)</b> (Vendor shall write the Cost in Column B - line 18)			\$ 27,900.40 (Written in Figures) twenty seven thousand, nine hundred dollars (Written in Words) and forty cents

Vendor Shall Specify Manufacture Make/Model Number being Quoted:

Ralph Friedland Bros. Alkenz by RollEase as per spec.

Lead Time for materials /availability to start the job in calendar days ARO: 2-3 weeks after measured

Company Legal Name: Capco Shades, Inc.

Representative: Karen Capece

Title: President

Address: 5 Westwood Court

City: Ronkonkoma

State: NY

Zip: 11779

Phone: 631-981-7192

Email: capcoshades@gmail.com