

REQUEST FOR INFORMATION (RFI)

ACOUSTICAL WINDOW PRODUCTS

Required for use by:

CITY OF CHICAGO
Chicago Department of Aviation

Issued by:

CITY OF CHICAGO
Department of Procurement Services

TWO (2) HARDCOPIES OF THE RESPONSE AND FIVE (5) ELECTRONIC COPIES ON
THUMB/USB FLASH DRIVE
OF ANY PRODUCT LITERATURE OR DATA MUST BE SUBMITTED

All responses shall be addressed and returned to:

Shannon E. Andrews, Chief Procurement Officer
Attention: Tom Magno
Department of Procurement Services
Bid and Bond - Room 103, City Hall
121 North La Salle Street
Chicago, IL 60602

Responses must be received no later than **4:00 PM. Central Time, on March 31, 2020**. The outside of the envelope or package must clearly indicate the name of the project, "**RFI for Acoustical Window Products**", Specification No. **1189509**, the time, and the date specified for receipt.

The name and address of the Respondent must be clearly printed on the outside envelope or package.

LORI E. LIGHTFOOT
MAYOR

SHANNON E. ANDREWS
CHIEF PROCUREMENT OFFICER

Tom Magno, Senior Procurement Specialist, (312) 744-4941

REQUEST FOR INFORMATION

SUBJECT: Acoustical Window Products

INQUIRIES: All inquiries or questions must be directed to Tom Magno, Senior Procurement Specialist, Aviation Unit at the City of Chicago Department of Procurement Services, (312) 744-4941, or fax (312) 744 -7679 or by email at thomas.magno@cityofchicago.org,

Questions must be received no later than **February 14, 2020**. If a determination is made that a clarification or change to the RFI document is required, a written addendum will be mailed or faxed by the Department of Procurement Services to all RFI document holders. Respondents are responsible for obtaining all RFI materials.

Deadline and Procedures for Submitting Responses

Responses must be received by the City of Chicago in the City's Bid and Bond Room (Room 103, City Hall) no later than 4:00 p.m. Central Time on **March 31, 2020**. The Bid and Bond Room can be reached at telephone number 312-744-9773.

1. Responses must be delivered to the following address:

Shannon E. Andrews, Chief Procurement Officer
Department of Procurement Services
Bid and Bond Room
Room 103, City Hall
121 North LaSalle Street
Chicago, Illinois 60602

Submit two (2) hard copies and five (5) Electronic Copies on Thumb/USB Flash Drive of your response including any product literature or data. Submittals shall be labeled: "RFI for Acoustical Window Products" Specification No. 1189509. Please return this sheet with completed information below as a part of your submittal documents.

Responding to this RFI is not a pre-requisite for responding to any subsequent solicitations relating to this project.

Response submitted by:

Company Name

Authorized Officer Signature in Ink

Address

Title

City/State/Zip Code

Telephone Number

Date

Fax Number

I. GENERAL INVITATION

The City of Chicago issues this Request for Information (RFI) to gather ideas and recommendations for Identifying window manufacturers and suppliers that have interest in providing vinyl, wood, fiberglass, and aluminum acoustic window products that meet the performance requirements of the Residential Sound Insulation Program (RSIP). Steel windows are excluded from this RFI.

II. OBJECTIVES OF RFI

The objective of this RFI is to identify window manufacturers and suppliers that have interest in and are equipped to provide vinyl, wood, fiberglass, or aluminum acoustic window products that meet the performance requirements of the RSIP.

III. SCOPE OF REQUESTED INFORMATION

A. VINYL ACOUSTICAL WINDOW PERFORMANCE REQUIREMENTS

See RFI Section III for performance requirements.

B. WOOD ACOUSTICAL WINDOW PERFORMANCE REQUIREMENTS

See RFI Section IV for performance requirements.

C. FIBERGLASS ACOUSTICAL WINDOW PERFORMANCE REQUIREMENTS

See RFI Section V for performance requirements.

D. ALUMINUM ACOUSTICAL WINDOW PERFORMANCE REQUIREMENTS

See RFI Section VI for performance requirements.

IV. GENERAL TERMS FOR RFI

Disclaimer

Responses to this RFI become the exclusive property of the City. All documents submitted in response to this RFI may be regarded as public records and may be subject to disclosure. This RFI is issued solely for information and planning purposes and does not constitute a solicitation. No material submitted in response to this RFI will be returned. Respondents are solely responsible for all expenses associated with responding to this RFI.

A. Confidentiality

All submissions are subject to the Illinois Freedom of Information Act. To the extent that the Respondent desires to submit proprietary information to the City, the City represents that it will use all reasonable efforts to claim available exemptions under state Freedom of Information Act (FOIA) law, and will notify Respondent if a FOIA request is received in connection with that proprietary information. All materials that the respondent believes are proprietary **MUST** be labeled "Proprietary, privileged and confidential." The City, of course, cannot guarantee that its efforts to claim available exemptions will be successful and the City may be required to disclose the Respondent's information.

B. Incurred Costs

The City of Chicago will not be liable in any way for any costs incurred by Respondents in replying to this

RFI, including, but not limited, to costs associated with preparing the response, participating in any site visits, demonstrations, conferences or oral presentations.

C. Prohibition on Certain Contributions – Mayoral Executive Order No. 2011-4

No Contractor or any person or entity who directly or indirectly has an ownership or beneficial interest in Contractor of more than 7.5% ("Owners"), spouses and domestic partners of such Owners, Contractor's Subcontractors, any person or entity who directly or indirectly has an ownership or beneficial interest in any Subcontractor of more than 7.5% ("Sub-owners") and spouses and domestic partners of such Sub-owners (Contractor and all the other preceding classes of persons and entities are together, the "Identified Parties"), shall make a contribution of any amount to the Mayor of the City of Chicago (the "Mayor") or to his political fundraising committee during (i) the bid or other solicitation process for this Contract or Other Contract, including while this Contract or Other Contract is executory, (ii) the term of this Contract or any Other Contract between City and Contractor, and/or (iii) any period in which an extension of this Contract or Other Contract with the City is being sought or negotiated.

Contractor represents and warrants that since the date of public advertisement of the specification, request for qualifications, request for proposals or request for information (or any combination of those requests) or, if not competitively procured, from the date the City approached the Contractor or the date the Contractor approached the City, as applicable, regarding the formulation of this Contract, no Identified Parties have made a contribution of any amount to the Mayor or to his political fundraising committee.

Contractor shall not: (a) coerce, compel or intimidate its employees to make a contribution of any amount to the Mayor or to the Mayor's political fundraising committee; (b) reimburse its employees for a contribution of any amount made to the Mayor or to the Mayor's political fundraising committee; or (c) bundle or solicit others to bundle contributions to the Mayor or to his political fundraising committee.

The Identified Parties must not engage in any conduct whatsoever designed to intentionally violate this provision or Mayoral Executive Order No. 2011-4 or to entice, direct or solicit others to intentionally violate this provision or Mayoral Executive Order No. 2011-4.

Violation of, non-compliance with, misrepresentation with respect to, or breach of any covenant or warranty under this provision or violation of Mayoral Executive Order No. 2011-4 constitutes a breach and default under this Contract, and under any Other Contract for which no opportunity to cure will be granted. Such breach and default entitles the City to all remedies (including without limitation termination for default) under this Contract, under Other Contract, at law and in equity. This provision amends any Other Contract and supersedes any inconsistent provision contained therein.

If Contractor violates this provision or Mayoral Executive Order No. 2011-4 prior to award of the Contract resulting from this specification, the CPO may reject Contractor's bid.

For purposes of this provision:

"Other Contract" means any agreement entered into between the Contractor and the City that is (i) formed under the authority of MCC Ch. 2-92; (ii) for the purchase, sale or lease of real or personal property; or (iii) for materials, supplies, equipment or services which are approved and/or authorized by the City Council.

"Contribution" means a "political contribution" as defined in MCC Ch. 2-156, as amended.

"Political fundraising committee" means a "political fundraising committee" as defined in MCC Ch. 2-156, as amended.

D. False Statements

(a) 1-21-010 False Statements

Any person who knowingly makes a false statement of material fact to the city in violation of any statute, ordinance or regulation, or who knowingly falsifies any statement of material fact made in connection with an application, report, affidavit, oath, or attestation, including a statement of material fact made in connection with a bid, proposal, contract or economic disclosure statement or affidavit, is liable to the city for a civil penalty of not less than \$500.00 and not more than \$1,000.00, plus up to three times the amount of damages which the city sustains because of the person's violation of this section. A person who violates this section shall also be liable for the city's litigation and collection costs and attorney's fees.

The penalties imposed by this section shall be in addition to any other penalty provided for in the municipal code. (Added Coun. J. 12-15-04, p. 39915, § 1)

(b) 1-21-020 Aiding and Abetting.

Any person who aids, abets, incites, compels or coerces the doing of any act prohibited by this chapter shall be liable to the city for the same penalties for the violation. (Added Coun. J. 12-15-04, p. 39915, § 1)

(c) 1-21-030 Enforcement.

In addition to any other means authorized by law, the corporation counsel may enforce this chapter by instituting an action with the department of administrative hearings. (Added Coun. J. 12-15-04, p. 39915, § 1)

APPENDIX A

CHICAGO DEPARTMENT OF AVIATION RFI INFORMATION

CHICAGO



RESIDENTIAL SOUND INSULATION PROGRAM

REQUEST FOR INFORMATION (RFI) ACOUSTICAL WINDOW PRODUCTS



This RFI is for planning purposes only. It is neither a solicitation notice or a Request for Proposal. Responses to the RFI are not offers and cannot be accepted by the City to form a binding contract. Furthermore, the City has no obligation to acquire any products or services and can neither directly or indirectly pay for the information solicited or compensate for any costs associated with the submission of a response to the RFI or the City's use of such information.

This RFI shall not limit any rights of the City, and the City reserves all of its rights including, but not limited to, its right to elect not to procure the goods and/or services that are the subject of this RFI and its right to procure them from a vendor that has not responded to this RFI.

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I. INTRODUCTION

Since 1995 the Chicago Department of Aviation (CDA) has administered the Residential Sound Insulation Program (RSIP) in communities surrounding Chicago O'Hare International Airport (O'Hare) and Chicago Midway International Airport (Midway). As one of the most extensive sound insulation programs in the world, it has provided approximately \$550 million in FAA and airport funds to sound insulate over 21,000 homes. In 1996 the Midway Noise Compatibility Commission (MNCC) and the O'Hare Noise Compatibility Commission (ONCC) were formed to provide input and oversight to the implementation of noise programs, including the RSIP. In addition, there are approximately 3,200 homes that remain eligible to be sound insulated.

The primary purpose of the RSIP is to make it easier for the highest impacted homeowners surrounding O'Hare and Midway Airports to talk on the phone, watch TV, listen to music, sleep, or have a conversation in their own homes. By properly sound-insulating these homes, homeowners not only gain a quieter interior, but may also benefit from long-lasting improvements and increased efficiency in their heating and cooling systems. By providing this quieter interior environment, the Federal Aviation Administration (FAA) and CDA are helping to improve the quality of life within the homes in the highest impacted areas affected by aircraft noise. This goal is accomplished by following the guidance provided by the FAA in Advisory Circular 150/500-9A, Guidelines for the Sound Insulation of Residences Exposed to Aircraft Operations, as well as Order 5100.38D, Airport Improvement Program (AIP) Handbook. Within these documents, the FAA establishes two noise reduction goals for an RSIP. The first goal is to reduce the indoor noise level by at least 5 decibels (dB) (noticeable difference) and the second goal is to bring the average interior Day-Night Average Sound Level (DNL) below 45 dB.

II. PURPOSE AND CONDITIONS OF REQUEST FOR INFORMATION

- A. The Purpose of this Request for Information (RFI) is to:
1. Identify window manufacturers and suppliers that have interest in and are equipped to provide vinyl, wood, fiberglass, or aluminum acoustic window products that meet the performance requirements of the RSIP. Steel windows are excluded from this RFI. The window types and colors required for the RSIP are as follows.
 2. Acoustical Window Types
 - a) Double-Hung windows (DH).
 - b) Horizontal sliding windows (HS), including fixed-horizontal sliding window combinations.
 - c) Fixed windows (FW), including existing bay or bow window in-fills.
 - d) Casement windows (C), including multiple unit casements: Project out, including fixed-casement window combinations.
 - e) Awning windows (AW), hinged at head: Project out.
 - f) Hopper windows (HW), hinged at sill: Project in.
 3. Acoustical Window Colors
 - a) White
 - b) Beige
 - c) Brown (excluding vinyl windows)

III. VINYL ACOUSTICAL WINDOW PERFORMANCE REQUIREMENTS

A. Product Standard:

Comply with American Architectural Manufacturers Association (AAMA), Window and Door Manufacturers Association (WDMA), and Canadian Standards Association (CSA) AAMA/WDMA/CSA 101/I.S.2/A440 for minimum standards of performance, materials, components, accessories, and fabrication unless more stringent and/or other requirements are indicated.

1. Window Certification: AAMA/WDMA/CSA and/or National Fenestration Rating Council (NFRC) certified with label attached to each window

B. Performance Class and Grade:

AAMA/WDMA/CSA 101/I.S.2/A440 as follows:

1. For all windows other than Sound Transmission Class (STC) 29 Hopper window:
 - a) Minimum Performance Class: R.
 - b) Minimum Performance Grade: 30.
2. For STC 29 Hopper windows:
 - c) Minimum Performance Class: R.
 - d) Minimum Performance Grade: 15.

C. Thermal Transmittance:

Provide products tested/evaluated in accordance with NFRC 100 "Procedure for Determining Fenestration Product U-factors or AAMA 1503 Voluntary Test Method for Thermal Transmittance and Condensation Resistance of Windows, Doors and Glazed Wall Sections."

1. Maximum whole-window U-factor of 0.30 Btu/sq. ft. x h x deg. F.

D. Solar Heat-Gain Coefficient (SHGC):

For buildings five (5) stories or more in height, provide vinyl windows with a whole-fenestration product SHGC maximum of 0.38 determined according to NFRC 200.

E. Condensation Resistance:

Reported value tested in accordance with NFRC 500 or AAMA 1503.

F. Acoustical Performance Requirements:

1. STC:

Tested according to American Society for Testing and Materials (ASTM) E 90, "Standard Test Method for Laboratory Measurement of Airborne Sound Transmission Loss of Buildings Partitions and Elements," and classified by ASTM E 413, "Classification for Rating Sound Insulation."

2. OITC:

Tested according to ASTM E 90, and classified by ASTM E 1332, "Standard Classification for Rating Outdoor-Indoor Sound Attenuation."

3. A window with minimum STC and OITC ratings, which may include a storm window assembly, will be as follows:

a) STC 29 and OITC 23.

b) STC 40 and OITC 27.

c) STC 44 and OITC 32.

d) Window units for all windows in a home will match the construction of other windows of the same style as specified herein, and be of comparable fabrication and quality to other STC and OITC rated products.

G. Operable windows:

Provide sash that allows cleaning of all glass surfaces from inside the home, except in bedrooms receiving casement windows equipped with egress hardware.

Provide charcoal gray insect screens, without polyvinyl chloride (PVC) coatings, with the screens located on the exterior side of the window assembly.

H. Emergency Egress Windows:

The Manufacturer will be responsible for providing windows that comply with the life safety and egress requirements of the governing Code or Authority. All operable hardware, including limit devices, will be easily operated and/or releasable without the use of special knowledge or tools.

I. Dual Windows:

If an exterior or interior secondary storm window attachment is incorporated in the window design which meets all of the following criteria listed below, it will be considered a dual window and will be required to pass all required tests outlined in AAMA/WDMA/CSA 101/I.S.2/A440 for that type of window.

4. The window unit will fall under one of the three dual window configurations listed in section 4.5 - Dual Windows of AAMA/WDMA/CSA 101/I.S.2/A440.
5. The intent of the secondary window attachment in tandem with the primary window is for the purpose of energy conservation and/or acoustical enhancement.
6. The primary and secondary sashes will operate completely independent of each other.
7. The dual window will be a factory pre-assembled or integral unit.

IV. WOOD ACOUSTICAL WINDOW PERFORMANCE REQUIREMENTS

A. Product Standard:

Comply with AAMA/WDMA/CSA 101/I.S.2/A440 for minimum standards of performance, materials, components, accessories, and fabrication unless more stringent and/or other requirements are indicated.

1. Window Certification: AAMA/WDMA/CSA and/or NFRC certified with label attached to each window.

B. Performance Class and Grade:

AAMA/WDMA/CSA 101/I.S.2/A440 as follows:

1. Minimum Performance Class: R.
2. Minimum Performance Grade: 25.

C. Thermal Transmittance:

Provide products tested/evaluated in accordance with NFRC 100 "Procedure for Determining Fenestration Product U-factors" or AAMA 1503 "Voluntary Test Method for Thermal Transmittance and Condensation Resistance of Windows, Doors and Glazed Wall Sections."

1. Maximum whole-window U-factor of 0.30 Btu/sq. ft. x h x deg. F.

D. Condensation Resistance:

Reported value tested in accordance with NFRC 500 or AAMA 1503.

E. Acoustical Performance Requirements:

1. STC:

Tested according to ASTM E 90, "Standard Test Method for Laboratory Measurement of Airborne Sound Transmission Loss of Buildings Partitions and Elements," and classified by ASTM E 413, "Classification for Rating Sound Insulation."

2. OITC:

Tested according to ASTM E 90, and classified by ASTM E 1332, "Standard Classification for Rating Outdoor-Indoor Sound Attenuation."

3. STC Ratings:

- a) STC 29 and OITC 23.
- b) STC 40 and OITC 27.
- c) STC 44 and OITC 32.
- d) STC ratings can be achieved with a single window or dual window configuration.
- e) Window units for all windows in a home will match the construction of other windows of the same style as specified herein, and be of comparable fabrication and quality to other STC and OITC rated products.

F. Operable Windows:

Provide sash that allows cleaning of all glass surfaces from inside the home except in bedrooms receiving casement windows equipped with egress hardware.

Provide charcoal gray insect screens, without PVC coatings, with the screens located on the exterior side of the window assembly.

G. Emergency Egress Windows:

The Manufacturer will be responsible for providing windows that comply with the life safety and egress requirements for replacement windows of the governing Code or Authority. All operable hardware, including limit devices, will be easily operated and/or releasable without the use of special knowledge or tools.

V. FIBERGLASS ACOUSTICAL WINDOW PERFORMANCE REQUIREMENTS

A. Product Standard:

Comply with AAMA/WDMA/CSA 101/I.S.2/A440 for minimum standards of performance, materials, components, accessories, and fabrication unless more stringent and/or other requirements are indicated.

1. Window Certification: AAMA/WDMA/CSA and/or NFRC certified with label attached to each window.

B. Performance Class and Grade:

AAMA/WDMA/CSA 101/I.S.2/A440 as follows:

2. Minimum Performance Class: R.
3. Minimum Performance Grade: 30.

C. Thermal Transmittance:

NFRC 100 maximum whole-window U-factor of 0.30 Btu/sq. ft. x h x deg. F.

D. SHGC:

NFRC 200 maximum whole-window SHGC of 0.38.

E. Acoustical Performance Requirements:

1. STC:

Tested according to ASTM E 90, "Standard Test Method for Laboratory Measurement of Airborne Sound Transmission Loss of Buildings Partitions and Elements," and classified by ASTM E 413, "Classification for Rating Sound Insulation."

2. OITC:

Tested according to ASTM E 90, and classified by ASTM E 1332, "Standard Classification for Rating Outdoor-Indoor Sound Attenuation."

3. STC Ratings:

- a) STC 29 and OITC 23.
- b) STC 40 and OITC 27.

- c) STC 44 and OITC 32.
- d) STC ratings can be achieved with a dual window configuration

F. Condensation Resistance:

Reported value tested in accordance with NFRC 500 or AAMA 1503.

G. Operable Windows:

Provide sash that allows cleaning of all glass surfaces from inside the home except in bedrooms receiving casement windows equipped with egress hardware.

Provide charcoal gray insect screens, without PVC coatings, with the screens located on the exterior side of the window assembly.

H. Emergency Egress Windows:

The Manufacturer will be responsible for providing windows that comply with the life safety and egress requirements for replacement windows of the governing Code or Authority. All operable hardware, including limit devices, will be easily operated and/or releasable without the use of special knowledge or tools.

VI. ALUMINUM ACOUSTICAL WINDOW PERFORMANCE REQUIREMENTS

A. Product Standard:

Comply with AAMA/WDMA/CSA 101/I.S.2/A440 for minimum standards of performance, materials, components, accessories, and fabrication unless more stringent and/or other requirements are indicated.

1. Window Certification: AAMA/WDMA/CSA and/or National Fenestration Rating Council (NFRC) certified with label attached to each window.

B. Performance Class and Grade:

AAMA/WDMA/CSA 101/I.S.2/A440 as follows:

1. Minimum Performance Class: LC.

2. Minimum Performance Grade: 30.

C. Thermal Transmittance:

Provide products tested/evaluated in accordance with NFRC 100 "Procedure for Determining Fenestration Product U-factors or AAMA 1503 Voluntary Test Method for Thermal Transmittance and Condensation Resistance of Windows, Doors and Glazed Wall Sections."

1. Buildings four (4) stories or less in height:

a) All windows: 0.30 Btu/sq. ft. x h x deg. F.

2. Buildings five (5) stories and more in height:

a) Fixed windows: 0.38 Btu/sq. ft. x h x deg. F.

b) Operable windows: 0.45 Btu/sq. ft. x h x deg. F.

D. SHGC:

For buildings five (5) stories or more in height, provide vinyl windows with a whole-fenestration product SHGC maximum of 0.40 determined according to NFRC 200.

E. Condensation Resistance:

Provide aluminum windows tested for thermal performance according to AAMA 1503, showing a minimum Condensation Resistance Factor (CRF) of 48 or a minimum NFRC 500 Condensation Resistance (CR) of 40.

F. Thermal Movements:

Provide aluminum windows, including anchorage that allow for thermal movements resulting from the following maximum change (range) in ambient and surface temperatures by preventing buckling, opening of joints, overstressing of components, failure of joint sealants, failure of connections, and other detrimental effects. Base engineering calculation on surface temperatures of materials due to both solar heat gain and nighttime-sky heat loss.

1. Temperature change: 120 deg. F (67 deg. C), ambient; 180 deg. F (100 deg. C) material surfaces.

G. Acoustical Performance Requirements:

1. STC:

Tested according to American Society for Testing and Materials (ASTM) E 90, "Standard Test Method for Laboratory Measurement of Airborne Sound Transmission Loss of Buildings Partitions and Elements," and classified by ASTM E 413, "Classification for Rating Sound Insulation."

2. Outdoor-Indoor Transmission Class (OITC):

Tested according to ASTM E 90, and classified by ASTM E 1332, "Standard Classification for Rating Outdoor-Indoor Sound Attenuation."

3. A window with minimum STC and OITC ratings, which may include a storm window assembly, will be as follows:

- a) STC 29 and OITC 24
- b) STC 40 and OITC 28.
- c) STC 44 and OITC 32.
- d) Window units for all windows in a home will match the construction of other windows of the same style as specified herein, and be of comparable fabrication and quality to other STC and OITC rated products.

H. Operable windows:

Provide sash that allows cleaning of all glass surfaces from inside the home, except in bedrooms receiving casement windows equipped with egress hardware.

Provide charcoal gray insect screens, without polyvinyl chloride (PVC) coatings, with the screens located on the exterior side of the window assembly.

I. Emergency Egress Windows:

The Manufacturer will be responsible for providing windows that comply with the life safety and egress requirements of the governing Code or Authority. All operable hardware, including limit devices, will be easily operated and/or releasable without the use of special knowledge or tools.

J. Dual Windows:

If an exterior or interior secondary storm window attachment is incorporated in the window design which meets all of the following criteria listed below, it will be considered a dual window and will be required to pass all required tests outlined in AAMA/WDMA/CSA 101/I.S.2/A440 for that type of window.

1. The window unit will fall under one of the three dual window configurations listed in section 4.5 - Dual Windows of AAMA/WDMA/CSA 101/I.S.2/A440.
2. The intent of the secondary window attachment in tandem with the primary window is for the purpose of energy conservation and/or acoustical enhancement.
3. The primary and secondary sashes will operate completely independent of each other.
4. The dual window will be a factory pre-assembled or integral unit.

VII. RESPONDING TO THE RFI

The City requests responses in the form of a Letter of Interest (LOI) from any manufacturer, company, organization, or partnership with the ability to provide acoustical window products that meet the performance requirements of the RSIP.

By submitting a response to this RFI, each respondent agrees to the following conditions:

- A. The City will not award a contract to any respondent based solely on its response to this RFI. Rather, the City intends to use the information received in responses to this RFI to evaluate the potential acoustical window products and manufacturers for potential development of technical specifications and inclusion of products and manufacturers in those specifications.
- B. In the event that the City determines, at its sole discretion, that a competitive procurement process is required to provide RSIP services or products, the City reserves the right to use any information submitted in response to this RFI in the development of bid documents or project specifications without any compensation to or special consideration of the respondent(s) who submitted this information.
- C. The City reserves the right to use any information submitted in response to this RFI to further discuss potential RSIP acoustical products and/or manufacturers with any respondent.
- D. All correspondence with the City regarding the RSIP, including responses to this RFI will become the exclusive property of the City and may become public records. All documents sent to the City will be subject to disclosure if requested by a member of the public.

VIII. ORGANIZATION AND REQUIRED CONTENT OF RESPONSES TO RFI

Responses to this RFI shall be organized as follows:

A. LOI:

The LOI shall include the name, address, telephone number, e-mail address, and website URL of the Respondent and a single point of contact where questions shall be directed. The cover letter must be signed by an authorized representative(s) of the Respondent organization. The LOI shall also:

1. Identify acoustical window products that meet the performance requirements of the RSIP and are of a similar design, type and color.
2. Provide any additional information regarding Respondent's ability to manufacture and supply the products described in the RFI or identify any research and development effort that will allow Respondent to manufacture and supply these products.
3. Provide available testing data including volatile organic compound (VOC), component odor (Society of Automotive Engineers (SAE)-J1351 Hot Odor Test for Insulation Materials) or other environmental certifications for vinyl, wood, fiberglass and/or aluminum windows.
4. State whether or not Respondent would like to have the opportunity to manufacture or supply windows for the Chicago RSIP and if Respondent would like to be informed of future bid opportunities when they become available.
5. Describe your experience with maintenance bonds, warranty bonds or similar instruments intended to protect against warranty issues. Provide any documentation that may describe the types of products covered, the project(s) used at, and duration of coverage.

IX. POTENTIAL PRESENTATION TO THE CDA

Upon review of the Response the City may, at its sole discretion, invite one or more respondents to orally present additional information to the City and/or CDA. The City desires that oral presentations include the following additional information:

1. General overview of the company including location, size, years in business and product lines.
2. Ability to meet the RSIP performance requirements for vinyl, wood, fiberglass and/or aluminum windows.
3. Ability to manufacturer custom sizes within ½” of existing openings.
4. Manufacturing capacity in terms of number of units that can be fabricated and delivered per month.
5. Typical manufacturing lead times for each product line.
6. Typical warranty for vinyl, wood, fiberglass and/or aluminum windows.
7. Information regarding your experience with maintenance bonds, warranty bonds or similar instruments to protect against warranty issues if applicable.

X. CONTACT INFORMATION

Potential respondents should submit questions via email to [**thomas.magno@cityofchicago.org**](mailto:thomas.magno@cityofchicago.org) or by mail or courier to:

Shannon E. Andrews, Chief Procurement Officer

Attention: Tom Magno, Senior Procurement Specialist

City Hall, Department of Procurement Services, Bid & Bond Room 103

121 North LaSalle Street

Chicago, Illinois 60602

Responses must be submitted to the above listed contact information. Respondents must submit two (2) hard copy of the LOI in response to this request and five (5) USB Drives containing the same information as the hard copy in Portable Document Format (PDF).

As noted above, Respondents shall designate a single point of contact for receipt of all subsequent information regarding this RFI and the forthcoming processes.

XI. RFI SCHEDULE

The City has established the following timeline for this RFI. The time deadline for the dates listed below is 4:00 P.M. Central Time.

EVENT	DATE
Release of RFI	January 31, 2020
Deadline for Questions	February 14, 2020
Responses Due	March 31, 2020