

Request for Proposals “Window Covering Package”

UMATILLA BUSINESS DEVELOPMENT CENTER

Issued: December 10, 2025

Due: By 2:00 PM Pacific Time, Monday, December 29, 2025

For further information contact:

Zach Ratkai, Project Community Development Director
Zach.Ratkai@umatilla.gov

The City of Umatilla is seeking window covering package for the new Business Center located in Umatilla, Or.

NOTICE TO PROPOSERS – ALL PROPOSALS SHALL BE:

- Submitted via email to:
Zach Ratkai
Zach.Ratkai@umatilla.gov
- Electronic proposals will be received until: **Monday, December 29, 2025 at 2:00 PM PST**
- The email subject shall read:
“Umatilla Business Center Window Coverings”
- All proposals shall be in the format requested or they may be rejected by the owner.
- It shall be the proposer’s responsibility to ensure that the proposal is submitted to the owner’s representative at the specified email address listed above before the time and date set for proposal closing as noted in the solicitation.
- The owner will not be responsible for proposals delivered to any location other than the email address listed above. Proposals delivered to another email address will be considered non-responsive.
- RFP documents may be obtained via an email request to Zach Ratkai Community Development Director Zach.Ratkai@umatilla.gov**

The City of Umatilla may, for good cause, reject any or all proposals upon a finding it is in the owner’s interest to do so and to rescind the award of any contract at any time before the execution of said contract by all parties with no liability against CRC.

PROPOSAL AND AWARD TIMELINE:	
Wed, 12/10/2025	RFP issued
Monday, 12/29/2025	Proposals due by 2:00 PM Pacific Time
Tue, 1/6/2026	City Council approval
Wed, 1/7/2026	Notice to apparent low bidder

The City of Umatilla reserves the right to modify this schedule at its discretion. Proper notification of changes in the response schedule will be made via addendum.

PROJECT DESCRIPTION

The City of Umatilla is looking for window coverings for the new Umatilla Business Center that is currently under construction. This will include layout, design, field verification installation and all other things required by the architectural specifications attached to this document.

The intended scope of work:

- Shop drawings to be submitted to the City of Umatilla for their review.
- Field verification of window opening prior to manufacturing.
- Installation of window shades.
- Coordination with the General Contractor to gain access to the site and coordinate when work of installation can be done.
- In lieu of a mockup sample shades and mechanisms shall be provided and returned.

PROPOSAL CONTENT

The Proposers shall provide the following information in a clear and organized manner:

- Proposed product manufacturer.
- Product Certifications per specifications.
- Qualification data for installer.
- Product test reports.
- Warranty information for all parts of the product. (minimum of (1) year parts and labor)
- Examples of other similar projects.
- References from past projects.
- A proposed schedule for time from field verification to installation of shades.
- Cost of materials and work for the proposed project.

Any requested substitutions must be presented no later than December 23, 2025.

In addition to the specified approved manufactures please include Inpro WT to the list of approved manufactures.

Attachments:

- Architectural specifications.
- Shop Drawings.
- Owner markup

List of windows (refer also to attached drawings in attachments) All window types to be field verified.

- (1) type SD – 97 ¾" x 65 ½"
- (2) type O – 20" x 46 ¾"
- (7) type O.1 – 42 ¾" x 48"
- (3) Revised type D – 41 ¾" x 88 ¼"

All shades are intended to be internally mounted in the frame, no deviation will be allowed with out prior approval of the City of Umatilla.

SECTION 12 24 13 - ROLLER WINDOW SHADES

PART 1 - GENERAL

1.1 SUMMARY

- A. Section Includes:
 - 1. Manually operated roller shades with single rollers.

1.2 SUBMITTALS

- A. Product Data: For each type of product.
 - 1. Include styles, material descriptions, construction details, dimensions of individual components and profiles, features, finishes, and operating instructions for roller shades.
- B. Shop Drawings: Show fabrication and installation details for roller shades, including shadeband materials, their orientation to rollers, and their seam and batten locations.
- C. Samples for Verification: For each type of roller shade.
 - 1. Shadeband Material: Not less than 10 inches square. Mark inside face of material if applicable.
 - 2. Installation Accessories: Full-size unit, not less than 10 inches long.
- D. Roller-Shade Schedule: Use same designations indicated on Drawings.
- E. Qualification Data: For Installer.
- F. Product Certificates: For each type of shadeband material, signed by product manufacturer.
- G. Product Test Reports: For each type of shadeband material, for tests performed by a qualified testing agency.
- H. Maintenance Data: For roller shades to include in maintenance manuals.

1.3 QUALITY ASSURANCE

- A. Installer Qualifications: Fabricator of products.
- B. Mockups: Build mockups to verify selections made under Sample submittals, to demonstrate aesthetic effects, and to set quality standards for materials and execution.
 - 1. Approval of mockups does not constitute approval of deviations from the Contract Documents contained in mockups unless Architect specifically approves such deviations in writing.
 - 2. Subject to compliance with requirements, approved mockups may become part of the completed Work if undisturbed at time of Substantial Completion.

1.4 DELIVERY, STORAGE, AND HANDLING

- A. Deliver roller shades in factory packages, marked with manufacturer, product name, and location of installation using same designations indicated on Drawings.

1.5 FIELD CONDITIONS

- A. Environmental Limitations: Do not install roller shades until construction and finish work in spaces, including painting, is complete and dry and ambient temperature and humidity conditions are maintained at the levels indicated for Project when occupied for its intended use.
- B. Field Measurements: Where roller shades are indicated to fit to other construction, verify dimensions of other construction by field measurements before fabrication and indicate measurements on Shop Drawings. Allow clearances for operating hardware of operable glazed units through entire operating range. Notify Architect of installation conditions that vary from Drawings. Coordinate fabrication schedule with construction progress to avoid delaying the Work.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - 1. Draper Inc.
 - 2. Hunter Douglas Contract.
 - 3. Lutron Electronics Co., Inc.
 - 4. MechoShade Systems, Inc.
 - 5. Or approved equal.
- B. Source Limitations: Obtain roller shades from single source from single manufacturer.

2.2 MANUALLY OPERATED, SINGLE-ROLLER SHADES

- A. Chain-and-Clutch Operating Mechanism: With continuous-loop bead chain and clutch that stops shade movement when bead chain is released; permanently adjusted and lubricated.
 - 1. Bead Chains: Manufacturer's standard.
 - a. Loop Length: Full length of roller shade unless otherwise specified on drawings.
 - b. Limit Stops: Provide upper and lower ball stops.
 - c. Chain-Retainer Type: Clip, jamb mount.
 - 2. Spring Lift-Assist Mechanisms: Manufacturer's standard for balancing roller shade weight and for lifting heavy roller shades.
 - a. Provide for shadebands that weight more than 10 lbs or for shades as recommended by manufacturer, whichever criterion is more stringent.
- B. Rollers: Corrosion-resistant steel or extruded-aluminum tubes of diameters and wall thicknesses required to accommodate operating mechanisms and weights and widths of

shadebands indicated without deflection. Provide with permanently lubricated drive-end assemblies and idle-end assemblies designed to facilitate removal of shadebands for service.

1. Roller Drive-End Location: As indicated on Drawings.
 2. Direction of Shadeband Roll: Regular, from back (exterior face) of roller.
 3. Shadeband-To-Roller Attachment: Manufacturer's standard method.
- C. Mounting Hardware: Brackets or endcaps, corrosion resistant and compatible with roller assembly, operating mechanism, installation accessories, and mounting location and conditions indicated.
- D. Roller-Coupling Assemblies: Coordinated with operating mechanism and designed to join up to three inline rollers into a multiband shade that is operated by one roller drive-end assembly.
- E. Shadebands:
1. Shadeband Material: Light-filtering fabric; as specified below.
 2. Shadeband Bottom (Hem) Bar: Steel or extruded aluminum.
 - a. Type: Enclosed in sealed pocket of shadeband material.

2.3 SHADEBAND MATERIALS

- A. Shadeband Material Flame-Resistance Rating: Comply with NFPA 701. Testing by a qualified testing agency. Identify products with appropriate markings of applicable testing agency.
- B. Light-Filtering Fabric: Woven fabric, stain and fade resistant.
1. Source: Roller-shade manufacturer, as shown on Finish List.
 2. Type: 76% PVC-coated and 24% polyester., unless otherwise selected by Interior Designer.
 3. Weave: As selected by Architect.
 4. Roll Width: Maximum available by manufacturer, but not less than 84 inches.
 5. Openness Factor: 3 percent, unless otherwise selected by Architect.
 6. Colors: As shown on Finish Schedule or selected by Architect.

2.4 ROLLER-SHADE FABRICATION

- A. Product Safety Standard: Fabricate roller shades to comply with WCMA A 100.1, including requirements for flexible, chain-loop devices; lead content of components; and warning labels.
- B. Unit Sizes: Fabricate units in sizes to fill window and other openings as follows, measured at 74 deg F:
1. Outside of Jamb Installation: Width and length as indicated, with terminations between shades of end-to-end installations at centerlines of mullion or other defined vertical separations between openings.
- C. Shadeband Fabrication: Fabricate shadebands without battens or seams to extent possible except as follows:
1. Vertical Shades: Where width-to-length ratio of shadeband is equal to or greater than 1:4, provide battens and seams at uniform spacings along shadeband length to ensure shadeband tracking and alignment through its full range of movement without distortion of the material.

2.5 INSTALLATION ACCESSORIES

- A. Exposed Headbox: Rectangular, extruded-aluminum enclosure including front fascia, top and back covers, endcaps, and removable bottom closure.
 - 1. Height: Manufacturer's standard height required to enclose roller and shadeband assembly when shade is fully open, but not less than 4 inches.
 - 2. Color and Finish: As selected from manufacturer's full range.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine substrates, areas, and conditions, with Installer present, for compliance with requirements for installation tolerances, operational clearances, and other conditions affecting performance of the Work.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 ROLLER-SHADE INSTALLATION

- A. Install roller shades level, plumb, and aligned with adjacent units according to manufacturer's written instructions.

3.3 ADJUSTING

- A. Adjust and balance roller shades to operate smoothly, easily, safely, and free from binding or malfunction throughout entire operational range.

3.4 CLEANING AND PROTECTION

- A. Clean roller-shade surfaces after installation, according to manufacturer's written instructions.
- B. Provide final protection and maintain conditions, in a manner acceptable to manufacturer and Installer, that ensure that roller shades are without damage or deterioration at time of Substantial Completion.
- C. Replace damaged roller shades that cannot be repaired, in a manner approved by Architect, before time of Substantial Completion.

3.5 DEMONSTRATION

- A. Engage a factory-authorized service representative to train Owner's maintenance personnel to adjust, operate, and maintain motor-operated roller shades.

END OF SECTION 12 24 13

X APPROVED FOR DESIGN INTENT
X MAKE CORRECTIONS NOTED
REVISE & RESUBMIT
SIGNATURE [Signature]
5-3-25 DATE
Seder Architecture + Urban Design LLC
3219 NE Thompson Street
Portland, Oregon 97212
503.209.5596 markstudiopdx@gmail.com



Submittal Transmittal

Project Name 24058- U-Biz			
☐ APPROVED	☐ REJECTED		
☐ REVISE	☒ REVIEWED		
BY Jenn P		DATE 4/23/2025	
SUBMITTAL# 16 - Resubmi		SPEC	
This review is only for general conformance of the project and general compliance. Corrections or comments made on these drawings during this review do not relieve Subcontractor from compliance with the requirements of the plans and specifications. Subcontractor is responsible for all dimensions and fabrication to be confirmed and correlated at the job site			

To: Seder Architecture + Urban Design Date: 4/23/2025

Attention: Mark Seeder If enclosures are not as noted, please notify our office.

If checked below, please:

☐ Acknowledge receipt of enclosures.

☐ Return enclosures to use.

For Your : ☒ approval ☐ distribution to parties ☐ information
☒ review & comment ☐ record ☐ use ☐

The Following: ☒ drawings ☐ specifications ☐ change order
☒ shop drawings ☐ product literature ☐ samples

Copies	Required By	Number	Description
1	5/7/2025		Window Package

Remarks:

- All EXTERIOR Curtainwall and Storefront systems to have their OUTERMOST faces of frames flush with the OUTERMOST face of exterior wall finishes.
- The walls of the new lobby space at both floor levels constitutes as the OUTSIDE wall, for alignment of window and door frames where facing these public access spaces.
- Align all EXTERIOR head, sill and intermediate mullion heights as indicated on the Architectural Plans.
- Align all INTERIOR head, sill, and intermediate mullion heights as indicated on the Architectural Plans.
- See framing plans for rough openings and confirm ALL rough openings with General Contractor.

Reviewed by: Jenn Pendleton

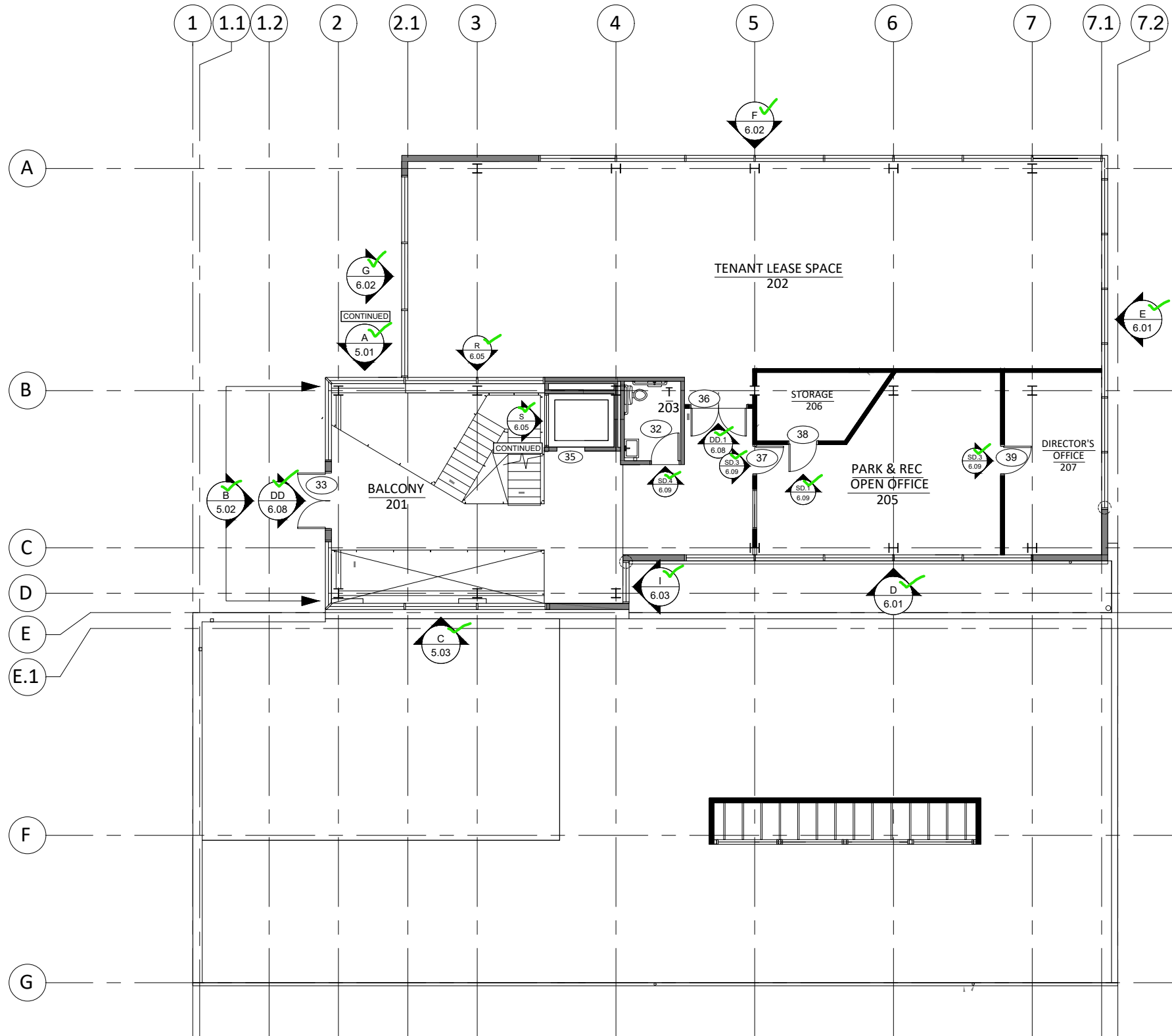
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Signature: [Signature]

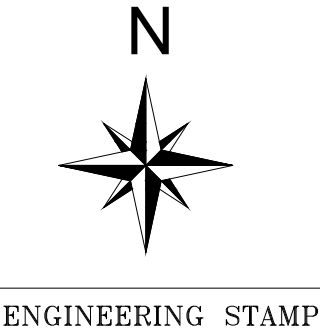
Title: Project Manager

Approved

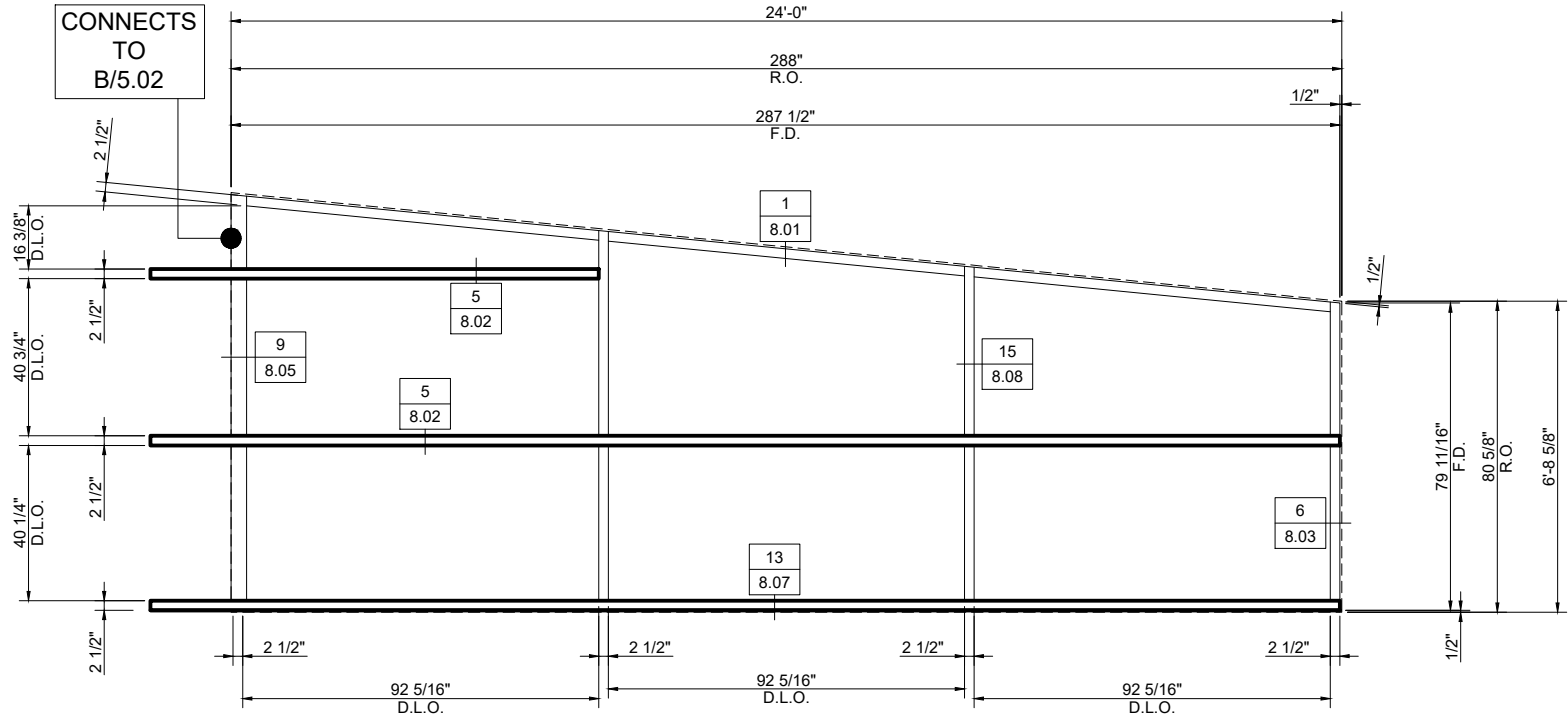
by: _____ Date: _____ Sign
ature: _____



SECOND FLOOR & EXISTING BUILDING ROOF PLAN



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		LOCATION: 820 6TH STREET UMATILLA, OR 97882		SIGNATURE : DATE : SIGNATURE REQUIRED BEFORE FABRICATION PROCESS WILL BEGIN		
CHECKED BY:	DATE:	CUSTOMER:		NO		
		PERFECTION GLASS / (DENNIN HARDING)		DRAWING SUBMISSION		
JOB NO: 9484		TITLE: FLOOR PLAN		2ND SUBMISSION		
SHEET NO: 3.02				1ST SUBMISSION		
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				DESCRIPTION		
				DATE		
				4-23-25		
				11-5-24		



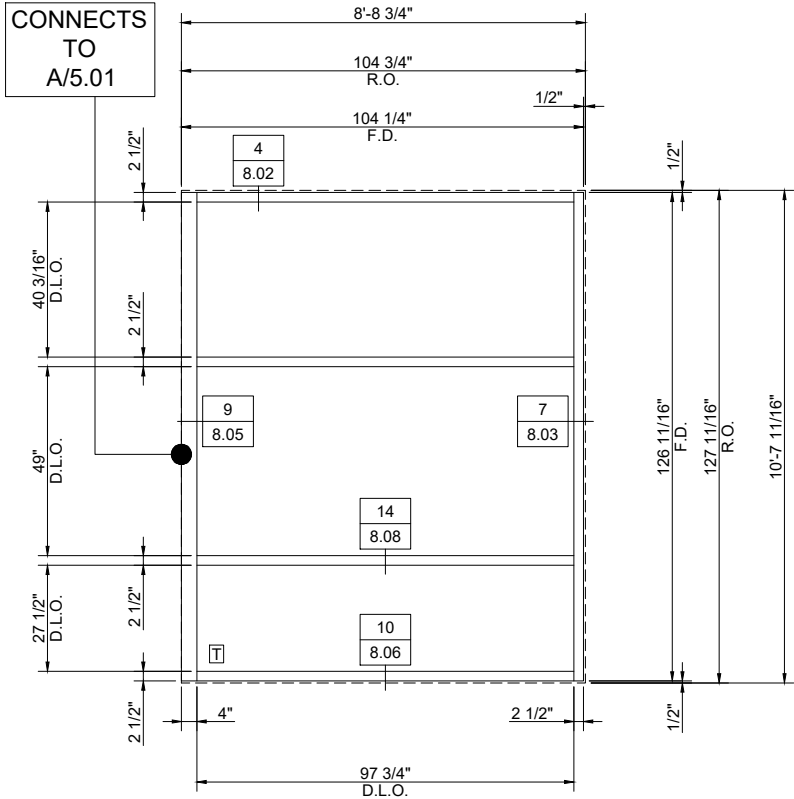
(GLAZING TYPE)
IG-1
(U.N.O.)

✓
TYPE C
1 EACH
(1600UT SERIES)
(2-1/2" X 10-1/2")

NOTE: ALL DIMENSIONS, QUANTITIES, CONFIGURATIONS, AND DETAILS TO BE VERIFIED

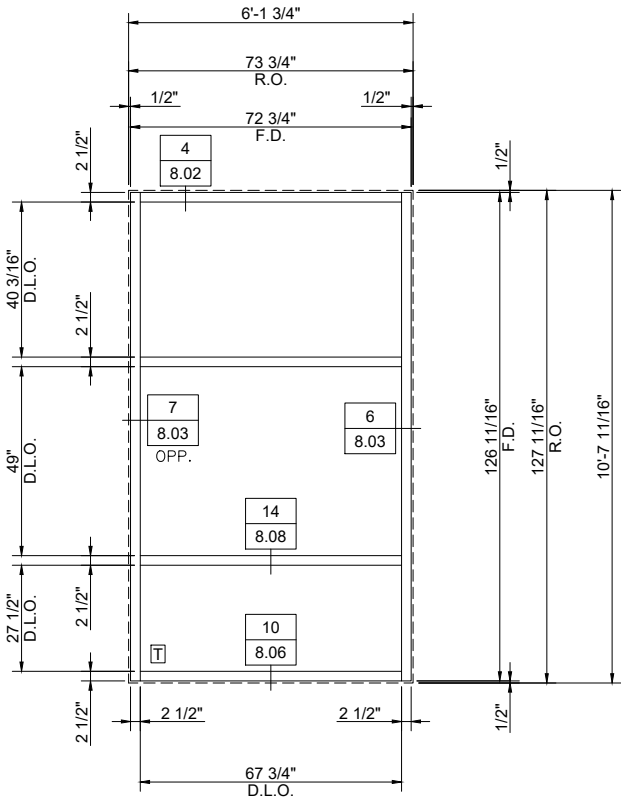
ENGINEERING STAMP

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		CUSTOMER: PERFECTION GLASS / (DENNIN HARDING)		DATE : _____		
		TITLE: CURTAIN WALL SCHEDULE		SIGNATURE REQUIRED BEFORE FABRICATION PROCESS WILL BEGIN		
D-TECH SERVICES 6520 212th ST S.W. #201 Lynnwood, WA 98036 (425) 778-2050 Email: JESSE@windowtechinc.com		2ND SUBMISSION		NO		
JOB NO.: 9484		1ST SUBMISSION		DESCRIPTION		
SHEET NO.: 5.03		DATE: 4-23-25		DRAWING SUBMISSION		



(GLAZING TYPE)
IG-1
(U.N.O.)

TYPE M
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(1600UT SERIES)
(2-1/2" X 10-1/2")



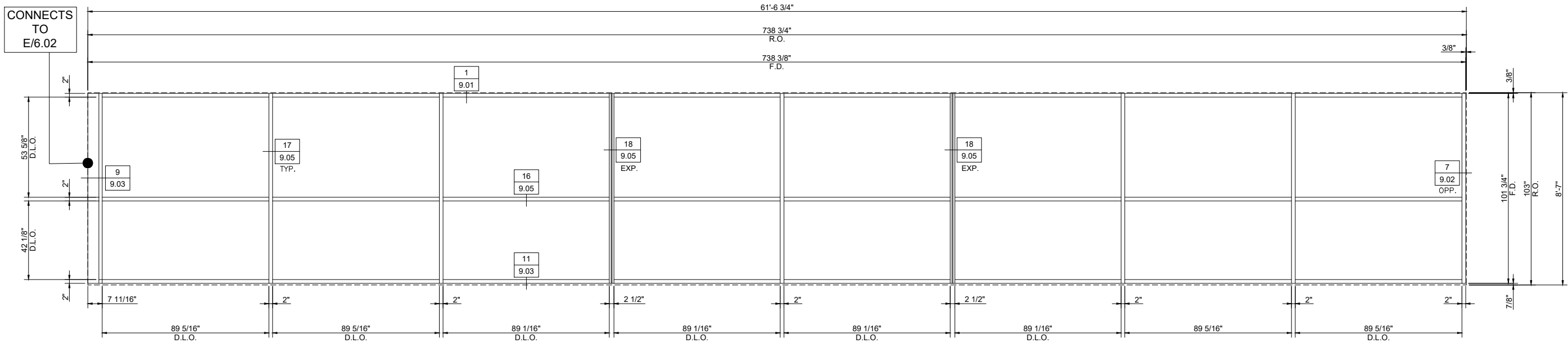
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IG-1
(U.N.O.)

TYPE N
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(1600UT SERIES)
(2-1/2" X 10-1/2")

NOTE: ALL DIMENSIONS, QUANTITIES, CONFIGURATIONS, AND DETAILS TO BE VERIFIED

ENGINEERING STAMP

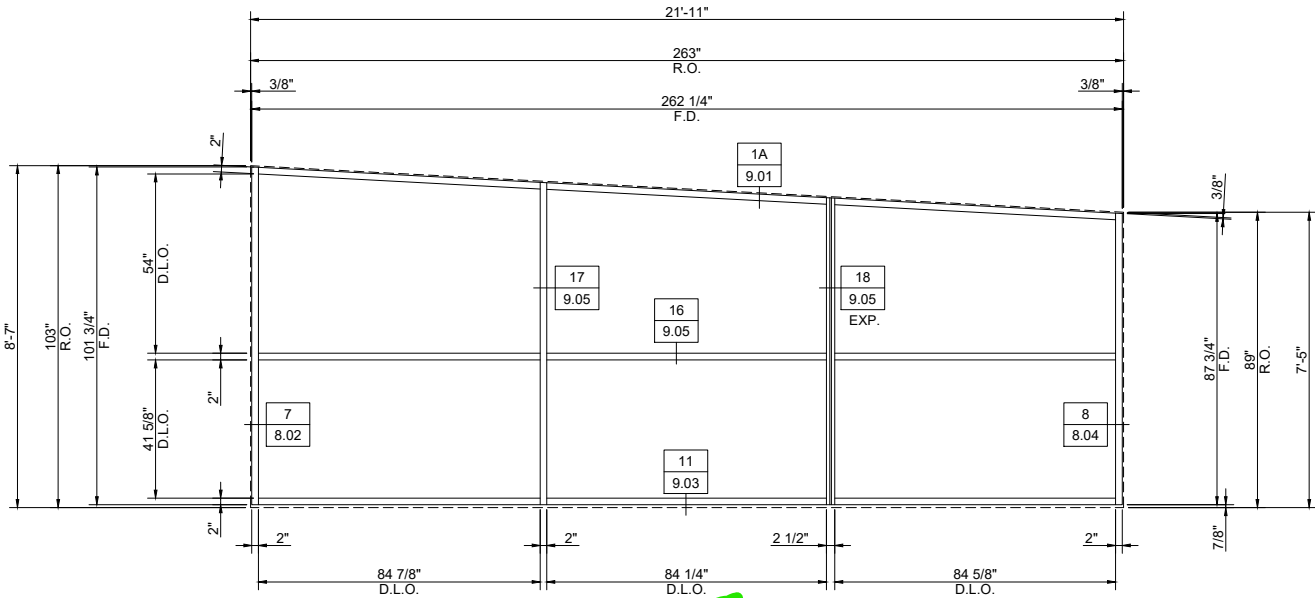
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D-TECH SERVICES 6520 212th ST S.W. #201 Lynnwood, WA 98036 (425) 778-2050 Email: JESSE@windowtechinc.com	CUSTOMER: PERFECTION GLASS / (DENNIN HARDING)		TITLE: CURTAIN WALL SCHEDULE		DRAWING SUBMISSION					
		2ND SUBMISSION		4-23-25						
		1ST SUBMISSION		11-5-24						
		NO		DESCRIPTION						
				DATE						



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(U.N.O.)

TYPE F
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(601UT SERIES)
(2" X 6")



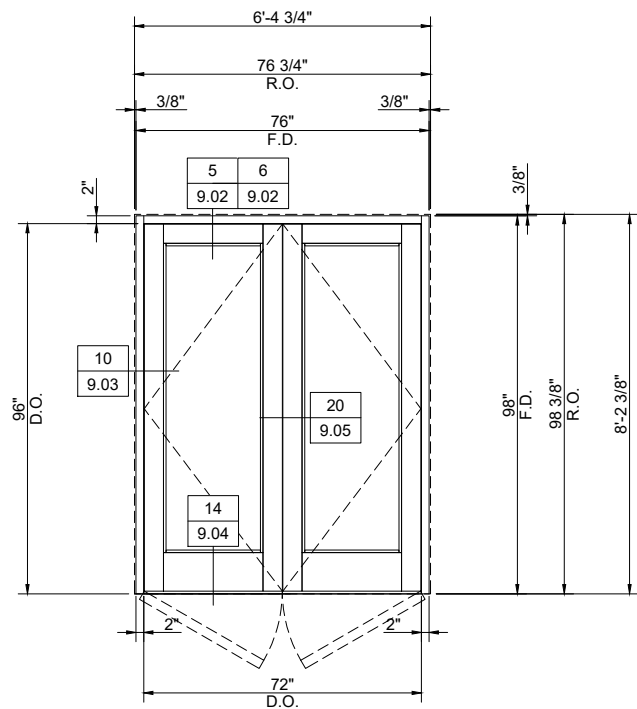
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(U.N.O.)

TYPE G
1 EACH

(601UT SERIES)
(2" X 6")

NOTE: ALL DIMENSIONS, QUANTITIES, CONFIGURATIONS, AND DETAILS TO BE VERIFIED

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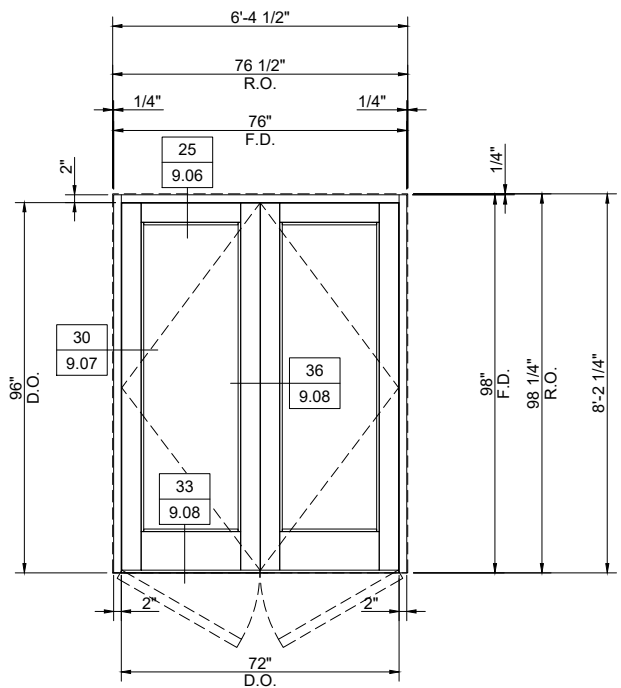


(GLAZING TYPE)
IG-1
(U.N.O.)

TYPE DD ✓
2 EACH

(601UT SERIES)
(2" X 6")
(500T DOOR SERIES)

DOOR NUMBER	
1	33



(GLAZING TYPE)
IG-2
(U.N.O.)

TYPE DD.1 ✓
1 EACH

(451 SERIES)
(2" X 4-1/2")
(500 DOOR SERIES)

INTERIOR FRAME

DOOR NUMBER
36

NOTE: ALL DIMENSIONS, QUANTITIES, CONFIGURATIONS, AND DETAILS TO BE VERIFIED

ENGINEERING STAMP

DRAWN BY: J.WINTERS	DATE: 10-24-26	CUSTOMER APPROVAL		NO	DRAWING SUBMISSION		
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		DATE :					
		SIGNATURE REQUIRED BEFORE FABRICATION PROCESS WILL BEGIN					
D-Tech Services 6520 212th St S.W. #201 Lynnwood, WA 98036 (425) 778-2050 Email: JESSE@windowtechinc.com	PROJECT: UMATILLA BUSINESS CENTER LOCATION: 820 6TH STREET UMATILLA, OR 97882 CUSTOMER: PERFECTION GLASS / (DENNIN HARDING) TITLE: STOREFRONT SCHEDULE	2ND SUBMISSION		4-23-25			
JOB NO.: 9484	SHEET NO.: 6.08	1ST SUBMISSION		11-5-24			
		DESCRIPTION		DATE			

