



**Town of East Greenbush**  
**Finance Department**  
225 COLUMBIA TURNPIKE  
RENSSELAER, NEW YORK 12144

**QUOTE FORM**

Title: **SOLAR BLINDS FOR TOWN HALL**

RFQ Number: **RFQ 20-05**

Scope: The Town of East Greenbush is actively seeking quotes for Solar Blinds for Town of East Greenbush Town Hall located at 225 Columbia Turnpike, Rensselaer, New York 12144. The quote will be 3 parts: 1-quote for Town Clerk's Office [priority]; 2-quote for each office; 3-discounted price for doing all blinds in Town Hall. Any submission should include quotes for all three requests.

Requirement: Site visit required to obtain measurements of windows. Contact Mary Hendrick to schedule visit @ 518-477-7788 or mhendrick@eastgreenbush.org.

Timeline: All submissions should be submitted to the Town Clerk's Office in a sealed envelope marked **RFQ 20-05 Solar Blinds for Town Hall** by **March 12, 2020, 2:30 P.M.**

Quotes will be reviewed and evaluated by the selection committee. Proposers may be contacted for questions following the review, prior to any decisions being made.

The selection committee will submit their recommendation to the Town Board on or before **March 13, 2020** for consideration for the Town Board Meeting on **March 18, 2020**.

**THIS QUOTE IS SUBMITTED TO:**

Meaghan Hart, Director of Finance  
Town of East Greenbush  
Town Clerk's Office  
225 Columbia Turnpike  
Rensselaer, NY 12144  
RFQ #20-05 – Solar Blinds for Town Hall