



U.S. Probation and Pretrial Services
Texas Northern

Request for Proposal

Design, Supply, and Installation of Glass Office Partitions

1. Overview

U.S. Probation & Pretrial Services is seeking proposals from qualified vendors to design, supply, and install glass partition offices within an existing open office space. The goal is to create 3–4 enclosed offices using glass wall dividers while maintaining a modern, open, and aesthetically consistent workspace.

The selected vendor will be responsible for design consultation, materials, fabrication, and installation of the glass office structures.

2. Project Background

The current area is an open workspace located near the entrance of the Probation office. The organization intends to convert this open space into approximately 3–4 individual desk offices using glass partitions.

The design should maintain the open and modern feel of the existing office environment while providing functional workspaces.

3. Scope of Work

The selected vendor will provide all labor, materials, equipment, and services necessary to complete the project, including but not limited to:

Design & Planning

- Conduct a site visit and measurements
- Provide design consultation
- Develop layout plans and design drawings
- Ensure design aligns with existing office aesthetics



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Materials

- Supply tempered safety glass partitions
- Glass must meet commercial safety standards
- Provide slim, modern divider frames
- Frame finish should match or complement existing office design

Installation

- Install glass wall partitions and doors
- Ensure proper alignment, stability, and safety
- Coordinate installation to minimize disruption to office operations
- Remove and dispose of any debris created during installation

Deliverables

- Final design drawings or layout plans
- Installation schedule
- Completed glass offices ready for occupancy

4. Design Requirements

Proposals should consider the following design expectations:

- Tempered safety glass panels
- Slim, modern framing system
- Clear or lightly frosted glass (vendor may provide options)
- Maintain natural light flow and openness
- Design consistent with existing glass offices in the building
- Professional commercial-grade installation

Vendors may propose design enhancements that improve functionality or aesthetics.



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5. Vendor Qualifications

Vendors responding to this RFP should meet the following qualifications:

- Demonstrated experience with commercial glass partition systems
- Experience designing custom office glass installations
- Ability to provide design consultation and layout recommendations
- Proper licensing and insurance for commercial work

6. Proposal Requirements

Companies wishing to bid on this project are required to attend an on-site pre-bid meeting to be held on April 7, 2026 at 10:00 AM to review space.

Proposals should include the following information:

Company Information

- Company name and contact information
- Years in business
- Relevant experience and qualifications

Project Approach

- Proposed design approach
- Description of materials and partition systems
- Installation process and timeline

Pricing

- Detailed pricing breakdown including:
 - Design
 - Materials
 - Fabrication
 - Installation
 - Any additional costs



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Previous Work

- Examples or portfolio of similar commercial glass office installations

Project Timeline

- Estimated timeline from design approval to project completion
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7. Evaluation Criteria

Proposals will be evaluated based on:

- Relevant experience and qualifications
 - Design quality and approach
 - Cost competitiveness
 - Ability to meet project requirements
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8. Proposal Submission

Proposals must be submitted by:

Submission Deadline: 4/17/26

Submission Method: Email: adminsvcs@txnp.uscourts.gov

Email Subject Line: DAL_Glass Offices

Contact Person: Tameka Adams

Email: tameka_adams@txnp.uscourts.gov



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9. Questions & Clarification

- Submit any questions by **April 10, 2026, no later than 3:00 PM CST to: Administrative Services Supervisor, Tameka Adams**
- Email: adminsvcs@txnp.uscourts.gov
- Responses to all questions will be provided by **April 13, 2026**

9. Selection & Award Process

All proposals will be evaluated based on compliance, cost, delivery schedule, and overall value. Upon selection, a formal purchase order will be issued between U.S. Probation and the chosen vendor.

10. Attachments

- Photo of Current Space



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- Reference Photo for desired style

