



**REQUEST FOR BID
14SW-01-DOOR – REPLACEMENT FRONT DOORS
BETHEL BAPTIST CHURCH – WICHITA, KANSAS
SEPTEMBER 6, 2023**

SCOPE OF WORK

You are invited to submit a bid for purchase, delivery and installation of replacement front doors. Bids will be evaluated based on the cost and compliance to specifications. This evaluation will be performed by the Bethel Baptist Church staff after the bid submission deadline. All decisions of the staff evaluators will be final and will not be subject to any appeal process. Bids received after the deadline will not be considered.

Name of the Bid 14SW-01-DOOR Front Doors

Deadline for Bid Submittal **Friday, September 29, 2023 at 4:00 p.m.**

Bids Shall be Submitted To Security Department
3600 W. 2nd
Wichita, KS 67203

INSTRUCTIONS TO BIDDERS

Method of Submittal Email: admin@bethelbaptistwichita.org
Web page: [Grant Page](#)
Mail or In person: 3600 W. 2nd Wichita, KS 67226
Fax bids are not available

Submittal Documents Required Quote on company letterhead. If submitting electronically we prefer .pdf but will also accept .docx

Contact Person, Title Warren Glore, Head of Security

E-mail Address Warren.glore@wichita.edu

Phone Phone: (316) 641-2842

Any matter of the bid package that requires explanation or interpretation must be inquired into by the Bidder by mail or email at least 72 hours (excluding weekends and holidays) prior to the time set for the Bid Closing. E-Mail all questions to warren.glore@wichita.edu. Subject must include the grant project name. Any and all questions will be responded to in the form of email to all Bidders.

The ONLY official agreements with the church is that which is stated in writing and issued by the Bethel Baptist Church Staff. No other means of communication, whether written or oral, shall be construed as a formal or official response statement.

AWARD

No bids will be considered which have not been received by the deadline set forth. The church is not responsible for delays occasioned by the U.S. Postal Service, or any other means of delivery employed by the bidder.

Bids will be evaluated promptly after opening and a bid tabulation summary will be provided upon request. Bid results **will not be given** over the telephone.

Award of bid shall be made to the bidder meeting the specifications set forth herein and at a reasonable cost. The church may select a bidder based on an "all or none" bid, on individual responses, or as is otherwise deemed to be in the best interest of the church. In addition to the quoted price, the following criteria may be used in the award: quality of products, lead-time quoted and guarantees/warranties.

TIE BIDS

In case of ties, the church will make the award based on the priority factors by a majority vote by the selection committee.

DELIVERY

For purposes of this quote and subsequent awards, church holiday closures are typically New Year's Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and the day following, and Christmas Day. Deliveries generally will not be accepted on those dates.

The delivery time as stated in the Bid Form, shall be the time required to deliver the complete item(s) after the receipt of the order or award of the Contract.

TERM OF PAYMENT

Purchases authorized under this contract will be paid for upon receipt of original invoice net 45 days and after all products are delivered, inspected and accepted. Payment for the contract will be provided by a Grant and funds will be requested in advance as soon as the invoice is received. A payment receipt must be received as soon as payment has been made.

SURCHARGES

Surcharges (i.e. fuel surcharges) shall NOT be allowed to be added to invoices as an additional line item, which was not included in the original bid amount.

WARRANTY

The supplier warrants that all articles, materials and service performed shall be consistent with manufacturer's specifications and will be free from defects.

OBJECTIVE

The objective of this procurement is to replace the front doors along the South entrance of the Church.

Instructions to Bidders

Deadline for this request is Friday, September 29, 2023 at 4:00 p.m. Submittals must be received at the church before the aforementioned time and date. Submissions received after this time will not receive consideration.

RFB submissions must be delivered prior to the aforementioned deadline at the following location either via email, website or USPS mail.

Each bid must include a full description of the proposed door replacement. Provide system architecture information, screen shots if needed to clarify, system requirements, hardware information, implementation timeline, networking requirements and server information.

Each bid must include pricing information for initial manufacturing, shipping to 3600 W. 2nd, Wichita, KS 67203 and installation.

Vendor must agree to comply with the insurance and indemnification requirements by the State of Kansas. Submission of a bid shall constitute agreement with the requirement and intent to comply.

State of Kansas requires all persons or entities that receive State funds to sign two (2) additional documents. First requirement is a Sexual Harassment document and the second is statement that the individual or entity will not boycott Israel in any and all purchases. These documents may be downloaded, signed and uploaded to our website, emailed or sent via USPS.

Each prospective firm must submit one hard copy or one electronic copy of their bid before the above deadline. Word formatted documents or PDF documents may be submitted via e-mail to admin@bethelbaptistwichita.org or via an attachment to the church [Bid website](#).

Spreadsheets of vendor comparisons will be available upon request by notifying the Warren Glore, Head of Security, 3600 W. 2nd, Wichita, KS 67203, 316-641-2842. Said results will be available no sooner than 5 weeks after submission deadline.

Insurance Requirements Scope of Work

- 1. Exterior Front Entrance Doors** - The bidders shall procure, deliver and install the following items to 3600 W. 2nd, Wichita, KS, 67203:
- Both sets of double-doors should be aluminum frame or similar metal
 - All glass must be a minimum of 1" thick bullet proof glass.
 - Doors and frame must fit in the brick opening on three sides and concrete floor on the fourth. Dimensions of opening are 86" X 159" and are shown in figure 1. Access to measure the outside opening of the current doors is granted any time. To gain entry to measure or view the interior side can be granted by setting up an appointment 48 hours prior by contacting Warren Glore at 316-641-2842 or email address of warren.glore@wichita.edu.
 - Door style – Due to FEMA specifications, entrance doors must be the style with recessed exterior door handles such as displayed in figure 2. The interior doors must have an exit push bar and can also be unlocked via current interior motion detector or by the door access system. Neither the exterior nor the interior doors may have handles that can allow doors to be chained together to stop exit from building. We do not need the handicap entrance automatic door opener as security is almost always at the door to let handicapped individuals in.
 - Current doors are locked/unlocked by magnetic door locks. We must have some other mechanism that would not unlock the doors when power goes out for an extended period of time and batteries drain. Doors must be able to connect to our current Open Path door access system. Only one of the doors needs an exterior key that can be keyed to existing key schedule for church.
 - All glass needs to be tinted with 70% bronze tinting.



Figure 1



Figure 2

The information on this page must be included on the quote in some form or fashion. If not, please use this form and attach it to the quote.

SIGNATURE PAGE

The undersigned Bidder, having examined these documents, and having full knowledge of the condition under which the work described herein must be performed, hereby proposes that she/he will fulfill the obligations contained herein in accordance with all instructions, terms, conditions, and specifications set forth: and that she/he will furnish all required products/services and pay all incidental costs in strict conformity with these documents, for the stated prices as payment in full.

Submitting Firm: _____

Address: _____

Authorized Representative (print): _____ Title: _____

Authorized Signature: _____

Date: _____ E-mail: _____

Phone: _____ Fax: _____

EXCEPTIONS OR DEVIATIONS to this Request for Bid or the Terms should be taken below. If adequate space is not provided for exceptions/deviations, please use a separate sheet of paper. If your company has no exceptions/deviations, please write "No Exceptions" in the space below.

GENERAL INFORMATION

- ⌚ FOB point in terms of loss or damage is 3600 W2nd, Wichita, KS 67203.
- ⌚ Freight and/or delivery charges are to be included in the price of the goods.

FIRM PRICING

Offered prices shall remain firm for a minimum of 60 days after the due date of this solicitation unless indicated otherwise. Accepted prices shall remain firm for the duration of the contract.

ADDENDA (It is Bidder's responsibility to check for issuance of any addenda) The authorized representative hereby acknowledges receipt of the following addenda:

Addenda Number: _____ Date: _____ Addenda Number: _____ Date: _____
Addenda Number: _____ Date: _____ Addenda Number: _____ Date: _____