

First Presbyterian Church

REQUEST FOR PROPOSAL (RFP)

For services related to the replacement of 3 sets of exterior doors

EXTERIOR DOOR REPLACEMENT

First Presbyterian Church
817 SW Harrison St
Topeka, Kansas 66612
Phone: 785-233-9601
pyancey@fpctopeka.org

Prepared By: First Presbyterian Church
Date: February 28, 2025

REQUEST FOR PROPOSAL
EXTERIOR DOOR REPLACEMENT
Topeka - Kansas

PROPOSAL SUBMISSION DEADLINE: July 15, 2025

QUESTION SUBMISSION DEADLINE: July 1, 2025

Questions may be submitted in written form to:

Contact Name: Patrick Yancey
Contact Address: 817 SW Harrison St.
Topeka, KS 66612
Telephone Number: 785-233-9601
Email Address: pyancey@fpctopeka.org

INTRODUCTION

First Presbyterian Church invites and welcomes proposals for its door replacement project. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time specified above under the "PROPOSAL SUBMISSION DEADLINE."

BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S).

PROJECT AND LOCATION

The project associated with this RFP is located at 817 SW Harrison St, Topeka, Kansas 66612. Interested bidders are required to make arrangements to visit the site where work is to be completed.

PROJECT MANAGER CONTACT INFORMATION

The following individual(s) are the assigned contacts for the following:
Patrick Yancey

For questions or information regarding Project Management, contact:

Name: Patrick Yancey
Title: Associate Pastor
Phone: 785-233-9601
Email: pyancey@fpctopeka.org

PROJECT OBJECTIVE

The objective and ultimate goal for this project is:

- 1) Replacement of three sets of exterior doors on the east (2 on Harrison St.) and south (one on the parking lot) sides of the main building.

PROJECT SCOPE AND SPECIFICATIONS

The Project Scope and Specification are:

- Removal of existing doors and door frames.
- Fabrication and installation of new doors of similar appearance. Door composition can be any material, with a wood-grained appearance, consistent with the existing historic doors.
- 5-year warranty.
- Bid price to include all labor, licensing, insurance, and subcontractor costs.
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SCHEDULED TIMELINE

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

MILESTONE	DATE
Project Start:	August 01, 2025
Project Completion:	April 30, 2026

PROPOSAL BIDDING REQUIREMENTS

PROJECT PROPOSAL EXPECTATIONS

First Presbyterian Church shall award the contract to the proposal that best accommodates the various project requirements. First Presbyterian Church reserves the right to: (i) award any contract prior to the proposal deadline or prior to the receipt of all proposals, (ii) award the contract to more than one Bidder, and (iii) refuse any proposal or contract.

DEADLINE TO SUBMIT PROPOSAL

All proposals must be received by First Presbyterian Church no later than July 15, 2025, for consideration in the project proposal selection process.

PROPOSAL SELECTION CRITERIA

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

1. Proposals received by the stipulated deadline must be in the correct format.
2. Bidder's alleged performance effectiveness of their proposal's solution.
3. Bidder's performance history and alleged ability to timely deliver proposed services.
4. Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
5. Overall cost effectiveness of the proposal.

First Presbyterian Church reserves the right to cancel, suspend, and/or discontinue any proposal at any time, without obligation or notice to the proposing bidder.

PROPOSAL SUBMISSION FORMAT

The following is a list of information that the Bidder should include in their proposal submission:

Summary of Bidder Background

1. Bidder's Name(s)
2. Bidder's Address
3. Bidder's Contact Information (and preferred method of communication)
4. Legal Formation of Bidder (e.g. sole proprietor, partnership, corporation)
5. Date Bidder's Company was Formed
6. Description of Bidder's company in terms of size, range and types of services offered and clientele.
7. Bidder's principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise.
8. Bidder's Federal Employee Identification Number (FEIN)
9. Evidence of legal authority to conduct business in Kansas (e.g. business license number).
10. Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.

Proposed Outcome

- Summary of timeline and work to be completed. Work to be completed and invoiced prior to project completion date.

Equipment or Service

- List any accommodation, services, or space required from First Presbyterian Church, along with a brief explanation.

Cost Proposal Summary and Breakdown

- A detailed list of any and all expected costs or expenses related to the

proposed project.

- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.

Licensing and Bonding

- Provide details of licenses and bonds (if any) for any proposed services that the bidder/contractor may plan on providing for this project.

Insurance

- Details of any liability or other insurance provided with regard to the staff or project.

References

- Provide 3 references

By submitted a proposal, Bidder agrees that First Presbyterian Church may contact all submitted references to obtain any and all information regarding Bidder's performance.