

**Request for  
Quotation:  
S&E  
Door replacement**

March 21, 2016

Belmont College  
68094 Hammond Road  
St. Clairsville, OH 43950

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## OVERVIEW

Belmont College is seeking quotations for the replacement of the exterior double doors, including the air-lock doors, on the ground floor of the College's Science and Engineering (S&E) building. See Appendix A for the physical address.

All bids must comply with all sections of this RFQ and the products and services to be considered.

Quotes are due in hardcopy by 12:00 p.m., April 7, 2016 with the quotation opening immediately. Quotations shall be in a sealed envelope.

Belmont College  
68094 Hammond Road  
St. Clairsville, OH 43950  
Attn: Steve Morgan, RFQ S&E Door replacement

The Bid form shall be signed by an authorized agent of the company/vendor.

Questions should be addressed via email no later than the close of business on March 31, 2016 to: Steve Morgan, Director of Facilities Management, at [smorgan@belmontcollege.edu](mailto:smorgan@belmontcollege.edu)

No later than 12:00p.m., April 4, 2016, addenda will be posted to [www.belmontcollege.edu/rfp](http://www.belmontcollege.edu/rfp) in the S&E Door replacement folder.

The College will have the final authority to the resolution of all questions.

To arrange a site visit, to acquire measurements and/or to verify the location and layout of the project please contact:

Steve Morgan, Director of Facilities Management, at [smorgan@belmontcollege.edu](mailto:smorgan@belmontcollege.edu)

# SCOPE OF WORK

## 1.1 General Description

The general description of the Scope of Work (SOW) for this project is to remove existing doors and related frames for the exterior and the air-lock entrance and provide and install the following at the ground floor entrance of the S&E building.

| QUANTITY                      | DESCRIPTION   |
|-------------------------------|---|
| <b>EXTERIOR DOOR ENTRANCE</b> |   |
| 1                             | PAIR HOLLOW METAL FLUSH DOORS, BUTT HINGES, 1" CLEAR TEMPERED GLASS & TRANSOM FRAME PAINTED WITH AN EXTERIOR GRADE SEMI-GLOSS BLACK PAINT               |
| 1                             | STANLEY PRECISION RIM EXIT DEVICE-EXIT ONLY IN SATIN CHROME FINISH OR EQUAL   |
| 1                             | STANLEY PRECISION RIM ELECTRIFIED EXIT DEVICE WITH EXTERIOR LEVER TRIM IN SATIN CHROME FINISH OR EQUAL, FINAL BEST CORE SUPPLIED BY OWNER               |
| 1                             | REMOVABLE LOCKING MULLION TO RECEIVE BEST CORE PROVIDED BY OWNER  |
| 1                             | POWER TRANSFER  |
| 2                             | STANLEY PRECISION DOOR CLOSERS OR EQUAL   |
| 2                             | ARMOR PLATES  |
| 1                             | POWER SUPPLY, INSTALLED, TO OPERATE THE ELECTRIFIED EXIT DEVICE LISTED ABOVE  |
| <b>AIR-LOCK DOOR ENTRANCE</b> |   |
| 1                             | PAIR HOLLOW METAL FLUSH DOORS, BUTT HINGES, 1/4" CLEAR TEMPERED GLASS, TRANSOM FRAME & SIDE LITES PAINTED WITH AN EXTERIOR GRADE SEMI-GLOSS BLACK PAINT |
| 2                             | STANLEY PRECISION DOOR CLOSERS OR EQUAL   |
| 2                             | STANLEY NARROW STILE DUMMY TOUCH BARS OR EQUAL  |
| 2                             | PULL HANDLES  |
| <b>GENERAL</b>                |   |
| 1                             | LABOR TO REMOVE EXISTING OPENINGS AND RE-INSTALL NEW. CONTRACTOR TO REMOVE ALL MATERIAL OFF SITE.   |

ALL JOINTS WHERE THE FRAMES CONTACT THE BRICK OR BLOCK ARE TO BE SEALED WITH A COMMERCIAL GRADE URATHANE SEALANT

OTHER THAN LISTED ABOVE, THE DOOR ACCESS CONTROL SYSTEM INCLUDING CABELING, INSTALLATION AND PROGRAMMING WILL BE PROVIDED BY OTHERS

See Appendix A for list of physical addresses, Appendix B for bid form. All quotes must comply with all sections of this RFQ and the products and services to be considered.

## 2.1 Installation Schedule

Work to be completed during normal business hours; M-F 8:00 a.m. to 5:00 p.m. If the contractor needs to work outside of the presented schedule, arrangements can be made upon signing of a contract. The expected project completion date is July 1, 2016.

### **3.1 Changes to Scope of Work**

The College, without invalidating the Contract, may order changes within the SOW consisting of additions, deletions, and/or modifications, the Contract Sum and the Contract Time being adjusted accordingly. All said changes in the SOW shall be authorized by written “Change Order(s)”, signed by the College.

### **4.1 Contractor Responsibilities**

It shall be the responsibility of the selected contractor to remove the existing doors and related frames for the ground floor exterior entrance including the air-lock at Belmont College’s S&E Building and provide and install all required components listed herein. The S&E building as related to the SOW shall be secured at the end of each work day by the contractor. The intentional or accidental omission of necessary component(s) or system(s) shall require the selected vendor/contractor to supply said missing component(s) or system(s) at no cost to the College. The College is not responsible for any omission, failure to detect any requirement, or any other condition required to complete the Scope of Work.

#### **The awarded Bidder shall:**

- A. Comply with all local and state building codes.
- B. Provide submittals for approval of all materials to the College, attention Steve Morgan, Director of Facilities Management, prior to ordering the materials.
- C. Have sufficient resources in order to complete the SOW within the allotted timeframe.
- D. Furnish all labor, supervision, tooling, and miscellaneous mounting hardware and consumables for the door system being installed at the College.
- E. Furnish and install, all required components according to the product and manufacturers’ specifications along with following the best industry standards.
- F. Supply installation and operating manuals for all installed components upon contract completion.
- G. Abide by and responsible for all electrical and fire code regulations.

### **5.1 Discrepancies and Omissions**

Contractors finding discrepancies or omissions in the RFQ or having any doubts as to the meaning or intent of any part thereof shall submit such questions or concerns to Steve Morgan, Director of Facilities Management, Belmont College, [smorgan@belmontcollege.edu](mailto:smorgan@belmontcollege.edu). Addenda issued in correspondence to this RFQ shall be considered a part of this RFQ and shall become part of any final Contract that may be derived from this RFQ.

## **6.1 Contingencies**

This RFQ should not be considered as a contract to purchase goods or services, but is a Request For Quotation in accordance with the Terms and Conditions herein and will not necessarily give rise to a contract. However, RFQ responses should be as detailed and complete as possible to facilitate the formation of a contract based on the RFQ response(s). Quotations stating that pricing is valid dependent upon availability and/or subject to prior sale will be considered as non-responsive. Completion of this RFQ form and its associated Appendices are a requirement. Failure to do so will disqualify your RFQ response submittal. Contractors must submit sealed RFQ responses by the due date and time as specified herein. Electronic submissions will not be accepted. Contractors will be considered nonresponsive if the above requirements are not submitted as requested. Belmont College has the right to reject any and all submitted quotations.

## **7.1 Contractor Questions and Clarifications.**

Questions should be addressed via email no later than March 31, 2016 to:

Steve Morgan, Director of Facilities Management, at [smorgan@belmontcollege.edu](mailto:smorgan@belmontcollege.edu)

Addenda will be posted to [www.belmontcollege.edu/rfp](http://www.belmontcollege.edu/rfp) in the S&E Door replacement folder no later than 12:00 p.m., April 4, 2016.

# **Appendix A**

## **PROJECT ADDRESS**

Belmont College Science and Engineering Building  
45425 National Rd.  
St. Clairsville, OH 43950

# Appendix B

## Bid Form

|                |                      |
|----------------|----------------------|
| <b>Vendor:</b> | <b>Contact Name:</b> |
| address:       | email:               |
|                | phone:               |
|                |                      |

### 1. Base Bid

| QUANTITY | DESCRIPTION   |
|----------|---|
|          | <b>EXTERIOR DOOR ENTRANCE</b>   |
| 1        | PAIR HOLLOW METAL FLUSH DOORS, BUTT HINGES, 1" CLEAR TEMPERED GLASS & TRANSOM FRAME PAINTED WITH AN EXTERIOR GRADE SEMI-GLOSS BLACK PAINT               |
| 1        | STANLEY PRECISION RIM EXIT DEVICE-EXIT ONLY IN SATIN CHROME FINISH OR EQUAL   |
| 1        | STANLEY PRECISION RIM ELECTRIFIED EXIT DEVICE WITH EXTERIOR LEVER TRIM IN SATIN CHROME FINISH OR EQUAL, FINAL BEST CORE SUPPLIED BY OWNER               |
| 1        | REMOVABLE LOCKING MULLION TO RECEIVE BEST CORE PROVIDED BY OWNER  |
| 1        | POWER TRANSFER  |
| 2        | STANLEY PRECISION DOOR CLOSERS OR EQUAL   |
| 2        | ARMOR PLATES  |
| 1        | POWER SUPPLY, INSTALLED, TO OPERATE THE ELECTRIFIED EXIT DEVICE LISTED ABOVE  |
|          | <b>AIR-LOCK DOOR ENTRANCE</b>   |
| 1        | PAIR HOLLOW METAL FLUSH DOORS, BUTT HINGES, 1/4" CLEAR TEMPERED GLASS, TRANSOM FRAME & SIDE LITES PAINTED WITH AN EXTERIOR GRADE SEMI-GLOSS BLACK PAINT |
| 2        | STANLEY PRECISION DOOR CLOSERS OR EQUAL   |
| 2        | STANLEY NARROW STILE DUMMY TOUCH BARS OR EQUAL  |
| 2        | PULL HANDLES  |
|          | <b>GENERAL</b>  |
| 1        | LABOR TO REMOVE EXISTING OPENINGS AND RE-INSTALL NEW. CONTRACTOR TO REMOVE ALL MATERIAL OFF SITE.   |

- ALL JOINTS WHERE THE FRAMES CONTACT THE BRICK OR BLOCK ARE TO BE SEALED WITH A COMMERCIAL GRADE URATHANE SEALANT
- OTHER THAN LISTED ABOVE THE DOOR ACCESS CONTROL SYSTEM INCLUDING CABELING BETWEEN THE POWER SUPPLY AND THE EXIT DEVICES, INSTALLATION AND PROGRAMMING WILL BE PROVIDED BY OTHERS
- IF AN "OR EQUAL" PRODUCT IS BEING QUOTED PLEASE ATTACH A LIST OF MANUFACTURES AND MODEL NUMBERS OF ITEMS AND CIRCLE "OR EQUAL" ON LINE ITEM(S) ABOVE

Total Base Bid          \$ \_\_\_\_\_

The undersigned acknowledges receipt of Addenda numbers \_\_\_\_\_ issued during the time of Proposal and includes the changes therein this proposal.

Authorized Contractor Signature \_\_\_\_\_ Date \_\_\_\_\_