



Invitation for Bids (IFB)

Licensed Contractor Services

IFB No. 2503

Project Overview

The Child Parent Institute (CPI) is implementing security infrastructure improvements at its campus located at 3650 Standish Avenue, Santa Rosa, CA 95407, through funding provided by the California Governor's Office of Emergency Services (Cal OES) Nonprofit Security Grant Program (NSGP), Grant Number CN24168701.

The purpose of this project is to improve campus safety, strengthen emergency response capabilities, and deter potential threats through targeted physical security enhancements across CPI's property.

Project improvements include the replacement of aging exterior doors with commercial-grade steel and glass doors, installation of exterior security lighting, and implementation of remote-controlled door locking systems to improve access control and emergency response capabilities.

The selected contractor shall provide all labor, materials, equipment, supervision, permits, and associated work necessary to complete the project in compliance with all applicable federal, state, and local regulations and grant requirements.

Point of Contact/ Inquiries/ Request for Information

The point of contact for this IFB is Lizbeth Torres. All correspondence and other communications regarding this IFB shall be directed to Lizbeth Torres, Child Parent Institute, 3650 Standish Avenue, Santa Rosa, CA 95407.

Vendors are prohibited from contacting any CPI staff, board members, or partners regarding this IFB other than the designated Point of Contact. Unauthorized contact may result in disqualification.

Inquiries and/or Requests for Information are due via email to lizbetht@calparents.org no later than the timeline stated in the anticipated proposals timetable below. Any request received after that time may not be reviewed for inclusion in this IFB. The request shall contain the requester's name, address, and telephone number.

Scope of Work

Door Replacement

The project includes the removal and replacement of six existing exterior wood-framed doors with new commercial-grade steel and glass doors. Existing doors have deteriorated due to age and building conditions and require replacement to improve site security, durability, and functionality.

Work shall include demolition and disposal of existing materials, installation of new doors and hardware, framing modifications as necessary, weatherproofing, finish work, and all related installation components required for a complete and operational system.



Exterior Security Lighting Improvements

The contractor shall replace damaged and non-operational exterior lighting fixtures at 3650 Standish Avenue. Additional lighting improvements may be required to enhance exterior visibility and campus safety.

Work shall include all associated electrical wiring, electrical connections, fixture installation, testing, and commissioning necessary to provide a fully operational exterior lighting system.

Remote-Controlled Door Lock System

The project includes furnishing and installation of a remote-controlled door locking system for four primary public entry points located within the facility.

Work shall include electronic locking hardware, access control equipment, low-voltage wiring, power cabling, programming, integration, testing, commissioning, and staff operational training necessary to provide a complete and functional access control system.

Project Budget

The total fixed project budget for this IFB is based upon approved funding through the California Governor’s Office of Emergency Services (Cal OES) Nonprofit Security Grant Program (NSGP), Grant Number CN24168701.

The estimated project costs are as follows:

Project Component	Estimated Cost
Commercial Door Installation and Replacement	\$78,489
Exterior Security Lighting Improvements	\$17,000
Remote-Controlled Door Lock System	\$13,105

The total estimated project budget is **\$108,594**.

Bidders shall provide detailed cost estimates for all proposed work, including labor, materials, equipment, installation, electrical work, permits, and any additional associated project costs necessary to complete the scope of work outlined in this IFB.

Contractor Qualifications

Bidders must possess a valid California contractor’s license appropriate for the work being performed and maintain all required insurance coverage throughout the duration of the project.

Contractors shall demonstrate experience performing commercial security, electrical, access control, and surveillance system installations of similar size and complexity. Contractors may also be required to provide proof of registration with the California Department of Industrial Relations (DIR), if applicable.



Bid Submission Requirements

Bid submissions shall include the following:

- Company information
- California contractor license number
- DIR registration number, if applicable
- Description of relevant experience and completed projects
- Proposed project timeline
- Detailed cost proposal
- References from at least three comparable projects
- Proof of insurance
- W-9 form
- Any additional documentation requested by CPI

CPI reserves the right to request clarification or supplemental information during the evaluation process.

Evaluation Criteria

Bids will be evaluated based upon contractor qualifications, demonstrated experience, responsiveness to the requirements of this IFB, project approach, cost reasonableness, references, and the contractor's ability to complete the project within the required timeline.

CPI reserves the right to select the lowest responsive and responsible bidder; however, selection will not be based solely on the lowest cost proposal.

Questions and Communications

Questions regarding this IFB must be submitted in writing to:

Lizbeth Torres
CRC Director
Child Parent Institute
lizbetht@calparents.org

Reservation of Rights

CPI reserves the right to reject any or all bids, waive minor irregularities, negotiate project scope or pricing, and cancel or reissue this Invitation for Bids at any time if determined to be in the best interest of the organization or required by grant conditions.



Project Schedule and Completion Requirements

The selected contractor shall complete all work associated with this project no later than December 31, 2026.

The anticipated Notice of Award, contract execution, and Notice to Proceed dates will be identified in the procurement schedule. Bidders shall include a proposed project schedule demonstrating their ability to procure equipment, complete installation, conduct testing and commissioning, provide staff training, and achieve final project completion by December 31, 2026.

Final completion shall include all installation work, system testing, commissioning, submission of closeout documentation, correction of punch list items, and delivery of all required warranties, manuals, and training materials.

Failure to complete the project by December 31, 2026, may be considered a breach of contract unless an extension is approved in writing by CPI and permitted under applicable grant requirements.

Funding Source and Compliance

This project is funded through the California Governor's Office of Emergency Services (Cal OES) Nonprofit Security Grant Program (NSGP), Grant Number CN24168701.

All work performed under this project shall comply with applicable Cal OES Nonprofit Security Grant Program requirements and all other applicable federal, state, and local laws and regulations.

General Terms and Conditions

1. Right to Conduct Interviews

CPI reserves the right to conduct interviews with the top-ranked contractors as part of the final selection process.

2. Right to Reject Submissions

CPI reserves the right to reject incomplete or late submissions, to waive any informalities, and to accept the lowest proposals from a responsive and responsible contractor. Any proposals that do not fully comply with all the provisions of the "Submission Instructions" and the "Specifications" will be deemed non-responsive.

3. Appeals Process

CPI will not accept appeals for this Request for Proposals (IFB). However, proposals are welcome to submit requests for clarification or feedback by email regarding decisions made in the selection process.

4. Contract Award

CPI will enter into a written contract with the successful vendor. The contract will include this IFB, the contractor's proposals, and any mutually agreed-upon terms. If a contract is not executed by the successful



vendor, CPI will attempt to negotiate a contract with the next responsive and responsible proposer.

The Contract may be awarded to a single vendor or to separate vendors, whichever should appear to be in the best interest of CPI. If two or more vendors are received, equal in amount and lower than any other proposals, CPI reserves the right to evaluate the proposals and to decide which proposals will be accepted.

All proposal pricing shall remain firm for a period of ninety (90) days after the date of proposal opening.

5. Conflicts of Interest

The contractor must disclose any actual or potential conflicts of interest in compliance with federal, state, and local laws. The awarded contractor must sign the Strategic Growth Council CRC Program Conflict of Interest Form. See Attached.

6. Prevailing Wages

As a “public works” project in the State of California, the contractor must ensure workers are paid prevailing wages. The contractor’s duty to pay State prevailing wages can be found under Labor Code Section 1770 et seq.

7. Product Preference

The naming of a certain brand, make, or manufacturer, or definite specifications is used only to denote the quality standard of product desired and that the proposal is not restricted to a specific brand, make, manufacturer or specification named but that the brand, make, manufacturer or definite specification is used only to set forth and convey to prospective vendor the general style, type, character, and quality of product desired and that equivalent products will be acceptable.

8. Errors or Omissions

CPI will not be liable for any error in any proposals. Proposers will not be allowed to alter proposal documents after the deadline for proposal submission, except under the following condition: CPI reserves the right to make corrections or clarifications due to patent errors identified in proposals by CPI or the proposers. CPI, at its option, has the right to require clarification or additional information from the proposal.

9. Cost of Preparation

CPI is not liable for any costs incurred by prospective proposals or Contractors prior to issuance of or entering into a Contract. Costs associated with developing the proposals, and any other expenses incurred by the proposal in responding to the IFB, are entirely the responsibility of the proposer and shall not be reimbursed in any manner by CPI.

10. Confidentiality Clause

All data, reports, photographs, and findings generated through this FCA shall be the property of CPI and treated as confidential unless otherwise authorized in writing.



Schedule of Events

IFB Issued: June 15, 2026

Proposals Submission Deadline: June 26, 2026

Proposals Review/Opening Date: June 29, 2026

Anticipated Contract Award: July 1, 2026

Additional Information

All proposals must comply with applicable labor laws and safety regulations.

Child Parent Institute reserves the right to reject any or all proposals and to negotiate terms with the selected subcontractor.