



# Invitation for Bid (IFB)

## Exterior Security Door Replacement Project: Licensed General Contractor Solicitation

### IFB No. 2503

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#### Introduction

Child Parent Institute (CPI) invites bids from qualified and licensed California contractors to provide all labor, materials, equipment, supervision, permits, and services necessary to complete the Exterior Security Door Replacement Project at the CPI Clinic Building located at 3650 Standish Avenue, Santa Rosa, California 95407.

The selected contractor shall be responsible for the complete removal and replacement of six (6) existing exterior doors, installation of commercial-grade steel and glass security doors, coordination of electrical work associated with access control systems, and integration with CPI's security infrastructure.

#### Project Overview

Child Parent Institute is a nonprofit organization serving children, families, and vulnerable populations throughout Sonoma County. CPI operates multiple facilities that provide mental health, family support, early childhood, and community resilience services.

As part of CPI's ongoing commitment to protecting staff, clients, and visitors, security enhancements are being implemented at the Clinic Building located at 3650 Standish Avenue. The proposed improvements will replace aging exterior wood-framed doors with commercial-grade steel and glass security doors integrated with access control and security monitoring systems.

The selected contractor shall coordinate with CPI and its designated security vendors to ensure proper integration of all door hardware, electrical components, and managed security systems.

#### 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](mailto:lizbetht@calparents.org) no later than the timeline stated in the anticipated Bids 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.

CPI will issue a response to any inquiry if it deems it necessary, by a written addendum to the IFB, posted online at [Iweblink](#), and issued before the IFB's Delivery Deadline. The Bid shall not rely on any representation,



statement, or explanation other than those made in this IFB or in any addenda issued. Where there appears to be a conflict between this IFB and any addendum issued, the last addendum issued will prevail.

### **Specifications**

The project consists of the removal and replacement of six (6) existing exterior wood-framed doors with commercial-grade steel and glass security doors and associated security access infrastructure.

The Contractor shall provide all labor, materials, supervision, equipment, transportation, permits, and incidentals required to complete the work in accordance with applicable building codes, manufacturer specifications, and industry standards.

### **Scope of Work**

The successful bidder shall perform all work necessary to complete the project, including but not limited to:

#### **Door Removal and Replacement**

- Remove and dispose of six (6) existing exterior wood-framed doors and associated hardware.
- Furnish and install six (6) commercial-grade steel and glass exterior security doors.
- Install new door frames, hinges, weather stripping, thresholds, closers, panic hardware, locking systems, and related accessories as required.
- Ensure all doors comply with applicable accessibility, life-safety, and building code requirements.

#### **Security Integration**

- Coordinate installation with CPI's designated security system staff
- Provide infrastructure necessary to support managed security door access systems.
- Ensure compatibility with electronic access control and security monitoring systems.

#### **Electrical Work**

- Provide electrical work necessary to support security hardware, access control devices, and related components.
- Coordinate electrical connections required for door security integration.
- Test all electrical and security-related components prior to project completion.

#### **Lighting and Light Fixture Repairs**

- Repair or replace damaged and non-operational exterior lighting fixtures located at 3650 Standish Avenue.
- Troubleshoot and repair electrical circuits associated with non-operational lighting fixtures as needed.
- Ensure all repaired and newly installed lighting complies with applicable electrical codes, safety requirements, manufacturer specifications, and industry standards.
- Test all repaired and replaced lighting fixtures to verify proper operation before project closeout.



## Site Restoration and Closeout

- Remove and legally dispose of all demolition debris.
- Restore affected surfaces resulting from construction activities.
- Provide warranty documentation and operation manuals.
- Complete project punch-list items prior to final acceptance.

## Bid Schedule

Bidders shall submit a complete and itemized Bid Schedule identifying all costs necessary to furnish all labor, materials, equipment, supervision, permits, transportation, disposal, taxes, overhead, profit, and incidentals required to complete the project as described in this Invitation for Bids (IFB).

The Bid Schedule shall include, at a minimum, the following cost categories:

| Description                               | Estimated Cost |
|-------------------------------------------|----------------|
| Commercial Steel and Glass Security Doors | \$             |
| Installation and Construction Labor       | \$             |
| Electrical Work for Security Integration  | \$             |
| Managed Security Door Components          | \$             |
| Lighting and Light Fixtures Repair parts  | \$             |
| Installation for Lights Labor1            | \$             |
| <b>Total Estimated Project Budget</b>     | <b>\$</b>      |

**Budget Notice:** The estimated project budget is provided for planning purposes only and does not constitute a guaranteed contract amount. Bidders shall submit a complete, itemized lump-sum bid for all labor, materials, equipment, permits, supervision, and incidentals necessary to complete the project in accordance with the requirements of this Invitation for Bids. CPI reserves the right to negotiate the scope of work, pricing, and schedule based on available funding and project needs.



*The budget is provided for informational purposes only. Contractors shall submit a detailed itemized Bid. CPI reserves the right to negotiate scope, pricing, and project scheduling based upon available funding and project needs.*

## Bid Requirements

Each Bid must include the following information

### 1. Cover Letter

A cover letter including the contractor's name, contact information, and a brief description of their qualifications for the project.

### 2. Qualifications and Experience

Information about your qualifications, including relevant experience in similar projects. Provide details on key staff for the project and availability over the term of the project. Include details such as resumes, certifications, and references from past clients.

### 3. Licensing and Certifications

The Bid must possess, or have on its project team, the appropriate licenses and certifications required to perform the scope of work described in this IFB under California law.

### 4. Work Plan and Timeline

A detailed work plan that outlines the steps needed to complete the project, including a proposed timeline for each task.

### 5. Detailed Cost Estimate

The contractor shall ensure that all labor cost estimates reflect state prevailing wage requirements. This project is based on a fixed-cost budget. Bids must include a comprehensive, itemized breakdown of all anticipated expenses and revenues, with each line item tied to specific repairs or upgrades and aligned with the proposed schedule. Budgets must include system-level cost estimates, Remaining Useful Life (RUL), and Expected Useful Life (EUL), along with unit costs, quantities, and totals. Each budget item shall be accompanied by a brief narrative justification explaining its necessity and relevance. Contractors must also describe how estimates account for tariffs, supply chain issues, and market demand to ensure price stability throughout the project.

### 6. References

Examples of at least three similar projects completed within the past five years, including references with contact information.

## Bids Evaluation Criteria

Bids will be evaluated to determine the **lowest responsive and responsible bidder** in accordance with the requirements of this Invitation for Bids (IFB). Award will not be based solely on the lowest price. Bids must demonstrate compliance with all solicitation requirements, technical specifications, contractor qualifications, and applicable state and local laws.



All bidders must be in good standing with the California Secretary of State, possess all required California contractor licenses, maintain current registration with the California Contractors State License Board (CSLB), and provide evidence of required insurance and any other certifications applicable to the project.

CPI reserves the right to determine whether a bidder is responsive to the requirements of this IFB and responsible for successfully performing the work.

- **Qualifications and Relevant Experience (25%)**  
Vendor's demonstrated experience and past performance on similar projects, including relevant expertise, capacity to perform the work, and successful completion of comparable scopes.
- **Approach and Methodology (25%)**  
The proposed work plan and timeline, including the vendor's understanding of the scope of work, methodology, and ability to deliver services efficiently and effectively.
- **Cost Bid (40%)**  
Reasonableness of the proposed costs in relation to the scope of work, level of effort, and overall value to CPI.
- **References (10%)**  
Feedback from previous clients regarding the vendor's performance, reliability, communication, and ability to meet project expectations.

The contract will be awarded to the lowest responsive and responsible proposer that meets all procurement requirements and demonstrates the capacity to successfully perform the scope of work.

### Submission Instructions

Bids must be submitted no later than August 28th to [lizbetht@calparents.org](mailto:lizbetht@calparents.org). Late submissions will not be considered.

### Submission Requirements

Bids must be submitted electronically via email or in person attention Lizbeth Torres

- Maximum electronic file size 250 MEG's
- Please verify your submission has been received by emailing [lizbetht@calparents.org](mailto:lizbetht@calparents.org) no later than the submission deadline.
- Include "Response to IFB No. 2503" in the subject line of the email.

### 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 Bids from a responsive and responsible contractor. Any Bids 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 Bids (IFB). However, Bids 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 Bids, 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 Bids, CPI reserves the right to evaluate the Bids and to decide which Bids will be accepted.

All Bid pricing shall remain firm for a period of ninety (90) days after the date of Bid 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 Bid 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 Bids. Proposers will not be allowed to alter Bid documents after the deadline for Bid submission, except under the following condition: CPI reserves the right to make corrections or clarifications due to patent errors identified in Bids by CPI or the proposers. CPI, at its option, has the right to require clarification or additional information from the Bid.

### **9. Cost of Preparation**



CPI is not liable for any costs incurred by prospective Bids or Contractors prior to issuance of or entering into a Contract. Costs associated with developing the Bids, and any other expenses incurred by the Bid 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:** July 20, 2026

**Deadline for Questions:** July 31, 2026

**Schedule Site no later than:** July 31, 2026

**Bids Submission Deadline:** August 21, 2026

**Anticipated Contract Award:** August 28, 2026

*Site visit is mandatory so Bids can complete the necessary take-off to accurately cost the job. Proposers will also be allowed to ask questions during the site visit; however, all answers will be considered informal until confirmed in writing through an official addendum.*

## Additional Information

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

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