

First Baptist Church of Topeka, Kansas

Request for Proposal (RFP) For Security Improvements at Entrances

September 25, 2025

The First Baptist Church of Topeka (FBC) invites qualified and experienced vendors to submit a sealed proposal to install improvements to exterior church entrances that enhance security at FBC's church facility located at 3033 SW MacVicar Avenue, Topeka, Kansas 66611.

To be considered for this engagement, your business must meet the qualifications and satisfy the requirements set forth in this Request for Proposal (RFP). Proposals must be received at the address listed below by 4 p.m. (CDT) on October 10, 2025.

First Baptist Church
Jamie Tast-Pasley
Office Administrator (key contact)
3033 SW MacVicar Avenue
Topeka, Kansas 66611
Phone: 785-267-0380
Email: email@firstbaptisttopeka.org

I. INTRODUCTION

The purpose of this RFP is to provide interested and qualified firms and individuals with sufficient information to enable them to prepare and submit proposals for consideration by the FBC Risk Management Committee as part of its procurement of needed professional services.

A. Bid Submission and Project Representative

To be considered, one (1) sealed hard copy of the proposal labeled "Entrance Security Improvements" must be received by 4 p.m. (CDT) on October 10, 2025. Only sealed hard-copy proposals are acceptable. Proposals can be either hand delivered during FBC's regular office hours or submitted via USPS, UPS, FedEx or other delivery service. Electronic submissions (e-mail or FAX) of proposals are not acceptable and will be rejected. Requests for information or interpretation of the intent of the RFP and any/all other inquiries must be addressed to the key contact listed above. Answers will be posted on the FBC website (www.firstbaptisttopeka.org/rfpsecurityenhancementofentrances) up to five (5) working days prior to bid opening. Questions submitted after that time will not be answered or processed.

Proposals must be signed by an official authorized to bind the firm to its provisions and the proposal must remain valid for at least one hundred twenty (120) days. The firm must not be disbarred from work by the federal government or the State of Kansas. Proposals must include the scope of work and data sheets and quantities of all proposed equipment and devices. All proposals must include a "not to exceed" fee including all out-of-pocket expenses for this proposal. No less than three (3) references including contact information and a brief description of the services provided must be included. There is no

expressed or implied obligation for FBC to reimburse the responding firms for any expenses incurred in preparing proposals in response to this request.

Sealed proposals will be accepted until 4:00 P.M. (CDT) on Friday October 10, 2025. At that time, all proposals received will be opened. That information will be passed on to the Risk Management Committee of FBC. Members of that committee will review the individual proposals using the following criteria listed in order of importance:

1. Cost (installation and operation)
2. Ability of the proposal to meet the security needs of FBC for improvements to doors and locking mechanisms for seven (7) exterior entrances
3. Ability of the proposal to clearly articulate the functions and benefits of the improvements
4. Prior relevant experience with similar projects
5. Ability of the proposal to provide additional benefits not specifically required by this RFP
6. Ability to complete all work and invoicing by April 1, 2026

B. Right of Refusal

FBC reserves the right to reject any or all proposals, to negotiate separately with any source whatsoever in any manner necessary to attend to the best interests of FBC, to waive irregularities in any proposal and to accept a proposal which best meets the needs of FBC, irrespective of bid price.

C. Contract

All firms awarded and/or entering into contracts with FBC shall be subject to and required to comply with all applicable state and federal provisions pertaining to non-discrimination, Equal Employment Opportunity, and Affirmative Action. All contracts will be reviewed by and must be approved by the Kansas Highway Patrol prior to final execution.

II. INFORMATION AND PROJECT SPECIFICATIONS

A. Project Description

FBC is receiving proposals from qualified firms to purchase and install improvements to seven (7) exterior entrances at the FBC church facility. These improvements will include replacement of push bar locking mechanisms with push pad equipment, replacement of partial length door hinges, replacement of magnetic locking systems at five (5) entrances and addition at two (2) entrances (Entrance B and Fellowship Hall) with state-of-the-art electric strike locking systems that can be operated by key fobs, key cards, cell phones, or desktop application, replacement of two wood doors at the entrance to Fellowship Hall with metal exterior doors with 24"x30" wire reinforced glass windows for visibility and locking systems as described above, and addition of a 24"x30" wire reinforced window to the existing exterior metal door to the kitchen. Technical questions or requests for clarification shall be directed to the key contact listed above. FBC's responses to a firm's

questions will be posted as an informational document added to this request for proposal on the First Baptist Church of Topeka website at www.firstbaptisttopeka.org/rfpsecurityenhancementofentrances (the firm asking the question will not be revealed).

B. Reimbursement

This project is part of a reimbursable grant funded by the federal government. FBC will make payments within 45 days of the receipt of an Application for Payment submitted by the contractor. Such requests will be submitted by the contractor monthly (on the 1st of each month) with detailed supporting documentation including an indication of milestones completed and the percentage of work accomplished. FBC may withhold 10% of each pay request as a retainage, until the project is completed, fully operable and accepted by FBC (including non-construction items such as operating manuals/ etc.).

C. Phases

The following phases describe the major work to be accomplished under this proposal:

- Identify all equipment for installation and ensure it is not on Federal or State prohibited lists
- Purchase, install, and successfully test all equipment
- Provide training materials and conduct training for FBC staff and volunteers
- All phases of the project including invoicing must be completed by April 1, 2026 to allow time to meet the requirements of the federal grant that is funding the project.

D. Technical Details

FBC, seeks a qualified and experienced vendor to purchase and install improvements to doors and locking mechanisms for six (6) exterior entrances and the replacement of two wood doors with metal exterior doors and locking mechanisms at the entrance to Fellowship Hall.

Existing push bar locking mechanisms will be replaced with modern push pad devices.

Existing magnetic locks will be removed and replaced with electronic locking mechanisms that are controlled by key fobs, key cards, smart phones, and desktop applications at each of the exterior entrances. These locking devices will have the ability to remain locked during power outages.

The new exterior metal doors installed in Fellowship Hall will be 16 gauge (minimum) steel insulated doors installed with the same locking mechanisms that are installed at other exterior entrances. The doors are to be painted with two coats of a commercial grade exterior paint. The interior and exterior colors will be agreed to by representatives of the church prior to installation. Each door will have a 24"x30" wire-reinforced rectangular window of tempered glass with a low UV rating similar to the glass at Entrance C.

Please provide a separate optional bid to replace all partial length hinges on exterior doors with full length hinges.

Vendors must list any fees including recurring annual or monthly fees that are required to install, operate, and/or maintain the improvements as proposed. Optional service or maintenance agreements beyond the first year following acceptance of the improvements shall be indicated in the proposal with any associated costs. Please indicate the cost of key fobs, key cards, and other items required to operate the system.

The following table lists the existing and suggested new hardware to be installed:

| Location | Description | Existing hardware | Suggested hardware to add |
|----------------------------|--|---|---|
| Entrance A | Paired opening (2 qty 3070 Alum doors and frame) | 2-3/4" center mullion with mag lock | SVR electronic (PROXESS like), hold open closers, trim, electric strike with ability to open the door with a switch or button in the church office |
| Parlor | Paired opening (2 qty 3080 Alum doors and frame) | 2-3/4" center mullion | SVR Electronic (PROXESS Like) Panics, Hold Open Closers, Trim, electric strike |
| Entrance B | Paired opening (2 qty 3070 Alum doors and frame) | No mullion, no mag lock | SVR Electronic (PROXESS Like) Panics, Hold Open Closers, Trim, electric strike |
| Kitchen door | Single opening (1 ty 3070 Hollow metal door & frame) | Cylindrical lockset, closer, gasketing | Electronic Cylindrical Lockset, 24X30 wire reinforced glass window, electric strike. |
| Fellowship Hall | Paired opening (2 qty 3070 flush wood doors and frame) | No center mullion | SVR Electronic (PROXESS Like) Panics, 2-24X30 wire reinforced glass window, Hold Open Closers, Trim, electric strike |
| Entrance C (gym) | Paired openings (4qty 3080 Alum doors and frame) | SVR Panic Devices and Trim, Closers, mag lock on one door, and Gasketing. | SVR Electronic (PROXESS Like) Panics, Hold Open Closers, Trim, electric strike |
| Entrance D (Day Care) | Paired opening (2qty 3070 Hollow metal doors and frame) | SVR Panic Devices and Trim, Closers, and Mag Lock | SVR Electronic (PROXESS Like) Panics, Hold Open Closers, Closers, electric strike |
| Entrance E (Playground) | Single opening (1qty 3070 Hollow metal door and frame) | Rim Panic, Closer, & Mag Lock | Electronic Rim Panic with trim, electric strike, closer |

E. System Design

- State the general expansion capability of the proposed improvements describing the overall system capacities with the hardware proposed, including the number of additional locking devices which can be added to the system as proposed.
- The locking operating system shall identify the location and status of each locking device
- Locks shall be controlled access Grade 1 locks, supporting up to 75,000 uses
- Credentials shall be unlimited mobile, standard, BLE5, or DESFIRE EV-1
- Hardware shall have all the components of access control in a single device (lockset, reader, request to exit, door and latch position sensors, and audit trails)
- Access control to have lockdown and desktop-controlled functions
- All access control hardware shall have key fob, key card, and mobile credential availability
- The system shall log the time, and source of locking instructions for each lock device for review, audit, and / or logging.

I. Administrative System Management

- The system shall provide a mechanism to allow a system administrator to configure/maintain/review/access core system functions as well as users and interfaces both at the FBC facility and from remote offsite locations. The administrator shall be able to rename activation and alert notification device locations.
- Please describe your customer support process.

K. Installation

- The vendor and FBC shall agree upon a proposed installation timeline prior to the start of installation.
- Drawings shall be provided showing proposed equipment and device locations and any required cabling and point to point wiring diagrams for installation.
- The vendor shall be responsible for all aspects of the installation and successful operation of the improvements including work completed by any subcontractors.
- All work shall comply with the applicable national, state, and local codes and regulations.
- All equipment installed on or near masonry on building exterior shall be installed without drilling holes into masonry but instead by drilling into mortar joints.
- The vendor is responsible for securing all required licenses and permits for any work performed in connection with this RFP.
- FBC reserves the right to reject any subcontractors. If this should occur, the vendor may submit an alternative that is acceptable. Should a subcontractor fail to provide a reasonable level of service, the vendor must resolve this failure at their expense.
- The vendor shall be responsible for replacement and/or repair of any damage to existing systems or structures during the installation of the system.
- All phases of the project including invoicing must be completed prior to April 1, 2026 to allow time to meet the requirements of the federal grant that funds this project.

L. Training

- Training materials for users and administrators shall be approved prior to the delivery of any training.
- The training schedule and location shall be approved prior to training classes beginning with up to two training sessions provided.

M. Testing and Acceptance

- Acceptance will not be approved until all equipment is installed and operating to the satisfaction of FBC.
- Punch list items shall be agreed upon as a condition of acceptance.
- FBC shall not be deemed to have accepted any component or piece of equipment until such time as said equipment has been installed, tested, and is operating in accordance with the specifications contained herein.

N. Warranty, Maintenance, and Documentation

- System Warranty periods for all hardware and software shall begin upon final acceptance of the system and shall run for a minimum period of twelve (12) months. Please state any warranties that exceed the required twelve (12) month minimum.
- A complete listing of all warranties including systems and equipment, detailing what is included and what is not included shall be provided.
- This System Warranty requirement shall take precedence over any conflict in the vendor's warranty agreement.
 - The system maintenance period for all hardware, software and on-site maintenance shall begin upon final acceptance of the entire system and shall run for a period of twelve (12) months.
- The vendor shall be responsible for the installation of any upgrades, patches, and updates during the system maintenance period.
- The vendor shall guarantee the availability of service assistance, repairs, and spare parts for a minimum of five (5) years after system acceptance.
- Technical and maintenance support shall be available by phone.
- Technical and maintenance on-site support must be available. Please provide an outline of your support levels.
- Certified local service centers must be based within an eight (8) hour response time area and be capable of support, troubleshooting, and maintenance of the system.
- Please provide pricing for any additional hardware, software, or services for which, in the opinion of the vendor, would make the proposed system more functional and or better equipped to handle the tasks required of the proposed system

III. CONTRACTOR INSURANCE REQUIREMENTS

The contractor, and any and all of their subcontractors, shall not commence work under this contract until they have obtained the insurance required under this section, and shall keep such insurance in force during the entire life of this contract. All coverage shall be with insurance companies licensed and admitted to do business in the State of Kansas and acceptable to FBC.

The requirements below should not be interpreted to limit the liability of the Contractor. All deductibles and self-insured retentions (SIR) are the responsibility of the Contractor.

The Contractor shall procure and maintain the following insurance coverage:

1. Worker's Compensation Insurance, including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Kansas.

2. Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already included; (E) Deletion of all Explosion, Collapse, and Underground (XCU) Exclusions, if applicable.

3. Automobile Liability, including Kansas No-Fault Coverages, with limits of liability not less than \$500,000 per occurrence combined single limit for Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

4. Additional Insured: Commercial General Liability and Automotive Liability, as described above shall include an endorsement stating the following shall be Additional Insureds: First Baptist Church of Topeka, Kansas, all elected and appointed officials, all employees and volunteers, agents, all boards, and/or authorities and board members, including volunteers thereof. It is understood and agreed by naming FBC as additional insured, coverage afforded is considered to be primary and other insurance FBC may have in effect shall be considered secondary and/or excess.

5. Cancellation Notice: Worker's Compensation Insurance, Commercial General Liability Insurance, Automobile Insurance, as described above, shall be endorsed to state the following: It is understood and agreed Thirty (30) days, Ten (10) days for non-payment of premium, Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to: First Baptist Church, Attention: Jamie Tast-Pasley, 3033 SW MacVicar Avenue, Topeka, Kansas 66611.

6. Owners' and Contractors' Protective Liability: The Contractor shall procure and maintain during the life of this contract, a separate Owners' and Contractor's Protective Liability Policy with limits of liability not less than \$1,000,000 per occurrence and aggregate. FBC shall be "Named Insured" on said coverage. A thirty (30) day, ten (10) day for non-payment of premium, Notice of Cancellation shall be endorsed onto this policy. In lieu of this requirement, per project aggregate on the Commercial General Liability policy may be acceptable for jobs requiring a \$1,000,000 liability limit.

7. Proof of Insurance Coverage: The Contractor shall provide FBC at the time the contracts are returned by him/her for execution a Certificate of Insurance as well as the required endorsements. In lieu of required endorsements, if applicable, a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable. Copies of all policies mentioned above shall be furnished, if requested.

If any of the above coverages expire during the term of this contract, the Contractor shall deliver renewal certificates, endorsements, and/or policies to FBC at least ten (10) days prior to the expiration date.