

Request for Proposals

Four Exterior Metal Doors

Solicitation number: BLEC 2026 01

Bids due: October 30, 2026 at 5:00 p.m. Eastern Time

Notice for SCBO Posting

Brookland-Lakeview Empowerment Center (BLEC) requests proposals from qualified contractors for the following work at 1218 Batchelor Street, West Columbia, SC 29169. Removal and replacement of four exterior wooden doors with secure metal door assemblies, including hardware, installation, finishing, and testing.

Scope of Work

Locations. Replace two exterior doors in the hallway near the Connected Learning Center, one exterior door serving the shop area on the North Street side, and one exterior cafeteria door.

Removal and replacement. Field measure each opening and verify handing, frame condition, hardware, and installation requirements. Remove and dispose of the four existing wooden doors. Furnish and install four exterior metal doors designed to improve resistance to forced entry. Include compatible frames where replacement is necessary and identify any frame work in the proposal.

Hardware and finishes. Provide the hinges, locks, closers, thresholds, weatherstripping, anchors, and other hardware needed for complete operation. Provide exit hardware and rated assemblies where required for the opening. Include corrosion protection, finish coating, sealing, and repairs to surfaces disturbed by installation.

Installation and acceptance. Maintain safe access and protect occupied areas during the work. Verify alignment, clearances, secure latching, closing, weather sealing, and unobstructed emergency egress for all four doors. Deliver keys, hardware schedules, product information, warranty documents, and maintenance instructions.

Proposal Requirements

Submit a written proposal identifying the company, authorized contact, address, telephone number, and email address. Include the following:

- A technical description of the proposed work, equipment quantities, manufacturer and model information, and product specifications. Identify assumptions, exclusions, and deviations from the scope.
- An itemized price proposal covering equipment, materials, labor, delivery, installation, setup, testing, training, taxes, and any other charges. Identify recurring fees and optional services separately from the base proposal.
- The anticipated delivery and installation schedule, warranty coverage, service response, relevant project experience, references, and applicable licenses and insurance information.

Bid Submission and Questions

Proposals must be received by October 30, 2026 at 5:00 p.m. Eastern Time. Submit by email, hand delivery, or mail to:

Dr. Cindye Richburg Cotton
Executive Director
Brookland-Lakeview Empowerment Center
1218 Batchelor Street
West Columbia, SC 29169
Email: crichburgcotton@brookland.cc
Telephone: 803-744-7943

Use the solicitation number and project title in the email subject line or on the delivery envelope. Mailed bids must arrive by the deadline; a postmark does not establish receipt. Arrange hand delivery in advance with BLEC.

Direct questions and requests for a site visit to Dr. Cotton at the email address or telephone number above. Any change affecting the scope or deadline will be issued by BLEC in writing to all prospective bidders who have requested the RFP.

Project Conditions and Selection

BLEC will evaluate scope compliance, relevant experience, proposed equipment and installation approach, schedule, warranty and support, and total proposed cost. BLEC reserves the right to reject any or all proposals. Submission does not authorize work or establish a contract.

Coordinate all work with BLEC to protect ongoing programs and maintain safe access. Obtain required permits and comply with applicable installation, accessibility, life safety, and building requirements. Preserve historic building features and obtain BLEC approval before altering existing surfaces or openings.

This project is associated with the FEMA Nonprofit Security Grant Program National Security Supplemental. Award and commencement of work are contingent on applicable grant approvals, an authorized performance period, Environmental Planning and Historic Preservation clearance, and written notice to proceed from BLEC. Equipment and services must comply with applicable federal grant restrictions, including 2 CFR 200.216. Identify manufacturers and models for eligibility review before purchase.