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# REQUEST FOR PROPOSAL

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Security Partition Installation



APRIL 7, 2025

MAGGIE L. WALKER GOVERNOR'S SCHOOL  
1000 North Lombardy Street, Richmond Virginia

# Request for Proposal (RFP): Security Partition Installation

## Project Overview:

The Maggie L. Walker Governor's School is inviting proposals for the design and installation of a laminated glass security partition, including doors and electronic locks, within our lobby area. The purpose of this project is to enhance school security by creating a barrier between the main school lobby and the rest of the premises, thereby improving safety and access control throughout the school.

## Scope of Work:

The scope of work includes the design, supply, and installation of a laminated glass security partition with lockable doors, including all necessary materials, labor, permits, and equipment. The wall should be constructed to create a clearly defined barrier between the school's main lobby/entrance and other areas within the school. Vendors should demonstrate experience with:

- Security wall construction and design.
- Installation and integration of electronic locking systems, including access control.
- Knowledge of industry standards and compliance requirements related to safety and security.

## Project Objectives:

- Install a high-quality, laminated glass security wall with access doors that provides both physical deterrence and secure access control, while still allowing for instant emergency egress.
- Incorporate remotely controlled electronic locking mechanisms that allow for controlled access to authorized personnel, with features like audit trails, remote unlocking, and manual override for emergencies.
- Integrate the system with our existing security infrastructure to provide a unified security solution while maintaining a sense of openness and accessibility in the school's design.

## Requirements:

### 1. Design:

Proposals should include detailed designs of the proposed partition wall, including materials, dimensions, and structural considerations. The design should prioritize both security and aesthetic appeal, ensuring the wall complements the school's existing architecture.

### 2. Materials:

The partition wall must be made of durable, tamper-resistant materials that provide security while being aesthetically aligned with the site and suitable for a school environment. The materials should meet safety standards for schools, resist vandalism and glass breakage, and minimize any safety hazards (e.g., sharp edges or loose materials).

3. **Installation:**

The installation process should be clearly outlined with an estimated timeline for each phase and should be carried out efficiently with minimal disruption to school activities. The contractor must adhere to all relevant safety regulations and obtain any necessary permits for the installation of the security wall and integration with electronic locks. Upon completion, the wall and locks must undergo thorough testing to ensure full functionality.

4. **Permitting:**

The contractor is responsible for obtaining all necessary permits, approvals, and inspections from local authorities or regulatory bodies, including building, electrical, fire, and life safety codes. Documentation of permits must be provided prior to the commencement of work.

5. **Accessibility:**

The partition wall must comply with all applicable ADA standards, including requirements for clearances, door width, and ease of operation. The access doors must be equipped with mechanisms that allow for immediate emergency egress, even if the electronic locking system is engaged.

6. **Integration:**

The wall and electronic locking system must seamlessly integrate with the school's current security systems, such as access control and CCTV, to provide a cohesive and effective security solution.

7. **Cost:**

Proposals should include a detailed cost breakdown, including but not limited to materials, labor, permitting fees, design fees, installation, testing, and any additional expenses. Please also include separate costs for the electronic locking system, integration with existing systems, and any ongoing maintenance or service contracts for the wall, doors, and locking system.

8. **Post-Installation Support:**

Proposals should specify options for post-installation support, including warranties on the materials and locking systems, as well as ongoing maintenance and service contracts. Please specify the duration of warranties and the terms for future maintenance and service.

**Payment Terms:**

Outline proposed payment terms, including any milestones linked to the completion of project stages, such as design approval, installation, and final testing.

## Timeline:

- **On-site, scheduled viewing of proposed area:** May 5-19, 2025 (Contact Mr. Jordan @ mjordan@gsgis.k12.va.us to arrange a visit time)
- **Proposal Submission Deadline:** June 10, 2025
- **Contractor Selection:** June 18, 2025
- **Project Commencement:** July 7, 2025
- **Milestone Meeting (If necessary):** July 30, 2025
- **Project Completion Deadline:** August 15, 2025

## Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

1. Adherence to project requirements and specifications.
2. Experience and expertise in similar projects.
3. Quality, innovation, and aesthetic appeal of the proposed design.
4. Cost-effectiveness and value for money.
5. Timeliness and efficiency of proposed timeline.

## Submission Guidelines:

Interested contractors should submit their proposals electronically, in PDF format, to M. Jordan, MLWGS Security Director, no later than the specified deadline. Proposals should be clearly labeled as follows: "Proposal for Security Partition Installation - [Contractor Name]." Please include a cover letter, the design proposal, cost breakdown, timeline, certificate of insurance, statement of debarment (attached), certification of background checks, and any relevant experience for similar projects. Vendors may submit questions or requests for clarification by **May 16, 2025**.

## Contact Information:

For inquiries and submission of proposals, please contact: M. Jordan, Project Manager  
Email: mjordan@gsgis.k12.va.us  
Phone: (804) 354-6800 X1001

## Note:

The Maggie L. Walker Governor's School reserves the right to accept or reject any proposal and to waive any irregularities or informalities in the proposals received. Submission of a proposal indicates acceptance of the terms outlined in this Request for Proposal (RFP). Vendors must agree to maintain the confidentiality of any sensitive information provided during the proposal process.

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***During the performance of this contract, the contractor agrees as follows:***

*a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.*

*b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.*

*c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.*

*d. The contractor will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.*



Maggie L. Walker Governor's School  
For Government and International Studies  
1000 North Lombardy Street  
Richmond, VA 23220  
804.354.6800

**STATEMENT OF DEBARMENT**

\_\_\_\_\_ I acknowledge that my firm has **no** pending litigation and/or debarment from doing business with the State of Virginia and/or federal government within the past five (5) years.

\_\_\_\_\_ I acknowledge that my firm has pending litigation or has been debarred from doing business with the State of Virginia and/or federal government, within the past five (5) years.

*If so, please explain in detail, indicating resolution and date.*

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Firm Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Date: \_\_\_\_\_  
Contact: \_\_\_\_\_ Phone No. \_\_\_\_\_



***Note: Failure to include litigation/debarment history will result in removal from further consideration.***