

REQUEST FOR PROPOSALS (RFP)

Security Glazing / Ballistic Intrusion Prevention Project

Wyoming Valley Montessori School (WVMS)

1. Organization Background

Wyoming Valley Montessori School (WVMS) was founded in 1970 by a group of parents dedicated to the educational principles of Dr. Maria Montessori. The school has grown from an initial enrollment of 20 preschool children and one teacher to more than 120 children, ages 18 months through 12 years, with approximately 31 staff members. Lead Teachers receive Montessori teacher training and certification through the American Montessori Society or American Montessori Institute and licensure from the Pennsylvania Department of Education and/or Department of Human Services. All staff participate in ongoing professional development and evaluation. Children on the facility premises are supervised by a staff member at all times during operating hours and throughout facility excursions off the premises.

WVMS is operated by the Wyoming Valley Montessori Association, Inc., a nonprofit corporation governed by a Board of Trustees elected by the corporation's members. The Board establishes general school policy and supports the operational management and educational direction of the Head of School.

2. Project Purpose

WVMS is soliciting competitive proposals from qualified vendors to enhance the physical security of the school by protecting designated windows and doors with retrofit security glazing, ballistic-resistant glazing, or comparable intrusion-prevention products. The proposed solution should be designed to help protect against forced entry and/or ballistic attacks.

3. Scope of Work

The selected vendor shall provide a complete proposal for the furnishing and installation of security products for all identified windows and doors at the Main Building and Community Building. The scope is expected to include, as applicable:

- On-site verification of all opening dimensions and existing conditions before fabrication or installation.
- Evaluation of the existing window and door assemblies and recommendation of appropriate retrofit security/ballistic products.
- Supply of all specified glazing, films, laminates, framing components, attachment systems, hardware, sealants, and related materials required for a complete installation.
- Professional installation of the proposed products in accordance with applicable manufacturer requirements and applicable building/safety requirements.
- Protection of occupied school areas and maintenance of a safe work site during installation.
- Removal and disposal of installation-related debris and materials.
- Testing, inspection, and final documentation of completed work, as applicable.
- Provision of product documentation, warranties, maintenance requirements, and expected service life.

The quantities and dimensions below are preliminary estimates only. An on-site visit is required to verify field conditions, quantities, dimensions, door/window configurations, and installation requirements before a final proposal is submitted.

4. Preliminary Window/Door Schedule

Quantity	Opening Size (in.)	Vendor Verification / Notes
3	32.5 x 61	To be verified on site
4	36.5 x 61	To be verified on site
1	36.5 x 48.5	To be verified on site
3	35.5 x 27.5	To be verified on site
1	50 x 27	To be verified on site
1	32.5 x 27	To be verified on site
2	36.5 x 60	To be verified on site
2	58 x 50.5	To be verified on site
1	60 x 50.5	To be verified on site
1	61 x 42	To be verified on site
1	42 x 28.25	To be verified on site
2	43 x 54	To be verified on site
1	22 x 36	To be verified on site
2	41.5 x 68.5	To be verified on site
1	41 x 68.5	To be verified on site
1	22 x 36	To be verified on site
2	41.5 x 27	To be verified on site

Note: The source project notes identify these as estimated measurements for windows and doors requiring protection. Vendors are responsible for field verification.

5. Vendor Proposal Requirements

Proposals should include, at minimum:

- Company name, address, primary contact, telephone number, and email address.
- Description of the proposed security glazing, ballistic-resistant glazing, or comparable intrusion-prevention system.
- Manufacturer(s), product names/model numbers, and technical specifications.
- Applicable performance ratings, test standards, certifications, or laboratory documentation supporting the proposed level of protection.
- Description of the proposed attachment/retention system and how the system will address the existing window and door assemblies.
- Detailed pricing for all windows and doors, including materials, labor, equipment, mobilization, disposal, and any other project costs.
- Identification of any exclusions, assumptions, alternates, or owner responsibilities.
- Proposed project schedule, including anticipated lead time, fabrication, and installation duration.
- Warranty terms for products and workmanship, including any limitations.
- Expected product life/service life and recommended maintenance.
- Evidence of relevant experience with school, institutional, security, ballistic, or similar retrofit projects.
- At least two relevant project references, if available.
- Proof of applicable insurance and licensing required to perform the work in Pennsylvania.

6. Site Visit and Field Verification

A site visit is required. Vendors shall coordinate with WVMS to inspect the Main Building and Community Building, verify dimensions and quantities, review existing conditions, and identify any conditions that may affect pricing, product selection, or installation. Proposals based solely on the preliminary dimensions are not acceptable as a substitute for field verification.

7. Pricing Format

Vendors should provide a clear, itemized bid for the proposed protection of all identified windows and doors. Pricing should distinguish, where applicable, materials, labor, installation, equipment, and other project costs. Vendors should also identify any recommended alternates or options separately from the base proposal.

8. Schedule

Each proposal shall include a proposed timeline for completion, including anticipated material lead times and installation duration. The final project schedule will be coordinated with WVMS to minimize disruption to school operations and maintain safe conditions for students and staff. The project completion is expected no later summer 2027.

9. Warranty and Product Life

Vendors shall provide complete warranty information for all proposed products and installation workmanship, including duration, coverage, exclusions, transferability (if applicable), and procedures for warranty claims. Vendors shall also state the expected service life of the proposed products under normal conditions and any recommended maintenance.

10. Proposal Evaluation

WVMS will review proposals for responsiveness to the RFP and the vendor's ability to provide a complete, technically appropriate, and properly installed security solution. Consideration may include proposed product specifications and documented performance, completeness of scope, price, schedule, warranty, relevant experience, references, and ability to coordinate work in an active school environment.

11. Submission Instructions

Submit proposals electronically to Head of School, Justin Kleinheider (jkleinheider@wvms.org). The final solicitation issued by WVMS should specify the proposal due date, submission email/address, site-visit contact, and any required question period or pre-proposal conference information. **Proposals are due by 10/30/2026.**

RFP Issuing Organization: Wyoming Valley Montessori School (WVMS)
Project: Security Glazing / Ballistic Intrusion Prevention
Buildings: Main Building and Community Building

12. Grant Funding Notice

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